

# **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## **6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

**Response:**

PCCAS is managed by the Chowgule Education Society (CES) as aided institution of Directorate of Higher Education, Government of Goa , affiliated to Goa University .The College has a defined organizational structure. Important matters such as drawing Institutional Policies, starting of new Programmes, upgradation of infrastructure and construction of new buildings are decided by the Executive Board of Management.

The organogram depicts the current organizational structure. The Principal, Vice - principals, Deans Heads of the departments, Controller of Examination, Librarian, Sports Director, Estate officer and Management Support Staff.

The Principal is the academic & administrative head who monitors the overall functioning and responsible for academic & administrative functioning , finance and institutional growth. For efficient functioning, the day to day administration is coordinated by two Vice Principals (VPs) and academic administration at the faculty level is coordinated by the Deans of each of the faculty. Academic Quality initiatives like academic audit processes and faculty performance appraisals are initiated and streamlined by the IQAC. Head of the department (HOD) takes the responsibility of managing the academic programmes in the department. The principal takes the review of the progress of the college with regular meeting with the Vice Principals, Deans and Heads of the department. The major decisions taken are communicated to the staff of the Departments by the respective HoDs. HODs conduct meetings (D1/D2) with the department faculty for smooth execution of the processes. Inputs are taken during the meeting for continuous improvement of the system.

The Controller of Examinations is responsible for the conduct of the end semester examination and publication of results on time. The Director of physical education is responsible for participation of students in sports events, functioning of the clubs activity of the students and the functioning of the students' affairs. The Librarian takes responsibility for maintenance and Upgradation of library resources and facilities. The Office Superintendent coordinates the functioning of the administrative staff for work

allotted to them. The multitasking staff in different groups according to the duties assigned to them.

There are other student support department that are managed by respective faculty. The management has appointed a cadre of staff: HR, Estate Officer, Internship officer. Purchase officer and accountant to assist and ensure smooth functioning of the autonomous college . The Controller of Examinations is responsible for the conduct of the end semester examination and publication of results on time.

The college being autonomous, the following structure is followed: Governing Body, academic council, Board of Studies and Finance committee. Apart from there are various committees in effective management of the college.

Appointment of the staff: The college strictly follows the procedures and norms as put by the UGC, Goa University and Directorate of Higher Education, Government of Goa , for the appointment and promotion of the staff under aided structure. Even for the self-finance staff, strict regulations are followed for appointment and payment as per the DHE notification. All appointments are purely on merit basis.

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