



## ITM COLLEGE OF ARTS AND SCIENCE, MAYYIL

### ORGANOGRAM

#### Introduction

The ITM College of Arts and Science, governed by the Hira Charitable Trust, operates through a well-structured organogram to ensure smooth functioning and effective management. This hierarchical structure outlines the roles and responsibilities at various levels, starting with the Hira Charitable Trust. The governance model includes a Chairman at the top, followed by the Principal, under whom three key divisions operate:

1. Academic Bodies (Academic Council and Staff Council)
2. Internal Quality Assurance Cell (IQAC)
3. Administration

#### Organizational Structure

##### 1. GOVERNING BODY

##### 1. Hira Charitable Trust

At the helm of the institution is the Hira Charitable Trust, the founding and governing body. The trust is responsible for:

- Setting the strategic vision and mission of the institution.
- Allocating financial resources and overseeing their utilization.
- Monitoring the overall growth and sustainability of the college.
- Approving policies and decisions related to academics, infrastructure, and administration.

The trust plays a pivotal role in aligning the college's goals with its core values of academic excellence, social responsibility, and holistic development.

## 2. Chairman

The Chairman, appointed by the trust, serves as the executive authority overseeing the institution's activities. The Chairman's responsibilities include:

- Translating the trust's vision into actionable plans for the college.
- Supervising the Principal and ensuring adherence to institutional policies.
- Representing the college in external collaborations and partnerships.

The Chairman acts as the link between the trust and the operational leadership of the college.

## 3. Principal

The Principal is the academic and administrative head of the institution, reporting directly to the Chairman. The Principal's responsibilities include:

- Managing day-to-day operations and ensuring a conducive learning environment.
- Supervising academic activities, including curriculum implementation and evaluation.
- Addressing student, faculty, and administrative concerns.
- Ensuring compliance with the guidelines of accrediting bodies like NAAC.

The Principal also collaborates with Heads of Departments (HODs) to maintain academic standards and promote research initiatives.

## 2. ACADEMIC BODIES

The academic bodies ensure the smooth functioning of teaching, learning, faculty development, and student engagement. This division is further categorized into:

### A) ACADEMIC COUNCIL

The Academic Council is responsible for policy-making and decision-making regarding academic programs. It ensures that academic standards are maintained and that faculty members receive the necessary resources for effective teaching and research.

### Heads of Departments (HODs)

Each academic discipline is managed by a Head of Department (HOD) who is responsible for the overall functioning of their respective department. The HODs play a critical role in:

- Designing and implementing department-specific programs.
- Monitoring the performance of faculty members and students.
- Organizing seminars, workshops, and extracurricular activities.
- Promoting research and encouraging professional development among faculty members.

HODs act as a vital link between the Principal and the tutors, ensuring that departmental goals align with the college's broader objectives.

### Academic committees

Formulated to oversee curriculum development, examination processes, and learning enhancements.

Ensure academic regulations and guidelines are followed.

### Class Committees:

Act as a bridge between students and faculty to address academic concerns.

Monitor course progress and provide feedback for improvement.

## B) STAFF COUNCIL

The Staff Council ensures holistic student development through extracurricular activities, student welfare programs, and community engagement. It comprises:

**Clubs:** Encourage students to participate in cultural, literary, and professional activities that enhance their creative and leadership skills.

**Cells:** Various specialized cells address student grievances, career guidance, women empowerment, and entrepreneurship development.

**National Service Scheme (NSS):** A government-backed program that promotes community service and instills a sense of social responsibility among students.

**Parent-Teacher Association (PTA):** Strengthens communication between parents and faculty to support student growth and performance.

Alumni Association: Connects past students with the institution, promoting networking, mentorship, and institutional development.

### 3. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC is responsible for maintaining institutional quality standards and overseeing the accreditation process. It ensures continuous assessment and improvement in academic and administrative processes.

The IQAC conducts Faculty Development Programs (FDPs) for continuous professional growth and oversee curriculum enhancement and innovative teaching methods.

Organize student-centric initiatives, including remedial classes and skill development programs.

Recommend policy changes to improve academic quality and institutional governance.

Enforce quality assurance mechanisms in teaching, learning, and evaluation.

Collaborate with external agencies for quality enhancement initiatives.

NAAC Criteria Coordinator:

Manages compliance with National Assessment and Accreditation Council (NAAC) guidelines.

Ensures the institution meets the quality benchmarks required for accreditation.

SAAC Criteria Coordinator:

Oversees the State Assessment and Accreditation Council (SAAC) guidelines for maintaining state-level accreditation standards.

Implements best practices for quality enhancement.

The IQAC monitors institutional performance, prepares assessment reports, and ensures a culture of continuous improvement.

### 4. Administration

The administrative section ensures the non-academic operations of the institution run smoothly. This division includes:

Office: Manages admissions, student records, faculty appointments, and institutional documentation.

Library: Maintains academic resources, digital learning materials, and research publications for students and faculty.

Housekeeping: Ensures a clean and safe environment within the campus, contributing to students' and faculty's well-being.

Security: Implements safety protocols and ensures a secure campus environment for students, faculty, and staff.

Maintenance: Looks after infrastructure, IT support, and overall campus facilities to provide an optimal learning and working environment.