

MANAGEMENT COUNCIL

DIRECTOR/PRINCIPAL

HEAD OF DEPARTMENT

DEPARTMENT FACULTIES

NON-TEACHING STAFFS

ADINISTRATIVE TEAM

IAOC

- 1. STAFF NURSE
- 2. ATTENDERS
- 3. HOUSE KEEPING STAFF

- 1. FINANCE
- 2. INFORMATION TECHNOLOGY
- 3. HUMAN RESOURCES
- 4. PURCHASE
- 5. LIBRARY AND LIBRARY STAFF

- 1. ADMISSION COMMITTEE
- 2. ALIMINI COMMITTEE
- 3. ANTI RAGGING COMMITTEE
- 4. INSTITUTIONAL BIO SAFETY COMMITTEE
- 5. CAREEER GUIDANCDE COMMITTEE
- 6. HOSTEL COMMITTEE
- 7. LIBRARY COMMITTEE
- 8. PATIENT COORDINATION COMMITTEE
- 9. SPORTS AND CULTURAL COMMITTEE
- 10. STUDENTS GRIEVANCE REDRESSAL CELL
- 11. ANTI-SEXUAL HARRASSMENT COMMITTEE

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. Principal Level

· The Governing Body delegates all the academic and operational decisions to the Academic headed by the principal.

Head of departments, non-teaching staff and administrative team amalgamate with the principal and ensures superior and satisfactory work.

2. Faculty Level

Faculty members with the guidance of head of department are encouraged and inspired to develop leadership skills by being in charge of various academic, cocurricular, and extracurricular activities. They are appointed as coordinator and convener for organizing seminars/workshops/conferences/CDEs.

3. Student Level

Students play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator.

For effective implementation and improvement of the institute following committees are formed:

Committee/cell/Coordinator	Roles and responsibilities
Principal	Implementation and monitoring of academic and administrative system and coordinating with head of departments for institutional functioning and outcomes
Academic	Academic development and monitoring progress of various teaching/learning processes
Admission Committee	Facilitating admission of undergraduate and postgraduate students
Examination committee	Responsible for organising Internal & University examination activities

Research committee	In charge of research activities
Cultural and sports committee	Planning, execution and supervision of cultural and sports activities
Student grievances redressal cell	Attending and redressal of student's problems
Women grievance cell	Attending and redressal of women grievances
Library Committee	Managing learning resources in form of books, magazines, journals and papers,
Anti-ragging committee	Prevention and action against ragging cases
Materials management committee	Managing materials required in the college
Condemnation committee	Committee to manage disposal of condemned or unserviceable equipment
Infection control committee	Sterilization and infection control
Pharmacy and therapeutics committee	Committee decides which drugs will appear on formulary

Participative management

The institute provides a society of participative management by involving the staff and students in various activities

Strategic Level

· The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counselling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.

Functional Level

- At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Research centre is managed by the efforts of faculty members
- Faculty members organize and participate actively in various conventions/ conferences/ workshops/ CDEs

Operational level

- All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards.
- Office staff is involved in executing day to day support services for both students and faculties.

The institute encourages and promotes teachers, students, parents, employers, alumni, staff, class coordinators and class representatives to share their ideas and suggestions through proper channels i.e through parent teacher meet, alumni meet, faculty student meetings, student feedback system, and through other various committee meetings. The inputs are reviewed and those which are in line with our institute's Vision and Mission Statements are considered for the decision making.