



SRI MEENAKSHI GOVT. ARTS COLLEGE FOR WOMEN

(AUTONOMOUS)

(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY)

MADURAI = 625 002.

(RE-ACCREDITED WITH "A" GRADE 3rd CYCLE BY NAAC)

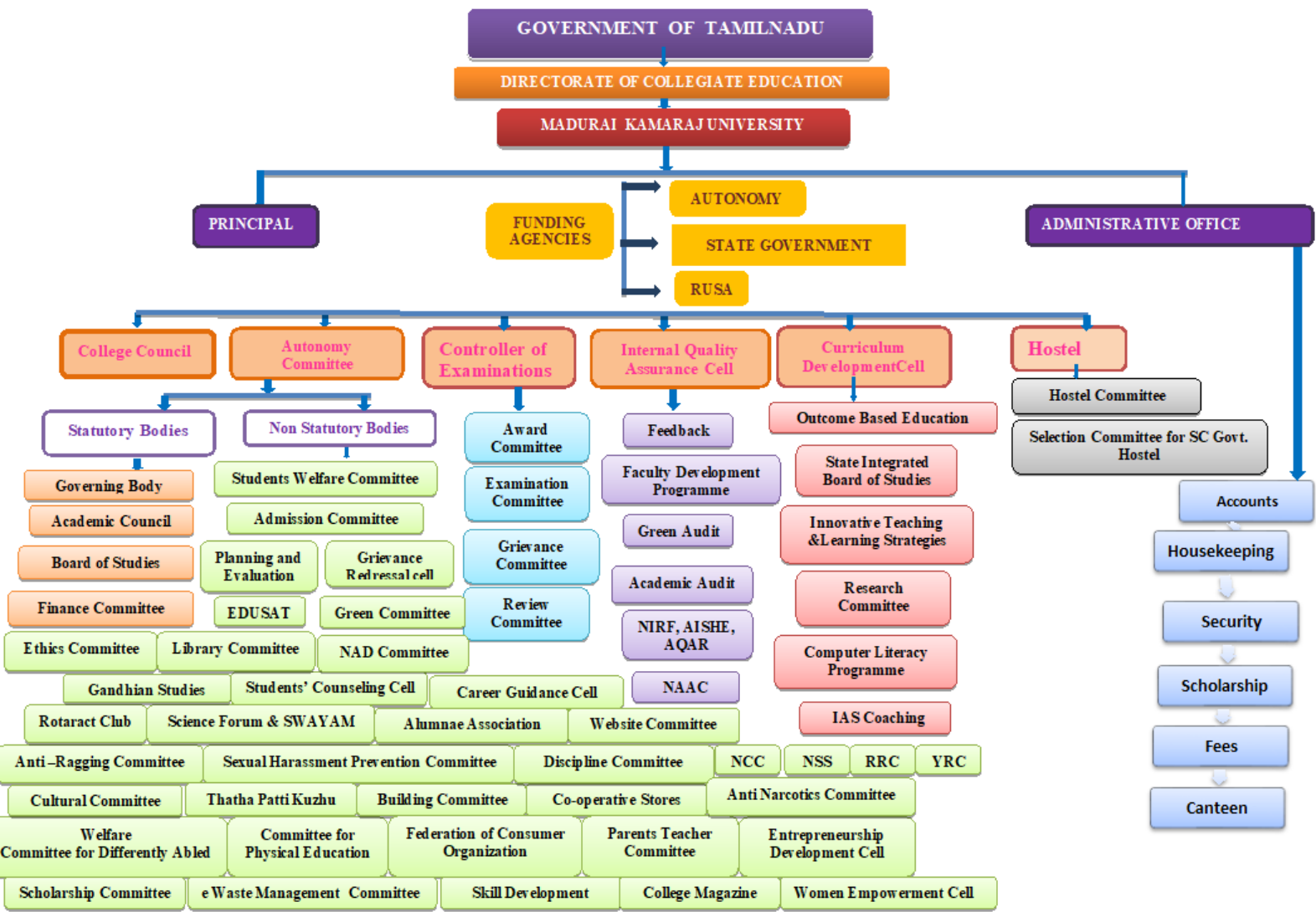
Dr. (Tmt.) S. VANATHI, M.Sc., M. Phil., Ph. D.
PRINCIPAL

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ADMINISTRATIVE SETUP

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointments and code of conduct:

Our college is an Autonomous Government Institution which adheres to the Government policies. A hierarchical setup is established from Directorate of Collegiate Education, Government of Tamil Nadu strictly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. The college is imparting higher education above 4900 students, most of them hailing from socially challenged and economically weaker sections of the society. The institution's commitment to women's education is shown in the ever-increasing demand for admission, demonstrating its outstanding accomplishment. In the year 1988, the institution was given independent status. During the third cycle of NAAC accreditation in 2014, the College was reaccredited with a 'A' grade (CGPA 3.07). The institution aims to provide students with a balanced education while also preserving our country's culture and traditions.



Functions of Key Administrative Positions

POSITION	FUNCTION
GOVERNING BODY	<ul style="list-style-type: none"> • Guides the college in fulfilling the objectives for which the college has been provided autonomous status. • Approves new UG, PG, M. Phil, Ph. D programmes of study • Approves the Annual Budget of the college which is to be submitted at the UGC. • Approves the decision taken by the Statutory and Non- Statutory Committees for the development of the Institution.
BURSAR	<ul style="list-style-type: none"> • Looks after the Administration, development of education, growth & expansion of the institution. • He coordinates between the funding agencies and the other systems of the college.
PRINCIPAL	<ul style="list-style-type: none"> • To co-ordinate and chair all the meetings and implement the decisions taken for the welfare of the Institution. • To lead, guide, facilitate and monitor all the academic activities in compliance with the affiliated Parent university, UGC and TANSICHE. • To initiate all the developmental activities and present a report on the institutional progress to the Governing Body.

	<ul style="list-style-type: none"> • To allocate budgets for the departments with the consent of the College Council for every calendar year & for the next academic year. • To be proactive in realizing the vision and mission of the College and be a catalyst in materializing the same.
COMMITTEES	<ul style="list-style-type: none"> • Every Statutory committee has been constituted adhering to the UGC guidelines • Every non- statutory committee has well defined roles and responsibilities at all levels. Activities are conducted by the committees as per the standard operating procedures laid down by UGC and affiliated university. • Coordinators of the respective committees along with the team members actively functions by undertaking the different projects planned for the respective academic year • With the help of the Heads of the Departments the committee members facilitate the follow up activities and take measures to augment the overall development of the institution.
	<ul style="list-style-type: none"> • Preparation and updation of syllabus according to TANSICHE / UGC guidelines. • Allocation of departmental workload and framing the time table as per UGC norms. • To collect and verify the course material

HEAD OF THE DEPARTMENT

- To monitor the research progress of the enrolled research scholars
- Preparation of list of weak students in each class and conduct bridge classes, slip tests.
- To cater to the academic demands of the students and faculty.
- Supervising the Club activities, Guest lectures, workshops, conferences and seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books...etc