 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.

Hierarchy of Administrative setup

The Institutional bodies form an effective and efficient as visible policies administration set up. Manager is the authority of all administrative function. Management secretary comes under the manager. An office was setup for the proper functioning, placement, promotions and for managing the service rules and appointment. An academic council with 12 members was constituted to observe the day to day functioning of the institution. The academic council frames policies and regulations and it is published in the academic Calendar of the college. Administrative council review academic economic and physical facilities and

other activities of the college and suggest remedial measures.

FUNCTIONING

* Promoting the faculty for effective and efficient transaction of teaching and learning process in the institution
* Promoting faculty to do research under faculty improvement program, to participate in refresher courses, orientation programs, seminars, workshops, conferences
* Resource persons to various institutions especially Academic Staff Colleges.
* Directing the administrative body to make the necessary provisions for maintaining the smooth functioning.

Recruitment of Faculty

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• Appointment on the merit based

• Process of appointment--- principal reported vacancy to management, management

publish advertisement in national daily, more than 20 applicants conduct a written

test, conduct interview, after completing selection criteria published rank list, and

appointment

• First one year is probationary year

• Salary increments in above 10 percentage in year

• Casual leave, medical leave, leave for higher study are available