

6.2.2.

Report on Organizational set-up of the College

Administrative set up:

- The Principal form the nucleus of administration with the former beginthe final authority in all financial matters.
- The principal shares this works and vets all the financial projects with the day-to-day running of the college.
- He has team of Departmental Heads, the IQAC Coordinator, the teachers' council Secretary and Head Clerk to assist his in discharge of this works.

Academic Head- The Principal:

- The principal convenes meetings and delegate authority to academics and administrative staff to carry out the assigned task with in the stipulated with the expected outcome.
- The meetings are held in a democratic fashion. The tasksare assigned only after detailed discussion.
- A convener and core committee is formed to carry out each mission as a regular practice.
- The principal monitors and give necessary suggestions and support to the committee all through the job and makes sure that the outcome matches the mission. He also reviews the academic and co-curricular activities periodically for coordination and improvement.

IQAC:

- All the academic and non-academic activities undergo systematics process to ensure quality outcome.
- There will be proper planning, regular monitoring and periodic review to ensure quality at each level of performance.
- The IQAC plays an active role in the conduct of theses process.
- Our College has proactive IQAC with a Coordinator, the principal, Faculty members, Administrative Staff, Technical Staff, External Experts, Alumni, the students' representative, stakeholders and community representative.
- IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and Administrative performance of the institution. This is done with the help of Academic and Administrative Audit (AAA) by the internal and External experts. It sensitizes the staff regarding the prominence of NAAC.



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- Proper planning, regular monitoring and periodic review ensure quality at each level of the performance. In all the plans of the college, IQAC plays a prominent role.


Head of the Department:

- The Head of the Departments ensure the smooth and effective functioning of their respective department.
- They facilitate goal setting and lay down the action plans for each semester/ session after discussion with the staff.
- HODs allocate courses/paper to their members of faculty based on the competency mapping. They ensure that all the staff in the department accomplishes the academic schedules within the prescribed time.
- They prepare various reports like weekly and annual reports on the event organized at the department level.
- They organize co-curricular activities like Guest Lectures Seminars and Industrial Visits to provide to overall exposure to the students.
- The HODs may visit the classes and observe the teaching methodology of each faculty. They convene departmental meeting every month to discuss and plan in advance in advance the execution of course in the subsequent exam, teaching focus, class assignment, internal assessment etc.
- During the meeting any departmental issue and problems are also discussed. Corrective measures are taken wherever it is necessary.

Faculty members:

- The members of faculty are actively involved in the teaching learning process.
- The teachers involve in activities of the Department and College by contributing to Seminars, Guest lecture, workshops and other major function organized.
- In vacant post guest lecture are appointed according to the rule and regulations Higher Education Department, C.G Govt.




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Various Committees:

Various functional committees have been formed for the smooth functioning the institutional activities and task. The following **few examples of the committees** support the academic and administration work to run smoothly:

1. Staff Council
2. Discipline Committee
3. Anti-Ragging Committee
4. Amalgamated fund Committee (SammilitNidhiSamiti)
5. Finance Committee
6. Purchase and Write-off Committee
7. Janbhagidari Committee
8. Admission Committee
9. Examination Committee
10. Grievance Redressal Cell
11. Women Harassment Cell
12. Sport Committee
13. Cultural and Literary Committee
14. UGC Cell
15. Inter Quality Assurance Cell
16. Research & Development Committee
17. College Magazine Committee
18. Career Guidance Cell
19. Scholarship Committee
20. Library Committee
21. Information/SuchanaAdhikar Cell
22. College Time table Committee
23. Income Tax Committee
24. RUSA Committee



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Non Academic Staff:

Non Academic staff includes Head clerk, accounts, Class-III and Class-IV staff. They perform their responsibilities under the supervision of the Principal. The major functions include ensuring the required amenities in the entire institution, obtaining corporation approvals, establishing laboratories and other structure.

Service Rule, Procedures, Recruitments and Promotions Policies

- Service rules procedure recruitments promotional are as per the rule of Higher Education Department, C.G Govt.

Grievance Redressal Mechanism:

There are several Grievance Redressal Mechanism including the Anti-Sexual Harassment Cell with the internal Complaints committee, Anti-Ragging Cell, a Grievance Redressal Cell with complaints boxes prominently placed and full implementation of Right to Information.

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I/C Principal

Govt. College Arjunda, Balod (C.G)

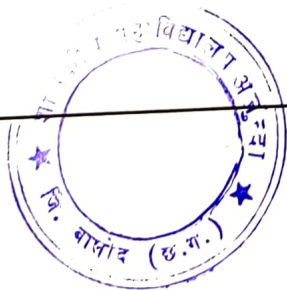
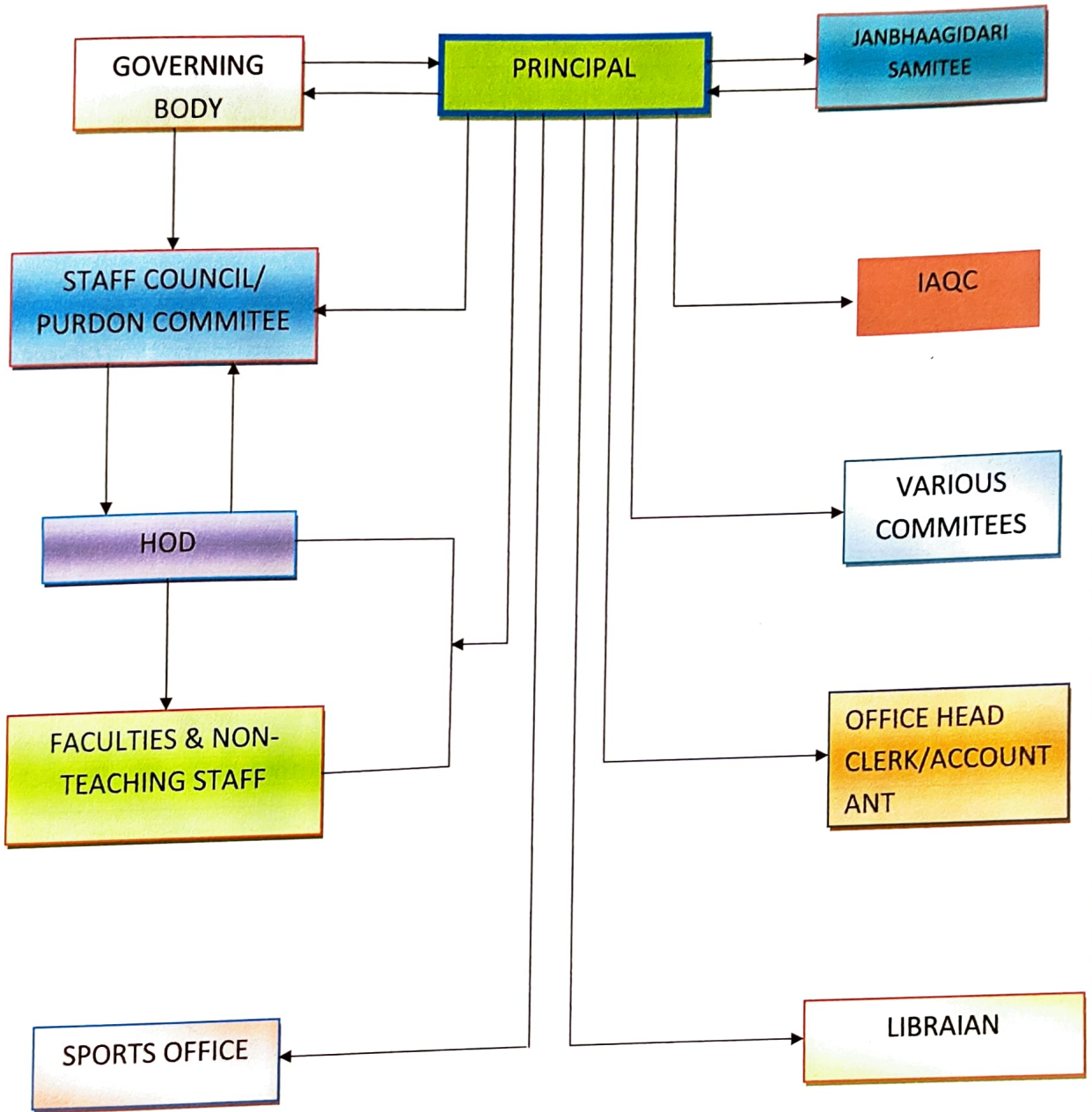


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6.2.2: Organizational structure of the Institution



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