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**CHRISTIAN COLLEGE KATTAKADA**  
AFFILIATED TO THE UNIVERSITY OF KERALA  
Thiruvananthapuram, Kerala 695572

# **ADMINISTRATION & POLICIES**

**OF THE INSTITUTION**

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**CRITERION 6. 2. 2.**



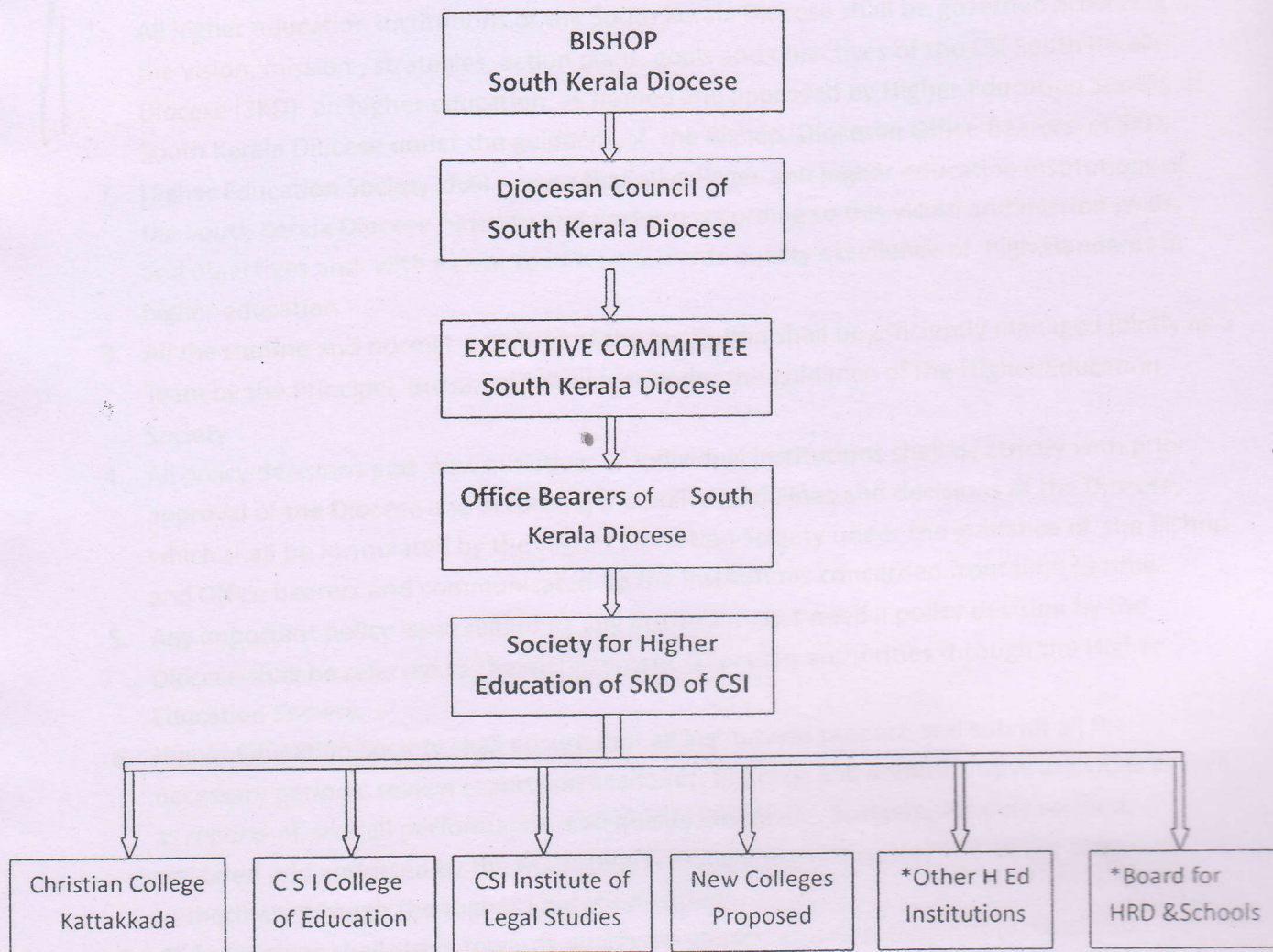
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## **WHAT'S INSIDE?**

Documents on:

-  Higher education Institutions of South Kerala Diocese of CSI:  
Organisational Structure of Governance/Administration
  -  Basic guidelines for Governance
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# Organisational Structure of Governance/Administration of Higher Education Institutions of South Kerala Diocese of CSI



\* To be specified by authorities of the South Kerala Diocese

**BASIC GUIDELINES FOR GOVERNANCE/ADMINISTRATION OF  
HIGHER EDUCATION INSTITUTIONS OF SOUTH KERALA DIOCESE  
OF CHURCH OF SOUTH INDIA**

1. All higher education institutions of the South Kerala Diocese shall be governed according to the vision, mission, strategies, action plans, goals and objectives of the CSI South Kerala Diocese (SKD) on higher education as framed and approved by Higher Education Society of South Kerala Diocese under the guidance of the Bishop, Diocesan Office Bearers of SKD.
2. Higher Education Society shall ensure that all colleges and higher education institutions of the South Kerala Diocese function and perform according to this vision and mission goals, and objectives and with a clear road map towards quality excellence of high standards in higher education.
3. All the routine and normal activities of the institution shall be efficiently managed jointly as a Team by the Principal, Bursar and Manager under the guidance of the Higher Education Society.
4. All policy decisions and new initiatives of individual institutions shall be strictly with prior approval of the Diocese and according to the policy guidelines and decisions of the Diocese, which shall be formulated by the Higher Education Society under the guidance of the Bishop and Office bearers and communicated to the institutions concerned from time to time.
5. Any important policy issue regarding any institution that needs a policy decision by the Diocese shall be referred to the management /Diocesan authorities through the Higher Education Society.
6. Higher Education Society shall ensure that all institutions prepare and submit all the necessary periodic review reports on academic, financial and administrative activities as well as reports of overall performance and quality initiatives, Budgets, etc duly verified, validated and endorsed by the Managers/Principals/Bursars concerned to the Diocesan authorities through the Higher Education Society.
7. All institutions shall strive towards quality excellence ensuring excellent professional management of all academic, administrative, financial and institutional performance activities to ensure that each institution is transformed into an institution of excellence in the concerned subjects of study/education.
8. Each institution shall prepare Annual and Monthly plans of all its activities (academic, curricular, co-curricular, valuation systems, Quality management, Accreditation processes etc) as per the vision of the Diocese and under the guidance of Higher Education Society. Higher Education Society shall ensure that the proposed plans are effectively implemented.

by the respective institutions according to the vision and mission of the Diocese on higher education.

9. Each institution shall develop a perspective vision plan collectively with the involvement of all stakeholders of the institution for the next 5/10 years under the guidance of Higher Education Society and the Diocese, so as to become the top most institution in their respective areas of study.
10. All institutions shall ensure that their faculty members are enriched in knowledge upgradation through periodic training programmes, seminars, workshops, along with performance monitoring and evaluation of academic standards.
11. The management, administration, teaching faculty and all staff of each institution shall work as a single team in an excellent atmosphere of true Christian love and fellowship, so that all students, staff, parents, public and the Diocese can experience ideal ambience of academic excellence in the institution.
12. All institutions shall be responsible to ensure utmost discipline, punctuality and true Christian moral values among its students staff, administration and all faculty members.
13. Each institution shall strive to mobilize financial, academic and human resources for the total development (both physical and academic) in all its areas of activity.
14. Each institution coming under the Higher Education Society of the Diocese shall establish and maintain cordial and healthy relationship with other sister institutions (educational, higher educational, professional, technical, vocational and other training institutions) of South Kerala Diocese, so as to strengthen mutual cooperation for overall development of the people of SKD and Kerala through relevant extension activities.
15. Every year, one week may be celebrated in SKD as EDUCATION WEEK and one Sunday of the Week as EDUCATION SUNDAY to enlighten people of our churches about the Education/Higher education avenues and opportunities, and to showcase our institutions to the common people of our Diocese.
16. Copies of all official letters sent from the institution to outside agencies, authorities and statutory agencies should be forwarded to Higher Education Society also for information and necessary follow up action that may be needed. Any proposal that need a policy approval of the Diocese shall be submitted to Higher Education Society in advance for necessary approval of the Diocese. Such files shall be forwarded to the Secretary, SKD and the Bishop with appropriate recommendations /comments by the Society for approval or otherwise and further action
17. Admissions and appointment policies and guidelines framed and approved by the Higher Education Society and the Diocese shall be followed in all institutions.
18. Leave Rules, service conditions, Remunerations and perks, and all other relevant procedures related to staff increments, promotions, establishment, administration, financial,

purchase, construction etc etc framed./approved by the Higher Education Society shall be followed all institutions.

19. All Management/Governing Councils of institutions under Higher education Society shall plan all its meetings and activities in close association and consultation with Higher Education Society so that such meetings can effectively implement their plans of activities with the approval and concurrence of the Bishop and the Diocesan authorities. The time, date, agenda, accounts and all other relevant documents shall be finalized and the meetings convened with the concurrence of higher education society, Bishop and the Office Bearers of SKD. The relevant papers for such meetings shall be forwarded to the Bishop and Diocesan Office bearers through Higher Education Society at least one week before the proposed date for convening such committees.
20. Secretary of the Higher Education Society is authorized to call any file, details of reports, accounts, leave, emoluments, financial, administrative or any other details of any institution from the Manager, Head of the institution, or Bursar for any policy decision, monitoring activities/performance, discipline related issues or any other details or explanation that need the consideration of the Management, Bishop or the Diocesan office bearers as the Management deem appropriate.
21. As different institutions under the Society have to deal with different Govt/professional bodies very frequently, the services of a person with sufficient experience in administrative and governmental procedure is essential to support the functioning of the office of the Secretary, Higher Education Society as Administrative Officer of H Ed Society (AO, HES), The AO of HES shall assist the administrative activities of the Higher Education Society and can enable office staff of institutions of HES to ensure proper functioning/procedures of the office administration of the institutions.
22. **IMPORTANT:** The Heads of the Institutions/Colleges shall be solely responsible for proper functioning, performance, and development of the respective institutions with excellence at all levels ensuring total compliance to the vision, mission and guidelines of Higher Education Society for governance of Higher Education Institutions

**Management System of Institutions of Higher Education Society of SKD at Institutional Level for Christian College, Kattakkada, CSI College of Education, CSI Institute of Legal Studies and any other institution that may come under the Society in the future**

1. The professional and efficient management of the Institutions of Higher Education Society of SKD shall be effectively carried out through the Managing Council (MC) of the College and the Executive Council (EC) of the College concerned.

(a) Managing Council (MC) of College shall consist of

Bishop (Chairman)  
Office Bearers  
Secretary HES  
Manager  
Bursar

(b) Executive Council of College shall consist of

Bishop (Chairman) ✓  
Office Bearers ✓  
Secretary, HES ✓  
Manager ✓  
Principal ✓  
Vice Principals ✓  
Bursar ✓

Person in Charge of Office Administration

2. MC shall meet at least TWICE every month; One meeting shall be at the College which shall review all the aspects of the functioning and performance of the college on all areas (Academic, Teaching/learning, evaluation, co-curricular, R&D, Extension, , maintenance of infrastructure , furniture, equipments , mobilization of resources, monitoring performance etc. and the other meeting at HQ, which shall report all achievements, threats, challenges, and plan future strategies for the college.
3. EC of the College shall meet at least TWICE every month; One meeting shall be at the College which shall review all the aspects of the functioning and performance of the college on all areas (Academic, Teaching/learning, evaluation, co-curricular, R&D, Extension, , maintenance of infrastructure , furniture, equipments , mobilization of resources, monitoring performance etc. and the other at HQ, which shall report all achievements, threats, challenges, etc to the management and plan future strategies for the college. The Principal shall report all decisions of the College Council in the next EC meeting.
4. The meetings of MC and EC of each college/institution shall be convened by the Secretary of the Higher Education Society of SKD and chaired by the Bishop. In the absence of the Bishop, the Vice Chairman, SKD or the Secretary, Higher Education Society shall chair MC/EC meetings.
5. **DEPARTMENTAL MONTHLY Meetings:**  
Each Dept of the College shall meet at least ONCE every MONTH to plan and review all activities of the Dept.
6. Governing Council (GC) of the College shall meet at least once in TWO months in which the minutes of the MC and EC shall be presented and approved

7. H Ed Society shall meet at least ONCE in every three months , in which the minutes of the institutional GCs shall be presented for approval .All policy matters, financial, administrative, Govt related issues. Legal issues, staff related issues , leave rules, service conditions, general management procedures etc. and all other issues as considered relevant by the management shall be discussed and finalized.
8. For all important issues that may arise in between two meetings of H Ed Society, the Secretary of the H Ed Society shall take appropriate decisions in consultation with the Bishop, and Office bearers of the Diocese, which shall be ratified in the next meeting.



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