



Govt. Birla College, Bhawani Mandi, Jhalawar

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6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management: -

Govt. Birla College, Bhawani Mandi promotes and practices decentralization in all academic and administrative activities, it has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute.

Administrative Decentralization: -

- ❖ Board of Governance comprises of Principal and other Faculty are responsible for planning and policy development, institutional budget, academic and research growth of the institute and other extension activities.
- ❖ College Development Committee comprising of representatives of management, principal, students' representatives, HOD representative, faculty, staff members and alumni is formed to deal with development plan of the college regarding academic, administrative and infrastructural growth and to enable college for addition of curricular, co-curricular and extra-curricular activities.
- ❖ The Principal gives directives to the departmental heads / faculty member to prepare the annual departmental budget. The departmental heads / faculty member submits requirements along with relevant quotations, depending upon the need of the syllabus and current trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, college practices decentralization by providing operational autonomy to the departments.
- ❖ The Principal consolidates requirements of all the departments and forwards it to the committee in-charge for approval. The sanctioned budget from DCE, Jaipur / college management is received by the institute.

Academic Decentralization: -

- ❖ **Head of the Departments:** - HOD is the program coordinator and implements all the rules and regulations of affiliating university/ UGC / DCE, Jaipur within the department. His responsibility includes preparing a budget, managing resources, coordinate with faculty and students.
- ❖ **Examination In-Charge:** - This includes arrangement of examination time tables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- ❖ **Accounts Officer:** - The Account Officer looks after the financial resources of the institute.
- ❖ **Administrative officer:** - Supervising day-to-day operations of the administrative department and staff members. Hiring, training, and evaluating employees, taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures.

- ❖ **Sports Officers:** - Sports officers are tasked with creating and implementing programmes which encourage sports activity across all areas of society.
- ❖ **Librarian:** - The role of Librarian to plan book acquisition programmes of library and select books for order, especially in the area of technical education.
- ❖ **Establishment in-charge:** - Processing and monitoring all study/duty leave for Civil Servants; Preparation of Pension Entitlements of Civil Servants including Death and other gratuities; Maintenance of the Personal Files of all Civil Servants; dealing with disciplinary matters in accordance with the procedures.
- ❖ **Store keeper:** -
 - ❖ Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
 - ❖ Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.
 - ❖ Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
 - ❖ Maintains the warehouse, records area and stores area in a neat and orderly manner.

List of some important Administrative Bodies: -

1. Internal Quality assurance Cell: - An IQAC committee is formed and approved by the governing body to take care of Quality assurance strategies and processes are committed to continually. The IQAC enables the institution to focus on this Mission and never falter from their goal.

2. Placement Cell: - The Cell plays a very important and key role in counseling and guiding the students of hesitation for their successful Career Placement, which is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment.

3. Career Counseling Cell: - Career Guidance Cell functions in our institution with the objectives of to provide learning/training opportunities in the areas of academic, career and personal/ Social development and to prepare students to meet their future challenges.

4. Student Advisory Committee: - The Student Representatives have the responsibility to students to: be available to listen to student views and concerns, and actively represent them in an objective and accurate manner. Attend scheduled Student Advisory Committee meetings throughout the academic year.

5. College Website Committee: - The website committee is functioning based on “Web Content Management System”. It typically supports management of content of web pages in a collaborative environment. Each department and each committee/cell of the college creates their pages in the college website and update their data.

6. Apex Bodies: - Regulating the level of examinations and qualifications. Funding in priority areas, monitoring, and evaluation. Bringing standardization of training courses for professionals. Prescribing minimum standards of education and training of various categories of professionals.

7. Discipline Committee: - Recommends Installation of more CCTV. Cameras and other measures to maintain the discipline. Responsible for the entry of the students only with I-cards and maintain proper discipline in college.

8. Cultural Committee: - Manages all the cultural events from their planning to their execution throughout the year. Prepares database of students interested in various activities. Send owing to the motive of creating an effective decentralization, the principal clearly demarcates the responsibilities assigned and maintain a track of functioning and progress of various committees.

9. Library Committee: - The committee looks after the up gradation of the library resources for providing benefits both to the faculty members and to the students. It also gives its recommendations for purchasing of books, Journals, software etc.

10. The Grievance Redressal Cell (GRC): - The cell aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non-academic matter within the campus through the online and grievance/ suggestion box.

College Committees Link: -

[College Committees](#)

Organogram: -

