



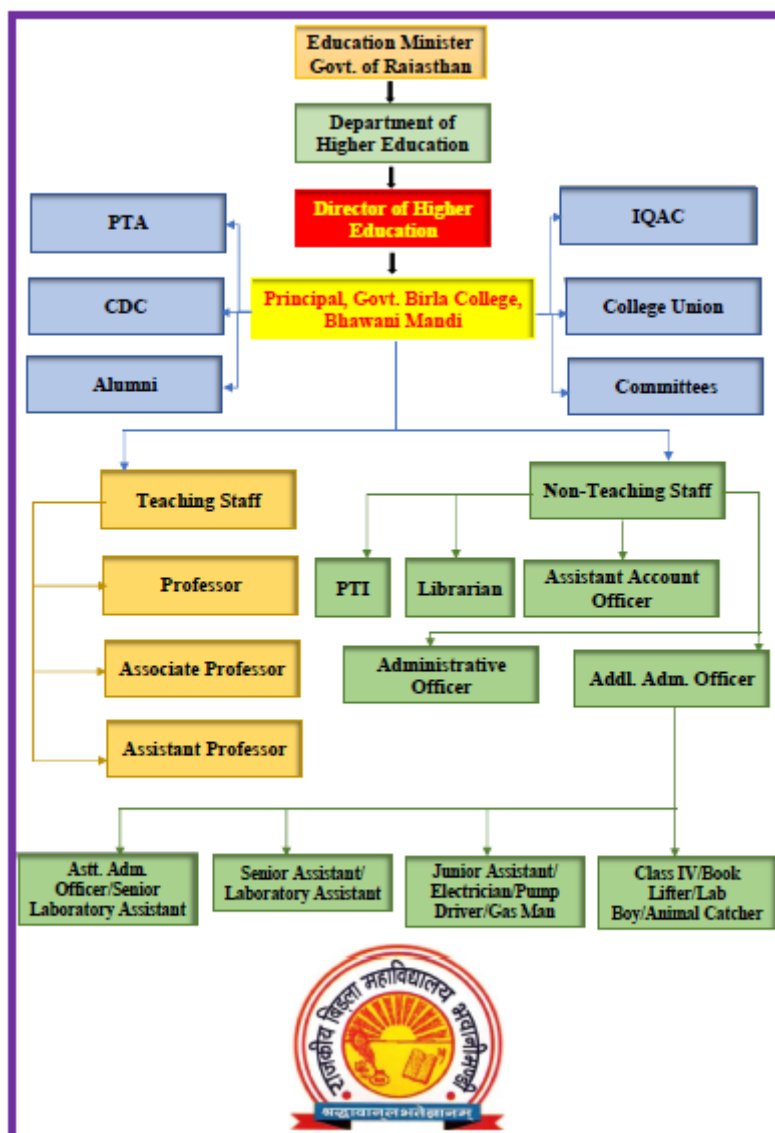
# Govt. Birla College, Bhawani Mandi, Jhalawar

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6.2.1. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc: -

- ❖ The functioning of the institutional bodies is effective and efficient which is reflecting through policy implementation, administrative setup, appointment and service rules. Effective and efficient functioning of institution is governed through different administrative section as specified in organogram.



- ❖ Government Birla College, Bhawani Mandi is governed by Rajasthan College Education Department. The policy and plans for assurance and sustenance of quality in higher education devised at Commissionerate of College Education and affiliated university of Kota.

### ❖ **Functions of Key Administrative Positions: -**

#### **Principal: -**

- ❖ Prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- ❖ To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university.
- ❖ To conduct internal and other examinations.
- ❖ To initiate all the developmental activities, monitor the progress and report to the Governing Body.
- ❖ To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.

#### **Committees: -**

- ❖ Every committee constituted at college level have the faculty member as an In-charge with two or more faculty members as committee members.
- ❖ Committee In charge will look after the committee program and operation.
- ❖ Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures.

#### **Head of department: -**

- ❖ Department HOD prepares departmental workload syllabus, Allocation of workload in prescribed formats.
- ❖ Coordinate with Library committee, Time-Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- ❖ Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books.

#### **IQAC:-**

#### **The Institute has IQAC and the functions of IQAC are given below: -**

- ❖ Setting quality benchmarks with consistent work
- ❖ Creating parameters to reach academic as well as non-academic learning goals
- ❖ Creating a student-centric teaching-learning environment
- ❖ Enabling faculty to efficiently use EdTech tools for innovation in education
- ❖ Considering the feedback of students, faculty & parents for the best practices
- ❖ Organizing various workshops & seminars for the quality education environment
- ❖ Documenting all the activities in chronological order & keeping a tab on improvements
- ❖ Preparing & submitting one of the most important - Annual Quality Assurance Report (AQAR) as per the instructions of the NAAC

## **Various Committees of the Institution: -**

The Institution has 40+ committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines.

### College Committees

## **Recruitment of Faculty/Supporting Staff: -**

- ❖ Advertisements are published in the newspapers by RPSC.
- ❖ Entrance exam and interviews are conducted by RPSC.
- ❖ After passing the entrance exam and interview, posting is given by the Commissionerate Office, Jaipur in various colleges of Rajasthan.

## **Promotional Policies: -**

- ❖ Every year the principal assesses the teaching performance and non-teaching staff in the form of Annual Confidential Report (ACR) and after giving his remarks he handed over the ACR to the CCE. CCE Review it and submit it to Department of Personnel, Govt. Of Rajasthan Rajasthan. For Career Advancement Scheme (CAS), CCE Invites Application Local and Nodal College as per UGC rules IQAC assesses the CAS form and marks the scores obtained prevailing criteria and submit it to the principal, then he forwards it CCE for necessary action.

## **Service Rules:- <https://hte.rajasthan.gov.in/dept/dce/uploads/doc/ar70.pdf>**

Strategic plans are based on the vision and mission of the institute and it provides directions and helps in decision making to achieve predetermined goals of institute. The short-term goals and long terms goals are included in strategic plans which mainly focus academic excellence, quality of work, research, infrastructure development and self-learning.

### **A. Short term goals**

#### **1. To improve the result of week students: -**

- ❖ Conduct of extra classes, class tests and assignment.
- ❖ Pay more attention to the study of weak students.

#### **2. To create the infrastructure and other facility: -**

- ❖ Improvement and renovation of class rooms, laboratories and library.
- ❖ Beautification camps.
- ❖ In-door and out-door facility.
- ❖ Arrangement of lecture stand.

#### **3. To enhance Institute-Industry Interaction: -**

- ❖ MOUs with industries and other institutes for bilateral practical training and research projects

#### **4. To promote higher studies: -**

- ❖ Establishment of Ph.D. research Centre.
- ❖ Motivating the faculty members for Ph. D.
- ❖ Introduce Certificate/Value Added Courses.

#### **5. Excelling in teaching learning process: -**

- ❖ Use modern pedagogies such projectors, smart boards, Laptops and other ICT tools.
- ❖ Sponsoring faculty members and students to National/International level events.
- ❖ Organize Workshops/Training for Faculty/ Organizing Conferences.

#### **6. Effective Leadership and Participative management: -**

- ❖ Decentralization of the academic, administration and student related authorities & responsibilities
- ❖ All the Heads of the Departments / faculty members conduct meetings every fortnight.

#### **7. Constant Internal Quality Assurance System: -**

- ❖ Develop, maintain and regularly update the document of all the processes involved in the academic and administrative activities and the forms to implement the processes.
- ❖ Internal Audit - Regular internal audits are conducted at planned intervals to check the effectiveness of the implementation, maintenance and improvement.
- ❖ Release of Annual report preparation & submission.
- ❖ External audit.

#### **8. Ensuring Effective Governance: -**

- ❖ To provide support for conducting all kinds of activities: - Co-curricular and Extra-curricular.
- ❖ To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc.
- ❖ Code of conduct and policy formulation, approval and implementation.
- ❖ Establishing fair and effective performance appraisal system.

#### **9. Student's Overall Development: -**

- ❖ The Student Representatives have the responsibility towards students to be available to listen to student views and concerns and actively represent them in an objective and accurate manner.
- ❖ Student's representation in various committee and cell.

#### **10. Women/Student/Faculty Grievance: -**

- ❖ To make women, students, faculties & staff members aware about their rights.
- ❖ To help them in raising voice against all kinds of discrimination in a proper manner.
- ❖ To assist them in overall development of their personality.

#### **11. Library development: -**

- ❖ Library automation.
- ❖ Bar coding of books.
- ❖ Increasing the number of journals reference books.



## **B. Long term goals**

### **1. Starting PG classes in all subjects: -**

- ❖ To start classes in six subjects of arts, in two subjects of commerce and in four subjects of science of the college.

### **2. Boundary wall: -**

- ❖ To start classes in six subjects of arts, in two subjects of commerce and in 4 subjects of science of the college.

### **3. ICT enabled classrooms: -**

- ❖ To make most of the classrooms of the college with ICT enabled.
- ❖ Arranging wi-fi.

## **Strategy Implementation and Monitoring**

Once the planning part has been done the next step is its implementation.

<b>S. No.</b>	<b>Particulars/Functions</b>	<b>Deployment Authorities</b>
1.	Result of week students	Principal & Teachers
2.	Infrastructure (Academics)	Principal & Development committee
3.	Institute-Industry Interaction	Principal & Development committee
4.	Higher studies	Principal & Teachers
5.	Internal Quality Assurance System	IQAC
6.	Effective Governance	Principal, BOG & Development committee
7.	Library development	Principal, Librarian and committee
8.	Boundary wall	Principal, BOG, stakeholders & Development committee
9.	Starting PG classes in all subjects	Principal & Teachers
10.	ICT enabled classrooms	Principal, BOG & committee

The plans articulated by the principal are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication.