



ADMINISTRATION CELL

1. Description of the Committee:

The Administration Cell Committee of our Institution is dedicated to ensuring efficient and effective management of all administrative functions to support the institution's mission and objectives.

This committee oversees day-to-day operations, including admissions, scheduling, facility management, and compliance with accreditation standards. By maintaining streamlined administrative processes, the committee facilitates a conducive learning environment and upholds the highest standards of academic and operational excellence.

It serves as the backbone of the institution, ensuring that both faculty and students have the necessary resources and support to achieve their educational and professional goals.

2. Purpose of the Committee:

The purpose of the Administration Cell is to manage and enhance the administrative framework of the Institution, ensuring seamless operational efficiency and compliance with accreditation requirements.

This committee is tasked with overseeing admissions, scheduling, facilities, and overall administrative support, fostering an environment conducive to academic excellence and innovation.

By streamlining processes and maintaining high standards, the committee aims to support the institution's strategic goals, facilitating a robust infrastructure that empowers students and faculty to thrive in their educational and professional endeavours.

3. Objectives of the Committee:

- a) Ensure compliance with accreditation standards and regulatory requirements.
- b) Streamline and optimize administrative processes for efficiency.
- c) Oversee the management of admissions, scheduling, and facility operations.
- d) Provide robust support to faculty, staff, and students for smooth academic and administrative activities.
- e) Implement effective communication channels within the institution.
- f) Monitor and enhance the quality of administrative services.
- g) Facilitate resource allocation and infrastructure development.
- h) Support strategic planning and institutional growth initiatives.
- i) Foster a collaborative environment to address administrative challenges.
- j) Continuously assess and improve administrative policies and procedures.



4. Committee Members/ Composition:

S. No.	Name of Faculty	Designation	Committee Designation
1	Dr.Farhathullah Khan	Director	Chair Person
2	MOHAMED ARSHADH	HEAD – HUMAN RESOURCES & ADMINISTRATION	Convenor
3	FAIZ AHAMED	SR. ASSISTANT (ADMINISTRATION)	Member

5. Roles and Responsibilities of Members:

Chairperson:

- a) Lead and coordinate committee activities.
- b) Ensure compliance with accreditation standards and institutional policies.
- c) Oversee the development and implementation of administrative strategies.
- d) Facilitate meetings and ensure effective communication among members.
- e) Liaise with other committees and institutional departments.

Secretary:

- a) Document and maintain records of meetings and decisions.
- b) Prepare and distribute agendas, minutes, and reports.
- c) Assist the Chairperson in coordinating committee activities.
- d) Handle correspondence and communication with stakeholders.

Admissions Coordinator:

- a) Manage and oversee the admissions process.
- b) Ensure compliance with admissions policies and criteria.
- c) Coordinate with prospective students and handle inquiries.
- d) Maintain accurate records of applicant data and decisions.

Scheduling Officer:

- a) Develop and manage academic schedules and timetables.
- b) Coordinate with faculty and departments to ensure optimal scheduling.
- c) Resolve conflicts and issues related to scheduling.
- d) Monitor and adjust schedules as needed to meet institutional needs.

Facilities Manager:



- a) Oversee the maintenance and utilization of campus facilities.
- b) Ensure a safe, clean, and conducive environment for learning.
- c) Coordinate facility-related projects and improvements.
- d) Manage relationships with vendors and service providers.

Compliance Officer:

- a) Monitor and ensure adherence to accreditation and regulatory requirements.
- b) Conduct regular audits and reviews of administrative practices.
- c) Develop and implement policies to maintain compliance.
- d) Provide training and support to staff on compliance matters.

Communication Officer:

- a) Manage internal and external communications of the committee.
- b) Ensure effective dissemination of information to faculty, staff, and students.
- c) Develop communication strategies to support administrative initiatives.
- d) Handle media relations and public announcements.

Resource Allocation Manager:

- a) Oversee the allocation and management of institutional resources.
- b) Develop budgets and monitor expenditures.
- c) Ensure efficient use of resources to support academic and administrative functions.
- d) Prepare financial reports and analyses for committee review.

Quality Assurance Officer:

- a) Monitor and evaluate the quality of administrative services.
- b) Implement continuous improvement initiatives.
- c) Conduct surveys and gather feedback from stakeholders.
- d) Develop and recommend quality enhancement measures.

Committee Members:

- a) Participate actively in committee meetings and discussions.
- b) Contribute to the development and implementation of administrative policies.
- c) Assist in special projects and tasks as assigned by the Chairperson.
- d) Support the overall objectives and goals of the committee.



These roles and responsibilities ensure that the Administration Cell Committee operates effectively, upholding the institution's standards and contributing to its mission of excellence.

6. Frequency of Meetings:

7. Procedure:

1. Compliance to Statutory Bodies

Steps:

1. Identify relevant statutory requirements.
2. Collect necessary documents and data.
3. Review documents for compliance.
4. Submit required documentation to statutory bodies.
5. Track submissions and follow up as needed.
6. Update records and compliance status.

Flowchart:

Start | Identify Requirements --> Collect Documents --> Review Documents --> Submit to Bodies --> Track Submissions --> Update Records --> End

2. Fire Safety

Steps:

1. Conduct risk assessment.
2. Develop fire safety plan.
3. Install fire safety equipment.
4. Conduct fire drills.
5. Train staff and students on fire safety.
6. Perform regular maintenance and inspection.

Flowchart:

Start | v Risk Assessment --> Develop Plan --> Install Equipment --> Conduct Drills --> Train Staff/Students --> Maintenance & Inspection --> End



3. Stability Records

Steps:

1. Identify data to be stabilized.
2. Collect historical data.
3. Analyze data trends.
4. Implement data stabilization measures.
5. Monitor and update records regularly.

Start | v Identify Data --> Collect Historical Data --> Analyze Trends --> Implement Measures --> Monitor & Update --> End

4. Students and Staff Records Management

Steps:

1. Collect personal and academic data.
2. Organize data into a management system.
3. Ensure data accuracy and confidentiality.
4. Update records regularly.
5. Provide access as needed.

Start | v Collect Data --> Organize in System --> Ensure Accuracy --> Update Regularly --> Provide Access --> End

5. Internal and External Communication

Steps:

1. Identify communication needs.
2. Develop communication plan.
3. Select appropriate channels.
4. Create and send messages.
5. Monitor feedback and effectiveness.
6. Adjust plan as needed.

Start | v Identify Needs --> Develop Plan --> Select Channels --> Create & Send Messages --> Monitor Feedback --> Adjust Plan --> End

6. Classroom, Lecture Halls, Elective Subject Rooms, Seminar Hall Management

Steps:

1. Schedule rooms based on academic calendar.



2. Allocate rooms to courses and events.
3. Maintain and equip rooms.
4. Monitor usage and resolve conflicts.
5. Update schedules and records.

**Start | v Schedule Rooms --> Allocate Rooms --> Maintain & Equip --> Monitor Usage -
-> Update Records --> End**

7. Biometric and Attendance

Steps:

1. Install biometric systems.
2. Enroll staff and students.
3. Record attendance data.
4. Monitor and analyze attendance.
5. Generate reports.

**Start | v Install Systems --> Enroll Users --> Record Data --> Monitor Attendance -->
Generate Reports --> End**

8. Security Personnel Management

Steps:

1. Recruit and hire security personnel.
2. Train personnel on security protocols.
3. Assign duties and shifts.
4. Monitor performance and incidents.
5. Conduct regular reviews and updates.

**Start | v Recruit Personnel --> Train Personnel --> Assign Duties --> Monitor
Performance --> Conduct Reviews --> End**

9. Stock Verification

Steps:

1. Prepare inventory list.
2. Conduct physical verification.
3. Compare with records.
4. Identify discrepancies.
5. Update records and report findings.



Start | v Prepare List --> Conduct Verification --> Compare Records --> Identify Discrepancies --> Update & Report --> End

These sequential steps and flowcharts should help the Administration Cell efficiently manage its activities, ensuring compliance, safety, and effective resource management.