



E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014.

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)

Re-accredited (3rd Cycle) with Grade A+ and CGPA 3.51 by NAAC

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Board of Management:-

The management committee and the Principal acts as a strong force in implementation of new development plans and strategies of the institution. The plan includes improved infrastructures, introduction of new courses, Updating laboratory equipment and up gradation of Library and Sports purchase of more Books to library. To ensure that, quality sustained in all the area related to the functioning of the college, the management offers the financial support to fulfill essential needs.

Governing Body

Internal Members-The Governing body of the college includes the President, the Secretary and Correspondent, and the Principal. The other members are the university nominee, the Vice-Principal, the self-finance director and Ex-Office members.

External members –UGC nominee, State Government nominee, the Dean of Academic Affairs, the Controller of Examinations, Academicians and Industrialists Academic activities and other development plans are discussed and executed in the Governing Body.

➤ Administrative setup

The Head of the institution and Administration is done by the secretary with steering committee consulted by the Director, Dean and the Controller Academic programs were headed by the Principal and the Administrative head is the Secretary and Correspondent. The Vice Principal, the Head of the departments, Faculties, the Physical Directors and the Librarian coordinate with the Principal in executing all the activities. Under the supervision of Dean of Academic affairs, the curriculums were framed. Examinations process are carried out by the Controller of Examinations. Research committee promotes

research activities of staff and students. The quality sustenance of the college is maintained by the IQAC coordinators.

Functions of Various committees

The Principal acts as the Chairman of all the committees. Statutory, Non-Statutory bodies and the faculty members work towards accomplishment of all activities. In the absence of the Principal, the Academic responsibilities are handed over to the Vice-Principal. IQAC initiates and implements all the academic activities. Students Service Officers conducts all student related programs. The plan includes budget allocation, upgradation of infrastructure in classrooms, Laboratories, Library, Sports, introduction of New Programmes, sustenance of quality and administrating of all affairs of the college. The finance committee decides all the allocation of funds.

Recruitment, Promotional and Service Policies-

The recruitment is done by the norms of the selection committee. The committee comprises of the Secretary, the President, the Principal, the Vice-Principal, the Director, Dean, Controller and the Head of the departments. The Secretary of the college has the authority to recruit the staff as per the UGC and TANSICHE norms.

➤ **Grievance Redressal Mechanism:**

Complaints received are discussed and remedial actions are taken at different levels in the staff meetings. The Grievance cell consist of the Principal as the Chairman, Vice Principal, Controller of Examinations, Administrative officer and the Head of the departments.

The Grievance are represented
Through letters

Parents Teachers Association



Tutor Ward Meeting



Suggestion Box



Student office Bearers



Representatives

