

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.

Institution holds a well-organized tiered structure to upkeep any administrative proceedings that are vibrant and trustworthy with its commitments and can support operative resolution making. Institution endorses intelligibility in organizational structure to execute progressions that are dependable with effective resolution. The well-defined organization structure directed by Governing Council and is instituted as per the by-laws of concerned authority. The Governing Council is chaired by Chairman and assisted by the Correspondent and Secretary who acts as Management Representative. Principal is the Head of the Institution and administers all academic and allied divisions. Principal also holds the responsibilities of Dean - Student affairs. Under the guidance of Principal and Dean, the Institute has established various committees at institute and department level for the effective functioning of the organization. Few major committees are listed below

- Academic Council
- Programme Assessment Committee
- Planning and Monitoring Board
- Anti-Ragging Committee
- Internal Quality Assurance Cell
- Academic and Administrative Audit Committee
- Library Advisory Committee
- Research and Development Cell
- Grievance Redressal Committee


The operative motto of the institutional bodies is dynamic and proficient in generating noticeable outcomes.

In addition to these, well-defined policies and service rules such as recruitment process, guidelines for career advancement, guidelines for performance appraisal, leave rules, staff welfare schemes have been established and circulated for Appointment of Faculty, Working Hours, Late Coming, Permissions, Leaves -Absence, Conduct – Discipline, Dress Code – Decorum and Departmental Responsibilities.

Besides academic departments headed by HODs, there are other exclusive divisions headed by a senior faculty such as Library, Sports division, Career and Placement Guidance Cell,

Centre for Business Incubation and Entrepreneurship, Institution Innovation Cell, various clubs and associations, Controller of Examination Cell, Internal Quality Assurance Cell to Conceive, Design, Implement and Operate processes in order to continuously improve qualitatively and quantitatively in their respective domains that are functioning effectively under the guidance of Principal. Work culture of the Institution has been reinforced through the excellent team work involving the Governing Body of top management, Principal, Academic monitoring committee, HODs, teaching and supporting staff and students.

Infrastructure development, estate maintenance, transports, hostel, security and other amenities are also functioning effectively under the supervision of Principal and Secretary with inputs from the administration team.


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