LEAD
LEAD COLLEGE OF MANAGEMENT
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Affiliated to
UNIVERSITY OF CALICUT

Approved by
AICTE

Accredited by
NBA

NBA Accredited for Academic Years 2022-2023 to 2024-2025 i.e. up to 30.06.2025
Name of Programme (PG): Master of Business Administration

Governing Structure

LEAD College of Management is armed with proficient and experienced faculty members and state-of-the-art academic infrastructure, supported by an efficient management team. The team comprises industry-oriented professionals, distinguished personalities who have contributed significantly to the industry and the society.

The Governing structure of LEAD College of Management consists of the following Governing Body, Academic and Administrative Bodies:

1. Prompt Charitable Trust
2. Board Of Governors
3. Program Advisory Committee
4. Program Core Committee
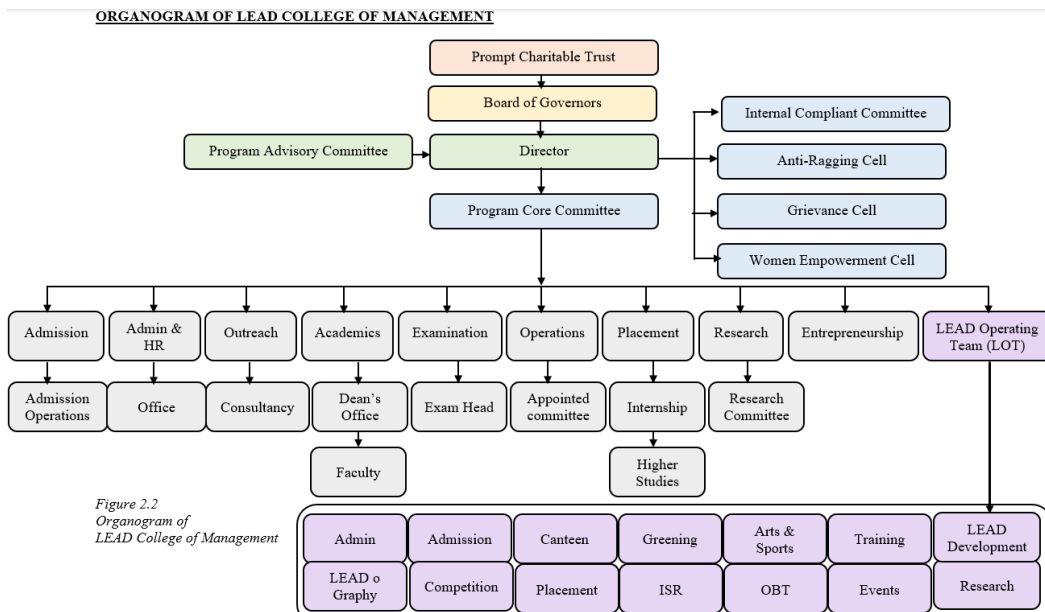5. Strategic Planning Committee
6. IQAC

ORGANOGRAM OF LEAD COLLEGE OF MANAGEMENT

Figure 2.2
Organogram of
LEAD College of Management

1. Prompt Charitable Trust (PCT)

M/s. Prompt Charitable Trust., the promoter of LEAD College of Management Palakkad was registered at Palakkad to establish educational institution imparting holistic education, which will promote human excellence, encompassing knowledge skills, attitude and values so that the students realize their full potential. Educationalists, Entrepreneurs and Socially committed people are founder trustees.

Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur, and International Trainer, 10 years in Academics.
2	Mr. Pratheesh.V	Member	More than 25 years experience as an Entrepreneur
3	Mr. Zacharia George K	Member	Experienced Agriculturist.

Responsibilities of PCT

The trust members are not directly involved in the day-to-day functionaries of the institute Trust members have delegated the powers to Board Of Governors, except the case of charity to the society.

Frequency of PCT Meetings

On the instruction of the *Chair*, meetings of Prompt Charitable Trust are convened once in every six months. Instruction for convening a meeting, as and when required, can be given under the signature of *Chair*.

2. Board of Governors (BOG)

'Board of Governors' is the body constituted by the Prompt Charitable trust, that is directly associated with the operations of the Institution. It oversees the operations of the Management and provides a link between the Trust and Management of the Institution. Boards are essentially the legal guardians of an entity. In a non-profit organization, the board members are owners of the non-profit community. The board organizes resources and takes action to fulfil the purpose of an organization.

'Board Of Governors' is the highest Body appointed by Trust having rights to add, amend or repeal any provision in the constitution as per rights defined in Schedule II of the constitution.

Board Of Governors Member Profile

SI. No	Member name	Position	Exposure / Experience
Board Of Governors			
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur and International Trainer, 10 years in Academics.
2	Mrs. Yasmin Samad	Secretary	10 years Industrial experience and 22 years teaching experience
3	Mr. Pratheesh.V	Member	25 years' experience as Entrepreneur
4	Dr. K.V. Unninarayanan	Member	33 years industrial experience 20 years teaching experience
5	Dr. Sankar Ganesh	Faculty Representative	20 years teaching experience
6	Prof. P A. Mathew	Academic Expert	8 years industry experience and 20 years teaching experience
7	Mr. Sunil Joseph	Industry Representative	30 years Industrial experience

Responsibilities of BOG

Review institute's performance.
· Approve Institutional budget, Income and Expenditure statements, Account Book, Balance Sheet and Annual Report after due discussion and consideration.
· Give final decision on the Strategic Plans, HR policies, Appointment
· Approve the agenda of the Trust in respect with the institute.
· Approve any matter put forward by the management for BOG's approval

Frequency of meeting of BOG

On the instruction of the Chair, meetings of 'Board Of Governors' is convened once every three months Meeting can also be convened as and when required under the signature of Chair

3. Program Advisory Committee (PAC)

Program Advisory Committee is to assist in ensuring quality and ensuring relevant, coherent and innovative curriculum. PAC also facilitates the institute's connection to the broader community and access to public and private funding sources. Each academic cluster or program is authorized to establish a Program Advisory Committee. BOG constitutes the Program Advisory Committees and is generally represented by experts in their respective discipline(s) and who by majority represent external constituencies/ Key Stakeholders.

Appointed by BOG and Director, have rights to recommend adding, amending or repealing any provision in the constitution as per rights defined in Schedule II of the constitution.   Program Advisory Committee (PAC) and Program Core Committee (PCC) play major role in the decision making and implementation process. Program Advisory Committee (PAC) has the advisory role and Program Core Committee (PCC) has the implementation role.

Member Profiles of PAC

Program Advisory Committee (PAC)			
Sl.No	Member Name	Committee Position / Role	Current Position / Organization Name
1	Dr. Thomas George. K	Chairman	Director, LEAD College of Management
2	Dr. K.V. Unninarayanan	Secretary	Professor, LEAD College of Management
3	Mr. Pratheesh.V	Member	Trustee, Prompt Charitable Trust
4	Dr. Chandrasekhar R.	Member	Professor, LEAD College of Management
5	Dr. Ambumani V.	Member	Professor, LEAD College of Management
4	Mrs. Yasmin Samad	Member	Administrator, LEAD College of Management
5	Dr. Sankar Ganesh	Faculty Representative	Professor & Dean Academics, LEAD College of Management
6	Prof. P A. Mathew	Academic Expert	Former Professor of Symbiosis, Pune.
7	Mr. Sunil Joseph	Industry Representative	Mg. Director, Cochin Power Cables Pvt. Ltd, Thodupuzha.
8	Ms. Soorya P	Alumnus	CEO, OHO Solutions
9	Ms. Pallavi	Student representative	2nd year student of LEAD College
10	Mr. Nair Vishnu	Student representative	1st year student of LEAD College

Responsibilities of (PAC)

·   Make collective decisions regarding the concerned area as per the governance policies laid down in the constitution.
·   Recommend the best practices to the Management and the BOG in the areas that are under the responsibility of the Committee.
·   Formulate, review and amend rules and regulations in the areas under its purview as and when required.
·   Recommend individuals for inclusion as member in PAC to the Director.
·   Draft amendments in the rules and regulations and submit it for approval by the Director with all supporting documents.
·   Recommended Provision of Amendment with signature of all members of respective Committee and PAC.
         ·   Prepare and distribute the Minutes of Meeting of the PAC meetings as per the distribution list.
·   Approve proposal and decisions of the Strategic Planning Committees (SPC) and forward it for Director's consent and BOG approval.

Frequency of meeting

PAC meetings are convened once in six months or whenever it is deemed necessary on the instructions of the Chair.

4. Program Core Committee (PCC)

Program Core Committee plays major role in the day-to-day activities of the Institution. All the decisions taken at the BOG level and duly recommended by the PAC are implemented by the PCC through various committees.

Program Core Committee (PCC)			
Sl. No	Member Name	Committee Position / Role	Current Position / Organization Name
I	Dr. Sankar Ganesh	Chairman	Dean Academics, LEAD College of Management
2.	Dr. Balamourougane	Member	Assistant Professor LEAD College of Management
3	Mrs. Yasmin Samad	Member	Administrator, LEAD College of Management
4.	Mr. Jith Rajan	Member	Assistant Professor LEAD College of Management
5.	Dr. Anil Kumar	Member	Assistant Professor LEAD College of Management

Responsibilities of the Program Core Committee (PCC)

· Report the performance of the concerned areas to Director / Management / BOG.
· Measure performance of the concerned areas.
· Ensure the smooth run of daily activities.
· Provision of amending the constitution need to be ratified by Respective Committees as per meeting held.
· Recommend amendment of Provisions, approved by the respective committees for its approval by the PAC, Director and the BOG.
· Recommend members for inclusion in the PCC for Director's consent and approval by the PAC.
· Constitute Sub-Committees, as per the Statutory requirements and for the smooth conduct of the Institutional activities and reconstitute them on completion of their terms

Frequency of Meeting

On the instruction of the Chair, PCC meeting are convened as and when required.

5. Strategic Planning Committee (SPC)

Strategic Planning Committee helps to manage the institute effectively. As the strategic plan demands timely actions, the success is determined by the fulfilment of target and outcomes.

Responsibility of Strategic Planning Committee (SPC)

· Provide a framework for effectiveness and sense of direction
· Outline goals and measurable target
· Give directions that guide actions.
· Help in evaluating the progress according to changing scenario and way forward.
· Conduct gap analysis to identify gaps in curriculum PO, PEO and make suggestion to bridge those gaps.

Frequency of Meeting of SPC

SPC meeting are held once in 6 months or as and when required and instructed by PAC.

Strategic Planning Committee (SPC)			
Sl. No	Member Name	Committee Position / Role	Current Position / Organization Name
I	Dr. Thomas George. K	Chairman	Director, LEAD College of Management
2	Dr. Sankar Ganesh	Member	Dean Academics, LEAD College of Management
3.	Dr.Jamal Mohammad Zubair	Member	Professor LEAD College of Management
4	Mrs. Yasmin Samad	Member	Administrator, LEAD College of Management
5.	Mr. Pratheesh V	Member	Trust Member, Prompt Charitable Trust.

6. Internal Quality Assurance Committee (IQAC)

Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of the quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Member Profile

SI. No.	Name	Designation	IQAC role
**Internal Quality Assurance Committee (IQAC)**

SI. No.	Name	Designation	IQAC role
1	Dr.Thomas George	Director	Chairperson
2	Dr.Sankar Ganesh	Dean	Academic Head
3	Ms.Yasmin Samad	Administrator	Administrative head
4	Mr. Balamourougane	Assistant Professor	Faculty representative
5	Dr. Anil Kumar	Assistant Professor	Faculty representative
6	Dr. Umamaheswari	Assistant Professor	Faculty representative
7	Ms. Pallavi	Student representative	2nd Year Student, 2020 batch
8	Mr. Nair Vishnu	Student representative	1st Year Student, 2021 batch

Responsibility of IQAC

·   Coordinate the dissemination of information on various quality parameters of higher education
·   Coordinate the documentation of the various programmes / activities leading to quality improvement
·   Coordinate the quality-related activities of the institution
·   To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
·   Coordinate the timely and efficient execution of the decisions of IQAC committee.

Frequency of Meeting of IQAC

IQAC meetings are held once in a month or if there is a requirement by the PAC.

Based on the Program Core Committee directions, various functional area wise committees are constituted to cover the broad functions of the institute i.e. Admission, Office Administration, Academics, Research, Outreach, (ISR, Consultancy, Connect with Professional Bodies) and Placements. Details of the committee with their members are attached in the forgoing pages. To support the Committee 14 Operational Teams, known as the LEAD Operating Teams (LOT) are also functioning in the Institute. The 14 operational teams are – Admission, Administration, Canteen, Greening, Arts & Sports, Training, LEAD Development, LEAD O Graphy, Out Bound Training, Placement, Competition. Events and Research.

As mentioned above, the PCC defines committees at various level to ensure the decision of the campus are undertaken collectively. We demarcate the decision-making and further amendment of the policy at three levels:

Level	Decision Type	Execution
Level 1	Board Level Decision (BLD)	Finance, Appointments, HR Policy, Strategic planning.
Level 2	Execution Level Decision (ELD)	Events, Placements, Admission, Internships, Library, Guest Management
Level 3	Low Level Decision (LLD)	House Keeping, Reimbursements, Stationary, Hostel, Canteen

As per the table shown above, the respective committee or the level makes the decision and will have rights to amend the policy.

2.1.1.2 Service Rules

LEAD College of Management has been rendering outstanding service to the cause of technical education since 2011. The institute strives to achieve the goal of becoming one of the leading institutes in the country for management and entrepreneurial education, by focusing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period, the Institution has established such systems, procedures and rules for an effective administration.

The Service rules pertaining to the Faculty and the Employees of LEAD are available in the "*Faculty Handbook*" and the "*Staff Handbook*" respectively. These handbooks, which detail the service rules, are issued to at the time of their joining and the latest amended books are made available for download for the Institutional Web site. T

2.1.1.3 Policies

Policy Framework

Policy framework approved by The Board of Governors, guide direct decision-making and support the achievement of the institutional Vision and Mission. Policies apply across the Institution. There are three categories of policy framework.

Governing policies:
Governing policies relate to the statutory or regulatory requirements of the institution and shall be followed in the processes of all decision making for effective accountability and performance of the institute.

Academic Policies:
Academic policies focus on core academic business of the institute and cover the process of teaching and learning. This will also include admissions; assessment; conventional and advanced academic courses and programs.

Developmental policies:
Development Policies cater to the various requirements of the institute for curricular, co-curricular and extra-curricular activities. Infrastructural development are taken care of by the Board Of Governors