

Procedures & Policies for maintaining & utilizing physical, academic & support facilities – laboratory, library, sport complex, computer & classrooms-

Top management assures free hand leadership to the faculty for efficient and smooth running of college and quality maintenance by following measures:

- Heads of the departments lead other faculty members by holding frequent and regular departmental meetings with them to discuss and execute curricular, co-curricular and extension activities, as well as other parameters and issues required for departmental adequacy for smooth teaching-learning and research. Moreover they are allowed to involve in Board of Studies and contribute in curriculum designing.
- Heads of departments are responsible for selecting equipment's for purchasing in priority order.
- They are invited in interviews for selection of contributory hour basis teachers and express their views on selection of candidates.
- Recently Academics Monitoring Committee has been constituted to monitor running and quality assurance in curricular and co-curricular aspects which are being handled by faculty members.
- The coordinators have been appointed for Research Committee, coaching for competitive examinations and career and training-placement cell to coordinate efficacy of functioning in these spheres and they shoulder the total responsibility of task within their purview and make year plans for diverse activities with sharing suggestions of committee members which are approved by Principal.
- 3 teaching staff members and 1 from non-teaching sector are given representation on C.D.C.(College Development Committee) to voice demanding issues regarding infrastructural needs, result, administration, appointments, personal and students' grievances, etc.
- Principal assigns particular responsibility and task to specific faculty member and who is often accessible as and when required by college authority for relevant guidance and cooperation.

Institute believes in virtues of team spirit and decision making. Principal, by supportive assistance of heads of the department participate in decision making in democratic way. Departmental heads enjoy full operational autonomy regarding planning and execution of their assigned work within stipulated time frame like:

- Distribution of syllabus as per work load.
- Distribution of theory lectures and practical's in departmental time table.
- Internal examinations and assessment.
- Liberty in selection and purchasing material on the basis of prioritized needs viz. books/chemicals/equipment's, etc.
- Total freedom in purchasing material below the cost of rupees one thousand.
- Planning of departmental annual calendar of curricular, co-curricular and extension activities and their execution.
- Further the administration is decentralized to great extent in form of formulation of various administrative committees. These monitor the roles of different departmental

activities and carry out diverse curricular, co-curricular and extracurricular activities. Committees involve every faculty member from teaching, non-teaching and a few student representatives. Each one headed by convener / coordinator holding respective power and responsibility. These are delegated according to faculty's talent, skills, competence, aptitude, devotion and commitment for work to achieve institute's goal.

- The admissions are monitored by admission committee.
- The administrative and academic activities are reviewed by the IQAC and its audit verification for accountability.

Thus, decentralized device empowers the departments and individual faculty and makes them enough confident and self-decisive. However careful checks always loom to ensure decision made in careful, proper and feasible manner. As per need, these decisions are reviewed by higher authority. The suggestions from management are communicated to teaching / non-teaching staff and implemented by the Principal.