

CHAIRMAN

(Bishop/Manager TDTA Colleges)

SECRETARY

PRINCIPAL

BURSAR

VICE PRINCIPAL

**IQAC
COORDINATOR**

HODs

**PHYSICAL LIBRARIAN
DIRECTOR**

**MANAGEMENT
OFFICE**

**STUDENTS'
DISCIPLINE**

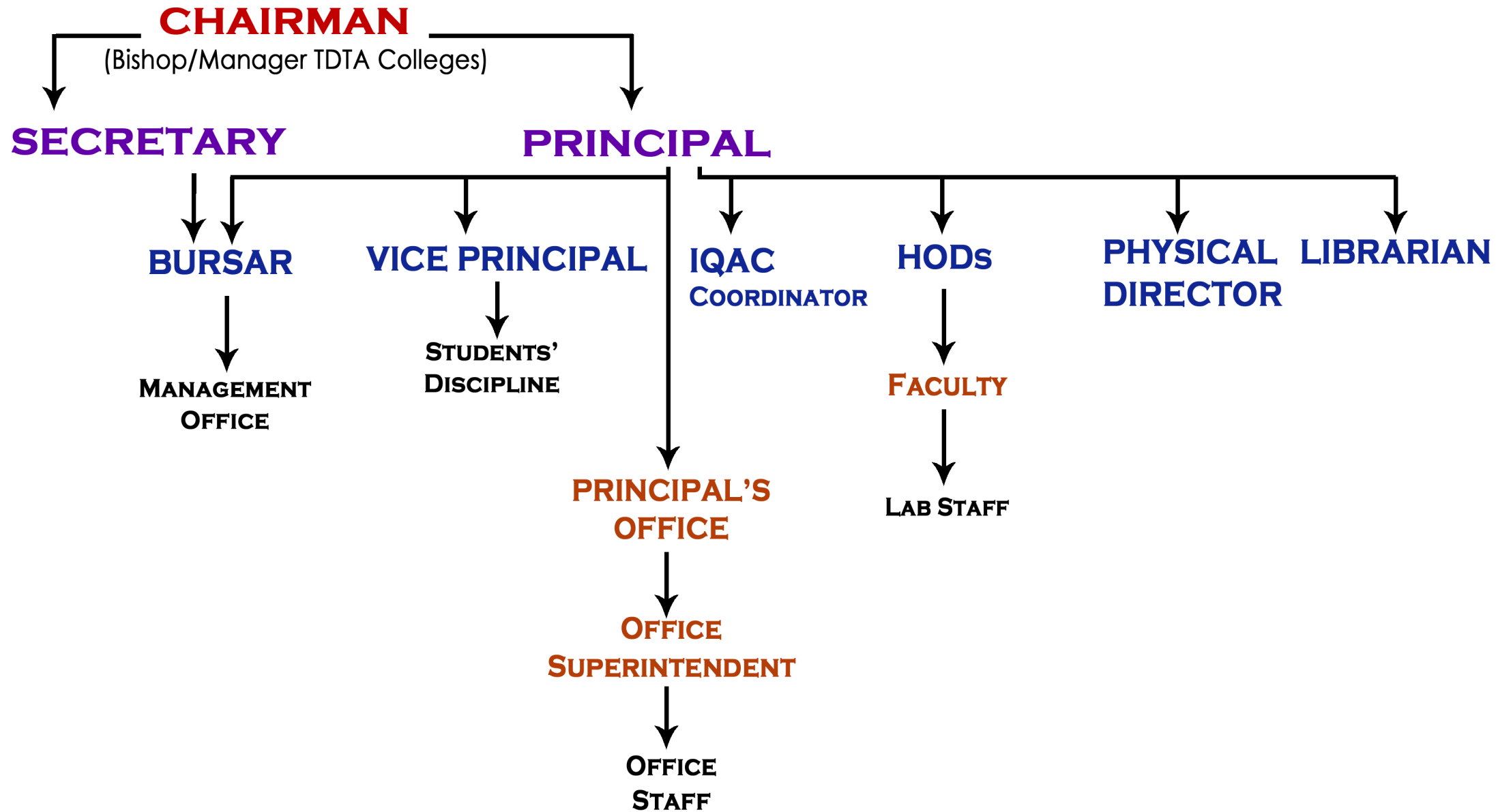
**PRINCIPAL'S
OFFICE**

FACULTY

LAB STAFF

**OFFICE
SUPERINTENDENT**

**OFFICE
STAFF**



Features of the Interconnected System

THE SECRETARY

Approves funds for the development of the College
Initiating welfare measures for the Staff members
Member of the Governing Board of the College.

THE PRINCIPAL

Provides leadership, direction and co-ordination within the College.
Main focus is to develop and maintain effective educational programs
Promoting the improvement of teaching and learning in the College

THE VICE PRINCIPAL

Assisting the Principal in maintaining students' discipline and other student activities inside the college campus. In the absence of the Principal, he acts as the In Charge.

THE BURSAR

The Bursar oversees the overall operations of student financial services, billing and receivables, and cashiering functions of the College.

THE HODs

Allocates the subjects to the faculty members well in advance before the commencement of the semester. Collects lesson plans from teaching staff and counsel the students who are absent for the internal test or irregular to the class.

THE IQAC COORDINATOR

Coordinates the dissemination of information on various quality parameters of higher education in the college and the documentation of the various programmes / activities leading to quality improvement.

THE STAFF MEMBERS (Teaching)

Plan and teach lessons within the context of the Course plan, curriculum and schemes of work.
Assess, monitor, record and report on the learning needs, progress and achievements of the students.
Participate in arrangements for preparing the students for external examinations.

COORDINATORS of CLUBS/COMMITTEES

Coordinates the activities and events of their respective Clubs/Committees and encourage the students to participate and make them society ready. Conducting programmes like Workshops, Seminars, Cultural Competitions, Awareness Camps and so on are the responsibilities of the Coordinators of the Clubs/Committees.