



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA

(A Minority institution of the Catholic Archdiocese of Thiruvalla)



AUTONOMY GENERAL RULES AND REGULATIONS FRAME WORK

(In accordance with the UGC regulations, the Government of Kerala Gazette - ordinances and amendments -and Mahatma Gandhi University rules/orders related to Autonomous colleges.)

2025-2026

(Also read - Minutes of the Governing Body GB1-10 dated 13.11.2025)

PRELUDE

For every institution to reach greater heights, it should have rules/guidelines that will guide it through the right path. With this view, rules and guidelines have been formulated for our college with autonomous status as per University Grants Commission, Government of Kerala, and Mahatma Gandhi University rules and regulations.

I hope this document will help us to work more efficiently with commitment. Let this handbook be a leading light to maintain academic excellence, to conquer horizons of knowledge, and to enlighten and empower MACFASTIANS.

I want to express my sincere gratitude to everyone who helped me with this enormous effort of preparing the college's general and examination rules handbook, notably the team administration, as my office gathered and compiled a variety of material for the manuals' creation.

All staff and students of the college extend sincere gratefulness to the college management for their unwavering support in making Macfast an autonomous college, first among the arts and science colleges under Mahatma Gandhi University.



Prof. Dr. Varghese K. Cheriyan
PRINCIPAL

FORWARD

UGC Regulations shall be called the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.

These Regulations shall apply to all Colleges/Institutions affiliated to or are constituent colleges of Universities in the country seeking the conferment of Autonomous College status.

These Regulations shall come into force from the date of their notification in the Official Gazette.

The regulation also in accordance with the Government of Kerala Gazette/ordinances/amendments and Mahatma Gandhi University Orders related to autonomous colleges.

DEFINITIONS

Autonomous College means a college conferred with autonomous status by the University Grants Commission and declared as such by the University by notification. It's a privilege given to conduct programmes of study to develop its curriculum and syllabus award degree, diploma, and such other titles by the university in accordance with provisions of Chapter VIII B of the act.

Academic Council means the Academic Council of the Autonomous College

Act means the University Grants Commission Act, 1956, Government of Kerala ordinances, amendments.

Board of Studies means the Board of Studies for a programme or group of programmes conducted by an autonomous college.

College means any institution (affiliated College or constituent College), whether known as such or by any other name, which provides for undergraduate and/or postgraduate and/or Ph.D. programmes for obtaining any qualification from a university and which, in accordance with the rules and regulations of such University, is recognized as competent to provide for such programmes/courses of study and present students undergoing such courses of study.

Commission means the University Grants Commission (UGC)

Finance Committee means the Finance Committee of the Autonomous College

Governing Body means the Governing Body of the Autonomous College, which is different from the Trust Board or the Board of Management or the Executive Committee or the Management Committee

Complaint Redressal Committee of an Autonomous College means the Complaints Redressal Committee of an Autonomous College constituted under section 114B

Parent Body means the Society registered under the Societies Registration Act 1860, or a body corporate, established or incorporated under a Central or State Act for the time being in force, or a Trust or a Company registered under Section 8 of the Companies Act, 2013; the Government or local authority or any University (for college/institution run by them)

Notification means a notification issued by the parent University declaring a college as autonomous one after the conferment of autonomous status by the UGC

"Parent University" means the University to which the College concerned is affiliated or of which the College concerned is a constituent

"Statutory body" means a statutory body of the Autonomous College

"Statutory Council" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), or any other such body established under an Act of Parliament

Inter University Consultative Committee of an Autonomous College" means the Inter University Consultative Committee of an Autonomous College constituted under section 69A

Programme" means higher education programme pursued for the award of a degree, diploma, certificate and such other titles and distinctions by the University of specified duration conducted in an Autonomous College in accordance with the provisions of Chapter VIII B of the Act;

Re-structured programme" means a programme approved by the University by incorporating or substituting inter disciplinary or multi-disciplinary courses to the programme,";

Standing Committee means a Committee comprising of 3 or more Members

Students Grievance Redressal Committee of an Autonomous College" means the Students Grievance Redressal Committee of an Autonomous College constituted under section 114E

IQAC means Internal Quality Assurance Cell established by an Autonomous College in accordance with the UGC Regulations made by the Commission and the guidelines on IQAC issued by the Commission, as may be amended from time to time in accordance with the NAAC guidelines. There shall be an External Peer Team under the jurisdiction of the University, constituted by the Governing Body consisting of (i) an eminent academician nominated by the Governing Body (ii) two academic experts nominated by the Academic Council. Peer Team term shall be for four years. Peer team shall review performance of the Autonomous College in various fields - academic-teaching -learning process, conduct of examination, academic achievements and send reports to University. Term of the team is for one year. Minimum.

ROLE, TERMS AND CONDITIONS OF AN AUTONOMOUS COLLEGE: -

The role, terms and conditions of an Autonomous College in general and subject to the provisions of Regulations will be as under:

Review existing courses/programmes and, restructure, redesign and prescribe its own Courses/programmes of study and syllabi.

Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs.

To formulate new courses/programmes within the nomenclature specified by UGC as per the Specification of Degrees 2014 as amended from time to time.

Evolve methods of assessment of students" performance, conduct of examinations, and notification of results.

To announce results, issue mark sheets, and other certificates; however, the degree shall be Awarded by the parent University with the name of the College on the degree certificate.

Prescribe rules for admission in consonance with the reservation policy of the state Government/National policy.

Autonomous Colleges may fix fees as per the norms of the State Government/ Statutory Council(s) at their own level, as applicable.

Constitute own Governing Body, Academic Council, Finance Committee, and Board of Studies.

The teaching staff and Principal in all the Autonomous Colleges shall be appointed as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations, 2018 as amended from time to time or any regulations notified by UGC/state government in this regard from time to time.

Autonomy granted to the College is at the institutional level and is not partial and shall cover the programmes at all levels of U.G. and P.G. offered by the College. The courses introduced by the College after the conferment of autonomous status shall automatically come under the purview of autonomy.

Ph.D. programmes shall be offered strictly as per the UGC Regulations notified in this regard from time to time. Autonomous status shall be granted initially for a period of five or ten years as per Clause 7 of these regulations. Further extension of autonomy shall be for a period of five or ten years as per Clause 8 of these regulations.

Governance of an Autonomous college:

The Statutory Bodies of an Autonomous College are The Academic Council; The Board of Studies; The Governing Body; and Finance Committee.

The college will, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

ROLE OF THE PARENT UNIVERSITY: -

The role of the parent University in general and subject to the provisions of Regulations will be as under:

To examine the application of the College for autonomous status on the UGC portal and give its recommendations, along with reasons/ justification, within 30 working days on the UGC portal.

If the parent University does not respond on the UGC portal within 30 working days, it shall be presumed that the parent University has no objection to the processing of the application by the UGC for conferment of autonomous status.

Issue notification within 30 days for a college to function as an autonomous entity once the autonomous status is conferred on the College by UGC.

The College, on attaining autonomous status will continue to be affiliated with the parent University but will enjoy the privileges of autonomy.

To provide nominees on various Statutory Bodies of the Autonomous College.

To facilitate the implementation of these regulations.

To facilitate new courses of study, subject to the required minimum number of hours of instruction, content and standards; To permit them to issue their own provisional, migration and other certificates; To ensure that degrees/diplomas/certificates issued indicate the name of the college;

ROLE OF THE STATE GOVERNMENT

To provide nominees on various Statutory Bodies of the Autonomous College.

The autonomous colleges shall continue to be eligible to receive funds from the State Government as being done before the grant of autonomous status, if any.

To make efforts to fill all sanctioned faculty positions on a regular and ongoing basis.

MONITORING OF AUTONOMOUS COLLEGES

IQAC shall be established in the Autonomous College for regular monitoring of the College. The IQAC shall have an external Peer Team comprising of 2 or more members who shall be academicians of repute not below the rank of Professor. The report regarding the performance of the Autonomous College shall also be put on the public domain on the website of the College. The external peer review shall be conducted at least once in a year.

On its own or in case of an adverse report by the external peer team of IQAC or on receipt of any information/complaint, UGC may cause an inspection by constituting an Expert Committee for scrutiny and may revoke the autonomous status of the College after giving due opportunity of hearing to the management by way of notification and by passing a speaking order.

The Autonomous College shall, without fail, upload on its website, information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the Autonomous College along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.

The Autonomous College shall also put on its website the constitution of various Committees/Cells as mandated in the various UGC Regulations notified from time to time. The Autonomous College shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the college website.

The Autonomous College shall also upload such information on such web portals as may be specified by the Commission, from time to time.

MATTERS REGARDING STARTING OF NEW COURSES

- 1. Review existing courses/programmes and, restructure, redesign and prescribe its own courses/programmes of study and syllabi.*
- 2. To formulate new courses/programmes within the nomenclature specified by UGC/AICTE as per the Specification of Degrees 2014 and amended from time to time.*
- 3. Evolve methods of assessment of students' performance, conduct of examinations, and notification of results.*
- 4. To announce results, issue mark sheets, migration and other certificates; however, the degree shall be awarded by the University with the name of the college on the degree certificate.*
- 5. Prescribe rules for admission in consonance with the reservation policy of the state government/national policy.*
- 6. Autonomous Colleges may fix fees as per the norms of the State Government/ Statutory Council(s) at their own level, as applicable.*
- 7. Constitute own Governing Body, Academic Council, Finance Committee, and Board of Studies.*
- 8. The teaching staff and Principal in all the Autonomous Colleges shall be appointed as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in*

Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 as amended from time to time or any regulations notified by UGC in this regard from time to time.

9. *Autonomy granted to the College is at the institutional level and is not partial and shall cover the programmes at all levels of U.G. and P.G. offered by the College. The courses introduced by the College after the conferment of autonomous status shall automatically come under the purview of autonomy.*
10. *An autonomous college can start Ph.D. programme with the prior approval of the parent University. UGC Regulations for Ph.D. programmes as notified from time to time, must be adhered to by the parent University/Autonomous College.*
11. *An autonomous college may rename an existing course as per the UGC Notification on Specification of Degrees, 2014, as amended from time to time after restructuring/redesigning it with the approval of the Academic Council of the Autonomous College. The parent University should be duly informed of such proceedings. However, this renaming of course(s) will not be applicable to previous batches*

STRUCTURAL FRAME WORK

STATUTE OF THE AUTONOMOUS COLLEGE

GOVERNANCE OF AN AUTONOMOUS COLLEGE

The autonomous College shall have the following statutory bodies to ensure proper management of academic, financial, and general administrative affairs:

- a) Governing Body
- b) Academic Council
- c) Board of Studies
- d) Finance Committee

(The Governing Body is different from Trust Board/ Board of Management/ Executive Committee/ Management Committee).It has to have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee.

- a) *Library Committee,*
- b) *Student Welfare Committee,*
- c) *Internal Complaints Committee,*
- d) *Extra-Curricular Activities Committee and*
- e) *Academic Audit Committee, etc.*

GOVERNING BODY

Notwithstanding anything contained in this Act, or the Statutes, Ordinances or Regulations made under the Act of Kerala Government, all matters including the invitations, processing and approval of applications for the grant of autonomy, the constitution of the authorities in an Autonomous College shall be dealt with in accordance with the provisions of the Chapter of the Act of Kerala Government.

If there is any dispute whether any provision in any existing Statute, Regulations and Ordinances of the University is inconsistent with or has the effect of overriding or contradicting any provision in Chapter, the decision of Government shall be final

GOVERNING BODY

STRUCTURE AS PER UGC RULES, GOVT. OF KERALA ORDINANCE AMENDMENTS AND UNIVERSITY RULES

Number	Category	Nature
5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation from different category
1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
1 Member	Educationist or industrialist	Nominated by the management
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Member Secretary

Term of Members and meeting:

Term of the nominated member is 3 years except for the UGC nominee whose term will be of 5 years from date of nomination. Termination/Completion of service / retirement shall cease the membership.

Governing body shall meet twice at least in a year. Two third of the membership is the quorum of the meeting.

Member Secretary shall intimate all members about the meeting with agenda minimum two weeks before. Draft minutes prepared by the chairman should be communicated to all members within ten days . The member who was present in the meeting can suggest modifications within ten days and the chairman shall examine.

POWER AND FUNCTION OF GOVERNING BODY

Subject to the existing provision in the bye-law of the College and the rules laid down by the state Government, the Governing body has following Powers:

1. To approve all process and procedures for the Academic and Administrative activities of the college.
2. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance committee.
3. Institute Scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
4. Approve new programmes of study leading to degrees and or diplomas.
5. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and fulfil the objectives for which the college has been declared as autonomous.

ACADEMIC COUNCIL

STRUCTURE AS PER UGC RULES, GOVT. OF KERALA ORDINANCE AMENDMENTS AND UNIVERSITY RULES

Number	Category	Nature
The Principal		Chairman
All the Heads of Departments in the Autonomous College	Members	
Four teachers of the Autonomous College	Representing different categories of teaching staff by rotation.	On the basis of seniority of service in the College.
Not less than four experts/academicians from outside the Autonomous College	Representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc.,	Are to be nominated by the Governing Body.
Three nominees of the University	Not less than the rank of Professors.	Nominated by the University
The Controller of Examination of the Autonomous College	Member	
A faculty member	Nominated by the Principal	Member Secretary

A. Term of Members and meeting :

The term of the nominated members shall be three years.

Meetings of the Academic Council shall be held at least once every six months.

B. Power and Function of Academic Council

- To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- To recommend to the Governing Body proposals for the institution of new programmes of study.
- To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- To perform such other functions as may be assigned by the Governing Body.
- To suggest guides for Ph.Ds in keeping with the guidelines of the University.

The Member Secretary shall intimate the members about the meeting schedule along with agenda minimum two weeks before. Draft minutes of the meeting should be prepared by the Chairman and communicated to the members within one week. Member who attended the meeting can suggest modifications to the Chairman and he/she can take appropriate decisions. Quorum for meeting shall be two third of the total members. Term of a member is three years and shall be re nominated .

BOARD OF STUDIES

STRUCTURE AS PER UGC RULES, GOVT. OF KERALA ORDINANCE AMENDMENTS AND UNIVERSITY RULES

Number	Category	Nature
Head of the Department concerned		Chairperson
All faculty members of the Department.	Members	
Two subject experts	From outside the parent University	Are to be nominated by the Academic Council.
One expert	To be nominated by the Vice- Chancellor of the University	From a panel of six experts recommended by the Autonomous College Principal.
One representative from industry/corporate sector/allied areas	Member	To be nominated by the Principal.
One member of the College alumni	Member	To be nominated by the Principal from the list of prominent meritorious PG alumni's.
Experts from outside the Autonomous College, whenever special courses of studies are to be formulated	Member	To be nominated by the Principal.

Every Autonomous College shall constitute a Board of Studies of its own for each subject of study or group of subjects in which the college conducts courses or intends to conduct courses:

Provided that the Governing Body of the Autonomous College shall, for this purpose, decide the subjects to be brought under a Board of Studies to be constituted. The Board of Studies of the Autonomous College shall consist of the following members, namely:-

Head of the Department not below the rank of an Associate Professor, if he has a PhD on the basis of seniority from among the HOD's whose subjects are covered by that BOS, who shall be the Chairman of the BOS. Provided that in the absence of such a Head of the Department, a teacher not below the rank of an Associate Professor with Ph. D. in a subject covered by that Board of Studies, nominated by the Government or the Principal, as the case may be, shall while nominating teachers, give prime consideration to the quality of the Board: Provided further that the Government or the Principal, as the case may be, shall, while nominating teachers, give prime consideration to the quality of academic work including research and publications of such teachers. Member shall hold office for a period of three academic years and eligible for re nomination till the retirement date. Principal shall schedule for meeting of each BOS. BOS shall meet as and when necessary or at least meet twice in an academic year . Chairman BOS shall intimate members about the meeting in advance. Draft minutes shall be prepared by the chairman and to communicate within seven days to all members, attended members can propose suggestions within ten days and chairman will examine the same. Quorum for a meeting is minimum on third of the total members.

To prepare curriculum and syllabus for a programme BOS shall ensure that all existing programme, revision of existing programme for new or restructured programme in conformity with the approved programmes of University.

Not more than six teachers with Ph.D , nominated by the Principal in consultation with the Head of the Departments offering subjects covered by that Board of Studies, from different areas of specialisation, as identified by the Principal, in subjects covered by that Board of Studies:

Provided that the Principal shall, while nominating teachers, give prime consideration to the quality of academic work in nomination of teachers, give prime consideration to the quality of academic work including research and publications of such teachers;

Two experts in the subject from outside the college to be nominated by the Academic Council of the Autonomous College;

One expert to be nominated by the Vice-Chancellor from a panel of six experts recommended by the Principal;

One representative each from industry, corporate sector or allied area relating to placement;

One meritorious alumnus who has completed a Post Graduate Programme of the University, to be nominated by the Principal;

The Chairman of the Board of Studies of the Autonomous of the College may, with the approval of the Principal of the college, co-opt, from time to time, as special invitees to the meetings of the Board of Studies of the Autonomous College, for the purpose of academic consultation from the following categories, namely:-

Experts from outside the college whenever special courses of studies are to be designed;
other teachers of the college

The term of the members nominated to the Board of studies of an Autonomous College shall be two years.

The Principal of the college shall draw up the schedule for meeting of the Board of Studies of the Autonomous College for different departments.

The meeting may be held as and when necessary, but at least one such meeting shall be held in a year

One-third of the members of the Board of Studies shall constitute the quorum.

In the temporary absence of the Chairman, the teacher next in seniority shall act as the Chairman and convene the meeting on the request of the Principal.

Where it is necessary to deal with any academic matter that affects more than one Board, the Principal may convene a joint meeting of two or more Board of Studies of the Autonomous College, as he deems necessary, and such meeting shall be presided over by a Chairman elected in such joint meeting.

The term of the nominated members shall be three years.

Meetings of the BOS shall be held at least once every six months.

Power and Function of BOS

The Board of Studies shall recommend the following to the Academic Council:

- To decide Courses of studies.***
- Prepare syllabus for various courses, keeping in view the objective of the college, interest of the stakeholders and national requirements for consideration and approval of the academic council.***
- Prepare course outcomes of each course in tune with Blooms Taxonomy to develop and classify educational learning.***
- Suggest methodologies for innovative teaching and evaluation techniques.***
- Suggest panel of names to the Academic council for appointment of Examiners.***
- Measures for the improvement of the standards of teaching and research.***
- Co-ordinate research, teaching, extension and other academic activities in the department/college.***
- Any other academic matter.***

FINANCE COMMITTEE

STRUCTURE AS PER UGC RULES, GOVT. OF KERALA ORDINANCE AMENDMENTS AND UNIVERSITY RULES

Number	Category	Nature
<i>The Principal</i>		<i>Chairman</i>
<i>One person with knowledge in Accountancy.</i>	<i>Members</i>	<i>To be nominated by the Governing Body of the Autonomous College for a period of two years.</i>
<i>One senior-most faculty member of the Autonomous College</i>	<i>Member</i>	<i>To be nominated in rotation by the Principal for two years.</i>
<i>Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College</i>		<i>(Member Secretary)</i>

POWER AND FUNCTION OF FINANCE COMMITTEE

The Finance Committee (FC) shall act as an advisory body to the Governing Body to consider:

Budget estimates relating to the grant received/receivable from funding agencies, income from fees, etc. and

An Autonomous College should hold a meeting of the Finance Committee in the first week of April to take stock of the utilization of autonomy grant of previous year and to discuss the budget for the autonomy grant of the coming year. A detailed Blue Print of the budget should be duly approved by the Finance Committee.

Only those items should be included, which are admissible as per UGC and other guidelines. No expenditure other than these items shall be accepted for utilization.

The budget so prepared and approved by the Finance Committee will be submitted to the Governing Body for final approval, before 25th of April every year.

Term of the FC shall be three years and FC shall meet as and when necessary, but shall meet at least twice in a year. Chairman FC shall intimate all members in advance with detailed agenda. Draft minutes shall be prepared by the chairman and communicate to members within ten working days. Member attended the meeting can suggest modifications and Chairman shall examine it. Quorum of the committee is the two third of the total members.

RULES AND PREVELAGES FOR COLLEGES WHICH HAS BEEN GRANTED AUTONOMY

The affiliated college which has been granted autonomy shall have autonomy in respect of the following matters, viz:

- Prescribing syllabi, courses of study, providing new courses and subjects of study.
- Arranging for instructions to the students.
- Devising methods of evaluation, examination and tests leading to awards of degree by the University. The parent university will award degrees on behalf of the Colleges after the students have been evaluated and recommended by the Autonomous College. The name of the college will be mentioned on the degree certificate. The photograph of the student along with unique ID/ Aadhaar number will appear on the certificate.
- Admission to student to courses of study in which autonomy is conferred :
Provided that no students who does not have minimum standard of eligibility prescribed for that course shall be admitted to the college. Provided further that intake of students shall not exceed the number fixed by AICTE.
- Autonomous college shall be entitled to frame their rules, byelaws and regulations.
- Autonomous college should be free to apply for new degree and post graduate course to AICTE with the concurrence of the academic council of the college.

The College in its application would also comply with the following:-

- **An academic plan** showing the courses proposed and their schedule of offering.
- **A faculty recruitment policy** and plan to meet the academic plan requirements.
- **A student admissions policy** and plan.
- **A research plan** indicating the research laboratories and other facilities proposed to be established (for Science and Technology subjects). In case of humanities, social science and other interdisciplinary faculties, the research plan should indicate the broad areas and nature of field work and research sought to be done.
- A networking plan outlining the teaching and research collaborations and partnerships that are proposed to be put in place.
- **An infrastructure development plan** that would meet the proposed academic and admissions plans as well as all student and other amenities.
- **A financing plan**, with details of the sources.
- **A governance plan** that indicates the proposed institutional structure and how it overlaps with ownership, decision-making processes and social engagement. This governance plan should be committed to the highest standards of transparency, accountability, and efficiency.

POWERS OF THE COLLEGE PRINCIPAL

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. Principal shall be the Chairman of the Academic Council.

- The Principal shall be the Chief Controller / Superintendent of all examinations He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations nominated and appointed by the Principal from among permanent faculty members on the basis of potential and experience of the person in accordance with the guidelines of the University Grants Commission and the State Government.

- *It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinance and regulations as and when issued by the Government of Kerala are observed and he/she shall have all powers necessary for this purpose.*
- *The Principal shall have the right of visiting and inspecting the examination section at any time.*
- *He / she shall have the responsibility and power to provide enough man power (by appointing Deputy/Assistant Controller of Examinations, Examination Assistant etc) for the timely completion of work related to the conduct of examinations and publication of results.*
- *The Principal shall have the power to convene meetings of the Academic Council, Boards of studies and examination committee or any other authority of the College to discuss matters related to the conduct of examinations and publication of results.*
- *The Principal is the authority to attest the documents issued by the College. Candidates have to pay the prescribed fee and submit application for attestation of documents. The word "Attested" shall be written/affix a seal near the lower left hand corner of the documents, without obliterating the entries in the document. The documents after attestation by the Principal shall be returned for transmission to the applicant.*
- *The Principal is the authorized officer to issue certificate of genuineness of documents and mark lists issued by the College. If the documents produced are found to be fake or with manipulation, the fact shall also be communicated to the concerned immediately.*

The request for verification of genuineness shall be sanctioned by the Principal. If the request is made by the candidate or his authorized representative, the prescribed fee shall be levied for issuing the same.

If the request is made by other Universities/Embassies/Government Institutions/Professional Agencies, no fee shall be levied for the same.

Students Grievance Redressal Committee (SGRC)

Principal is the Chairman. Three senior teachers nominated by the Principal from whom one shall be a woman. One parent from PTA. Term of the SGRC is two years and shall meet first month of every academic year also as and when it required. Quorum is two third of the total strength. Decision taken by the SCRC to be considered by the Principal and appropriate decision to be communicated to the aggrieved party and shall be communicated to the Vice- Chancellor of the University.
