



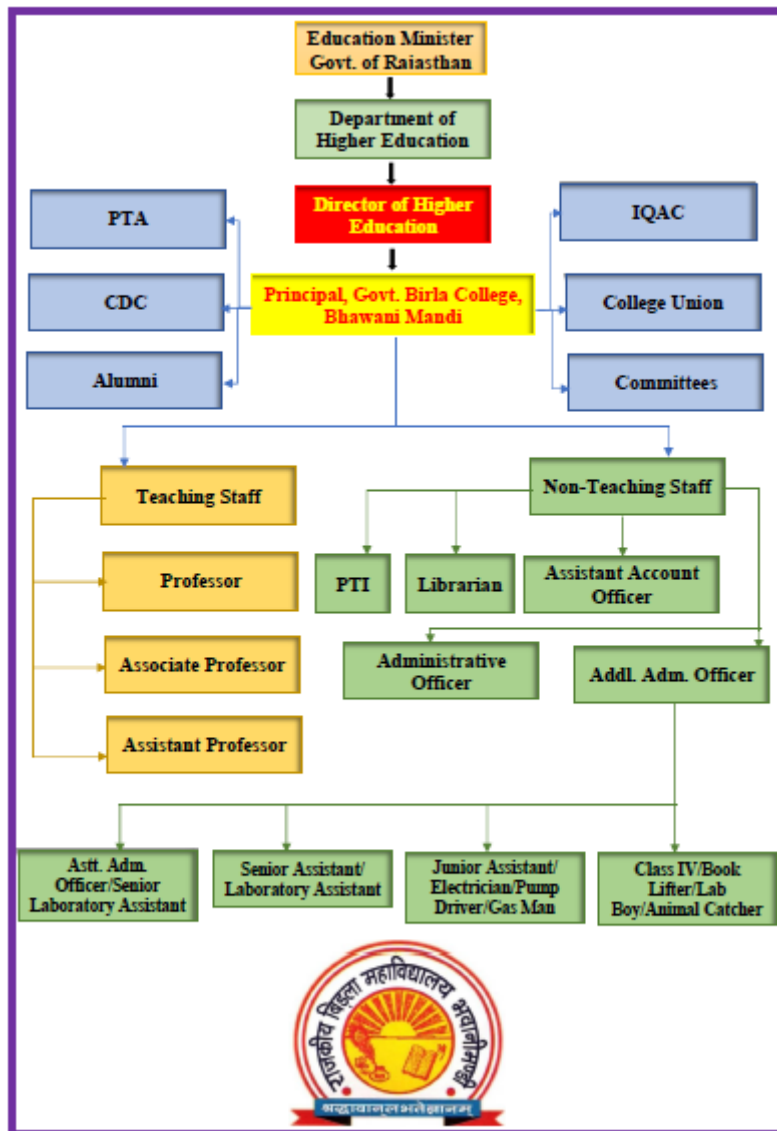
Govt. Birla College, Bhawani Mandi, Jhalawar

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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 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>

