

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

The functional authorities of the college work in the following hierarchy.

1. **Governing council:** Functions as an advisory committee and approve policy decisions.
2. **President:** He is the highest authority in the college. He is directly responsible for all policy matter for this institution. He determines the general direction and goal for various activities.
3. **Vice president:** In the absence of the President, the vice president functions as the President. He consults and advices the Principal on academic and administrative matters.
4. **Secretary:** Controls and monitors the administrative aspects of the college.
5. **Principal:** He is in-charge of day to day administration and academic activities of the college.
6. **Deans:** Deans occupy a unique place in the continuum of academic administrators, as the facilitating link among Department Heads, faculty members, staff, students, and University.
7. **HODs:** The HODs are in charge of the departmental administrations and academic activities. They are responsible for the performance of the respective departments.

The organizational structure of the College involves leadership at several levels. In such a system, decentralization has been highly effective in taking decisions and implementing them.

Both the top down and the bottom up approach are used to initiate new plans / suggestions. The institution has the culture of respecting the suggestion/ feedback given by any member of the college community. The plans proposed are discussed at the respective committees, fine-tuned and then implemented. Before finalizing any plan, the need for execution, the resources required and the possible hurdles are carefully taken care of.

Recruitment and promotion

The selection of candidates for suitable positions is made by a selection committee headed by the president of the governing council, through interview. Promotions are regulated as per promotion policy which depends upon educational & professional qualification, performance in the existing cadre, seniority of the employee and vacancy in the next higher grade.

Grievance Redressal Mechanism

An effective grievance redressal mechanism is functional in the institute, wherein staff members express their grievances to the principal through the Dean (Administration).