

6.2.2 The functioning of the Institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

The college has its governing body which works together with the management. Under whom CDC, Principal, IQAC, Head of the departments, works. Heads of the department report to the principal. The faculties report to the respective head of the departments, The students are monitored by the faculties. There are various committees to lead different activities.

GOVERNING COUNCIL:

- The activities of the institution are collectively monitored by determining the future direction and fostering the environment to achieve vision and mission of the institution.
- The body meets once in a year in general and additional times on the basis of any needs.
- Decision like introduction construction of new blocks, physical facilities enhancement and other initiative improving of the institution was taken based on the resolution of governing body

College development committee (CDC): which acts in between management and institute

PRINCIPAL

- The principal is the chairperson of the IQAC and monitors both the academic and IQAC activities.
- The other auxiliary bodies are also monitored by the principal
- Principal acts as the chief warden of the institution.

IQAC: IQAC Monitors all academic and non academic activities and always strives for quality enhancement and sustenance.

HEADS OF THE DEPARTMENT

- The departmental responsibility like planning the activities of the departments is done by the HODs.
- The faculty requirement of the department is finalized by the HOD and forwarded to the principal
- They act as the decision makers for the entire department actions which are approved by the Head of Institution later.

CO-ORDINATORS: NAAC Coordinator, AISHE Coordinator, RUSA Coordinator, ICT Coordinator, works in consent with the principal

COMMITTEES:

- All the committees formed are monitored by the principal
- To organize the institution level program as directed by the IQAC

PHYSICAL DIRECTOR:

*Coordinator for yoga

* In charge for sports, health and wellness

Librarian: Maintenance of library

NSS OFFICERS:

*Two NSS units exists in the college

- Monitors regular activities
- Organizes NSS Camp every year.

STUDENTS WELFARE OFFICER AND STUDENTS ACADEMY OFFICER*

*appointed by the principal

*In charge to organize curricular and extracurricular activities for students

STAFF SECRETARY:

* catalyze grievances of the staff to the principal.

*Maintains academic meeting register.

Our Institution Grievances Redressal Cell as such has not encountered any major grievance.

However, some of the grievances are addressed to the Management such as promotion, maternity leave, long leave, stagnation of increment etc. Any kind of grievances of the employee comes to the notice of principal and management and the issues are amicably settled whether it is a student or employee.

Recruitment and Service Rules:

Employees are governed by Karnataka Service Rules (KCSR) for leave, pension and recruitment. UGC regulations are also applicable in force from time to time. Pay Scales, Promotions, Academic Grade Pay (AGP) are as per UGC.

Employees governed by the management Service rules have been formulated as per the guidelines of the authorities from Governing council, affiliating university and approval body including the institutional values. The recruitment policies and procedures, as well as grievance redressed mechanism is given in the code of conduct of the institution.

Khaja Education Society's
BIBI RAZA DEGREE COLLEGE FOR WOMEN

Decentralization and Participative Management

Q 6.1.2: The institution practices decentralization and participative management.

- **The college forms various committees at the beginning of every academic year.**
- **These committees are formed in such a way that judicious numbers of members are accommodated for carrying out the activities.**
- **Every committee plans its activities at regular interval of time and conducts the activities throughout the year.**
- ❖ **Following practices are adopted for Decentralization and Participative Management.**

IQAC COORDINATOR


PRINCIPAL

PRINCIPAL
Bi Bi Raza Degree College
for Women's Kalaburagi-04.

ORGNANOGRAM

