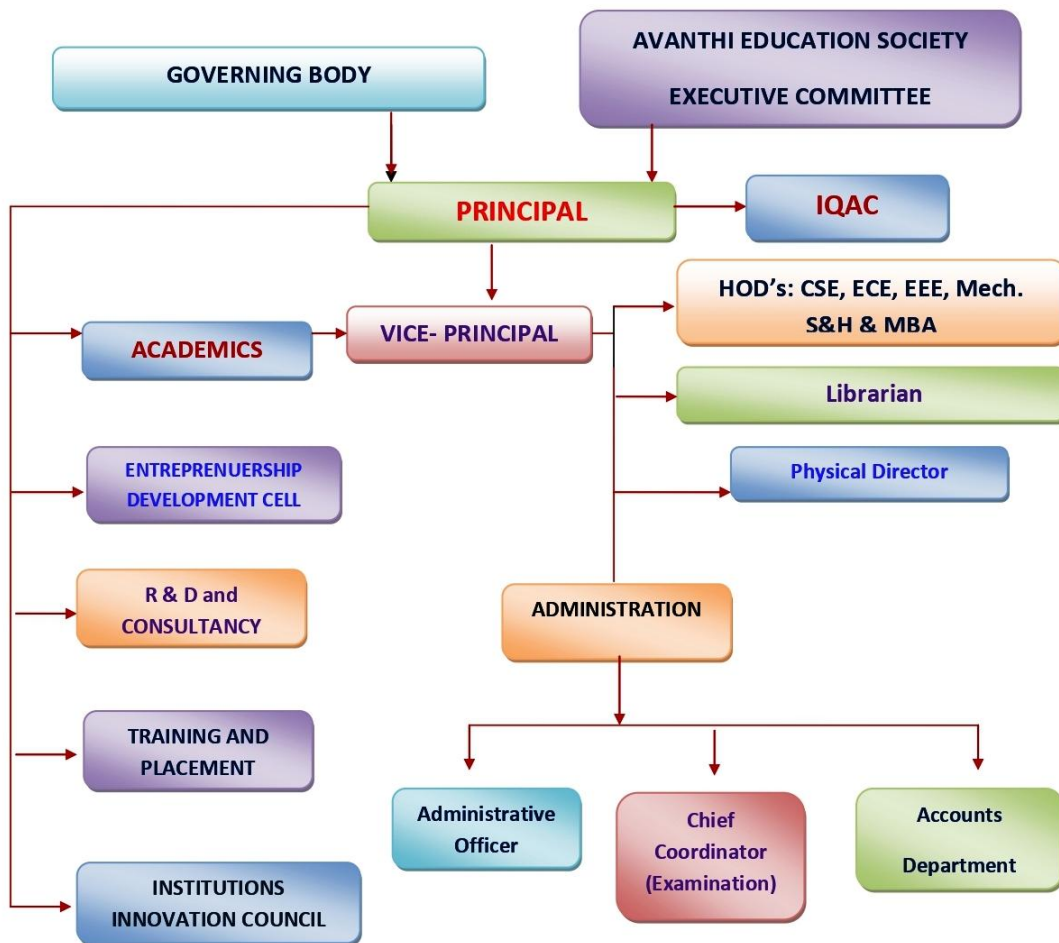


[LINK TO ORGANOGRAM OF THE INSTITUTION WEBPAGE](#)

## ORGANIZATIONAL CHART



### GOVERNING BODY

The Governing Body is a group of persons constituted for the purpose of administering institutional development activities. As far as Decision making process is concerned, Board members are giving relevant guidelines for Academic affairs, Faculty Recruitment, Infrastructure, Budget and promotional matters.



### **Identity:**

- The Governing Body of the institute is the blend of Corporate Professionals, Academicians, Practicing Managers, Management Members and highly qualified Administrators.
- The Institute believes that Governing Body is significant to review its policies, procedures and strategic objectives for the well being of the stakeholders in attaining the Institute's strategic intent.
- To keep all the above issues aligned with the expectations of industry and academia, we have given importance to constitute the Governing Body in the following composition.
- The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated

### **ACADEMIC COUNCIL**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university, industry and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university.

### **FINANCE COMMITTEE**

The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year. Finance Committee will propose the budget of the institution for construction, purchase of books, consumables etc., depending upon the finance available. The Committee formulates and approves the budget estimates department-wise for purchase of lab equipments, consumables and non-consumables, year to year. The Committee estimates the probable inflows and outflows for the Institution and arrives at the budget.



## **PLANNING COMMITTEE**

The Planning Committee is very important for establishing a path of progress for the institution from time to time. It should also monitor the progress from time to time. The Committee plans major things such as addition of new UG/PG programme and/or applying for additional intake for the existing programmes. It also plans the building required in the campus as also the need for adding facility to the students to concentrate on their education.

## **CLASS REVIEW COMMITTEE**

The vital function of this committee is to maintain close rapport with the students. The committee will observe, understand the feelings and discuss difficulties experienced by the students in both teaching and any other matters for finding corrective measures. The co-curricular and extra-curricular activities will be discussed with the members for selecting, scheduling and conduction of the programs. This enhances the motivation and improves the performance of the students

## **POLICIES**

- The Institute has a set of well defined policies of Governance that have been framed in close consultation with the stake holders.
- These policies are communicated to faculty members at regular intervals.
- Students are briefed about these policies during the orientation in the beginning. Thereafter, faculty members remind the students from time to time regarding the importance of adhering to these policies.
- There are policies pertaining to faculty members conduct, employment process. Joining and separation policies, maternity benefit policy, leave policy, internet Policy and Performance Management standards.
- The Disciplinary Committee framed the policy regarding the anti-ragging to make the campus Ragging free zone.
- The Academic Committee prepared the policy regarding the academics of the Institution in line with the Industrial needs.
- Examination Cell has framed policy for valuation, paper setting, and proper conduction

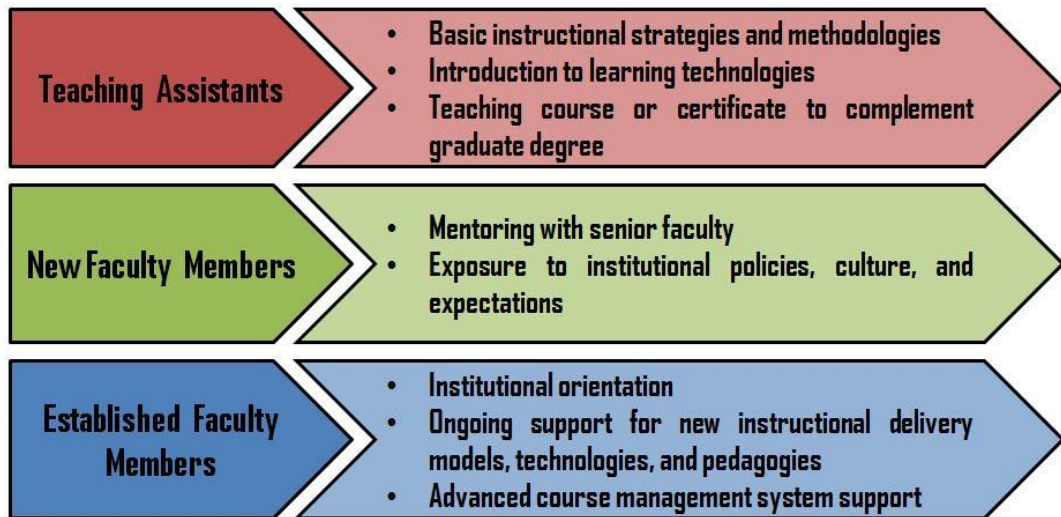


of exams, Malpractices, and results.

- Library Committee has framed the policy which would ensure the Institutional Library has all prescribed books relating to all functional areas.
- Training and Placement Cell has developed well thought out policy to make all students undergo training in soft skills and domain areas to get them placed in well reputed MNCs



## FACULTY DEVELOPMENT PLAN





<b>Duties and Responsibilities of Head of Department</b>	Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives.
<b>Duties and Responsibilities of Year Coordinator</b>	Year Coordinator is responsible for the efficient conduct of all academic activities pertaining to curriculum and student development.
<b>Duties and Responsibilities of Class In-Charge</b>	The Class Coordinator is answerable to Head of Department for following duties. The class coordinator has to ensure about maintenance of student list and their database in the Class Teacher Book.
<b>Duties and Responsibilities of Mentor</b>	The Mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the HOD
<b>Duties and Responsibilities of Examinations In-Charge</b>	Examinations In-charge is overall responsible for the evaluation system.
<b>Duties and Responsibilities of Training and Placement In-Charge</b>	Training and Placement Officer is responsible for the student training active to enhance their skills for better career opportunity.