

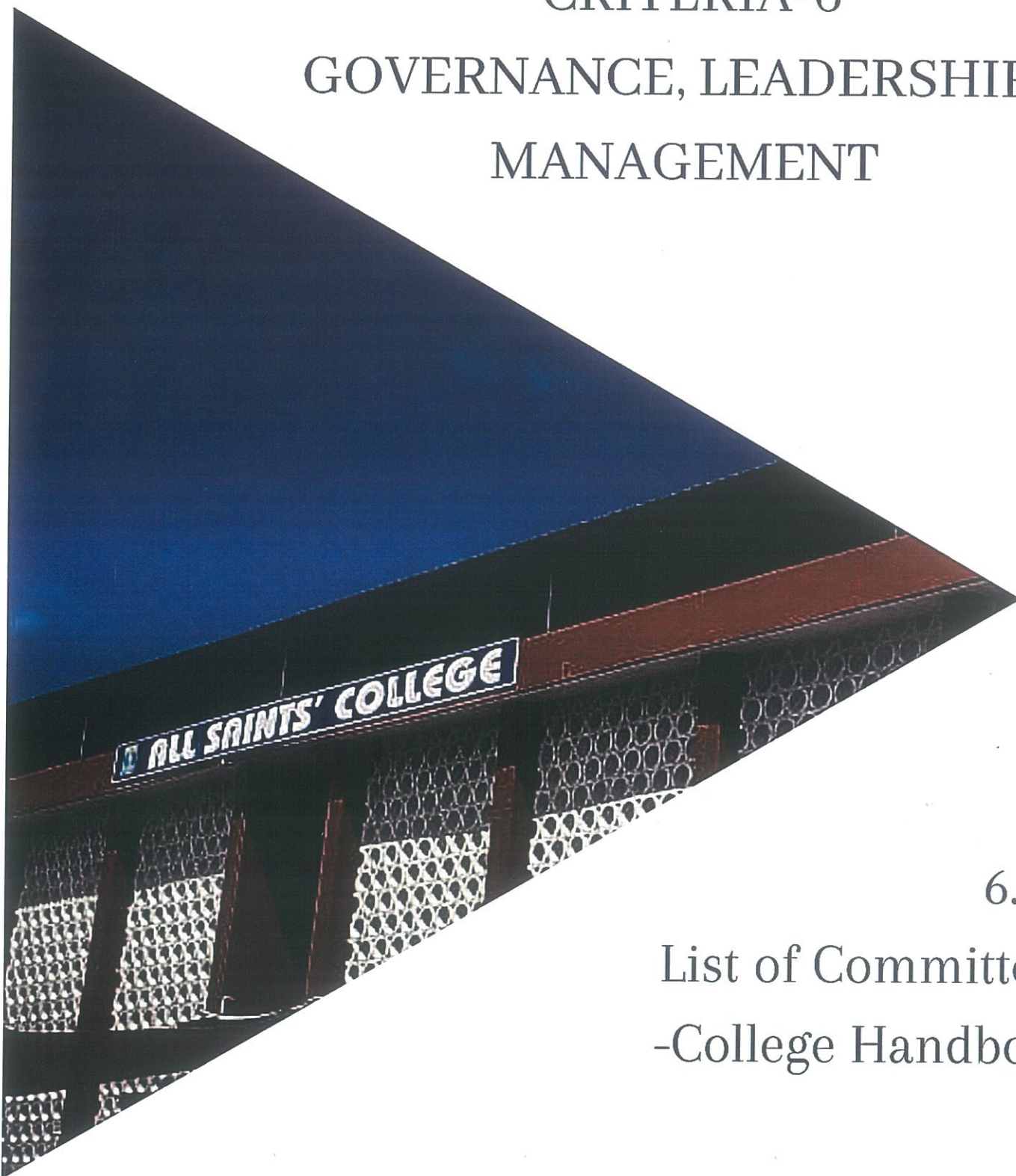


# ALL SAINTS' COLLEGE

Affiliated to University of Kerala, Thiruvananthapuram

<https://www.allsaintscollege.ac.in>

## CRITERIA-6 GOVERNANCE, LEADERSHIP & MANAGEMENT



6.1.2

List of Committees  
-College Handbook

## ADMINISTRATIVE BODIES

### College Council

This is a statutory body that advises and assists the Principal in all academic and administrative matters. The Council consists of the Heads of Departments, elected representatives from the teaching staff, a representative of the Management and the Principal who acts as the Chairperson of the Council.



*Reshmi*  
**Principal**  
**All Saints' College**  
**Thiruvananthapuram-7**



### **Internal Quality Assurance Cell (IQAC)**

The IQAC which aims at quality sustenance coordinates and supervises the post-accreditation programmes. It develops an action plan for the academic year and forwards suggestions and recommendations in important areas related to need-based academic programmes and the improvement of infrastructural facilities.

### **Central Planning Committee**

The Committee undertakes the overall planning of the activities on the campus. It gathers proposals from various departments and monitors the implementation of the proposals.

### **Parent-Teacher Association (PTA)**

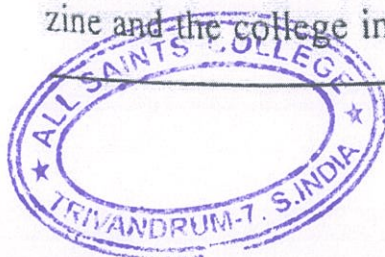
The Parent-Teacher Association aims at a co-operative effort on the part of the parents and teachers for the overall development of the college. This association conducts seminars on Career Guidance, Counselling and also sees that vocational training classes are conducted for the students. Financial aid for economically backward and deserving students and awards for proficiency are some of the other services rendered by this association.

### **Executive Body**

The Body executes all the decisions made by the IQAC. It is made up of the Principal, Heads of Departments, the Staff Secretary, the Staff Advisor and the Chairman of the College Union. Executive body includes sub committees constituted by faculty and student -

### **I. Publications Committee**

The Publications Committee is in charge of bringing out the publications in the College – the newsletter, the college magazine and the college interdisciplinary research journal, Seek.





## **II. IT Committee**

The IT Committee has been set up with courses designed by the members of this Committee. Satellite-enabled instruction in Spoken and Written English is offered. The College provides a comprehensive training programme to the students to improve their Soft Skills and English language competency.

## **III. Research Committee**

The Research Committee is constituted to enhance the academic programmes in the college. It keeps the members of the faculty informed of the schemes of the UGC and other funding agencies. The Committee also makes sure that the proposals are submitted on time and that follow-up action is taken.

## **IV. Website Committee**

The Committee is in charge of updating the website periodically. The college website [www.allsaintscollege.in](http://www.allsaintscollege.in) provides information about the College and its activities.

## **V. Info Bank**

This Committee has been constituted to maintain a chronological record of the events in the College.

## **VI. Handbook Committee**

This Committee is responsible for updating the College Handbook which is an annual publication that provides information about the College.

# **ACADEMIC COMMITTEES**

## **College Level Monitoring Committee**

This Committee is responsible for the conduct of the First Degree Programme. It ensures minimum instructional days and makes arrangements for internal Examinations, uploads





CE and does student registration. The Committee supervises course outcomes and programmes specific outcomes and updates syllabus in the college website . The Committee consists of the Principal, Heads of Departments and the elected representative of teachers in the College Council. The Principal shall be the Chairperson and a member selected by the CLMC from among the Heads of the Departments shall be the CBCSS coordinator.

### **Academic Audit Committee**

The weekly work plan are prepared by the teacher and faculty which is subsequently audited by the HoD and principal.

### **Feedback Committee**

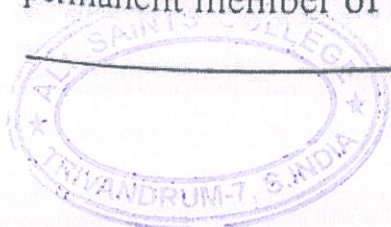
This Committee collects feedback from the students and stake holders which is analysed by the committee and recommendations are given for appropriate improvement. as well as from their stake holders.

### **Examination Committee**

The Examination Committee is responsible for conducting the University exams for undergraduate and postgraduate courses. This Committee works in unison with the Academic Forum.

### **Library Committee**

The Library Committee aims at promoting equitable access to all information resources. The Committee has the responsibility of recommending, selecting and purchasing books for the library. The Committee is made up of the Librarian, three senior members of the teaching faculty drawn from the Science, Arts and Commerce streams and a permanent member of the IQAC.



*Reshmi*  
Principal  
All Saints' College  
Thiruvananthapuram-7



## **OTHER COMMITTEES**

### **Discipline Committee**

The Discipline Committee is in charge of ensuring a campus congenial to study. The Committee consists of senior faculty members, NSS Programme Officers, the Staff Advisor to the College Union, elected members of the College Council and five elected student representatives of the College Union.

### **Public Relations Committee**

The Public Relations Committee is the face of the college. It establishes cordial relations with the media and other agencies and thereby ensures the goodwill and support of the community.

### **Ethics Committee**

The Ethics Committee is responsible for instilling basic human values in students thus making them better human beings. It also ensures that the code of conduct in the College is followed.

### **Equal Opportunity Cell**

This cell helps the students with gender sensitization by being active in raising awareness of gender equality concerns. The cell conducts various gender sensitization campaigns, training workshops and other programmes.

### **Campus Beautification Committee**

This Committee is in charge of preserving and enhancing the beauty of the college campus.

