

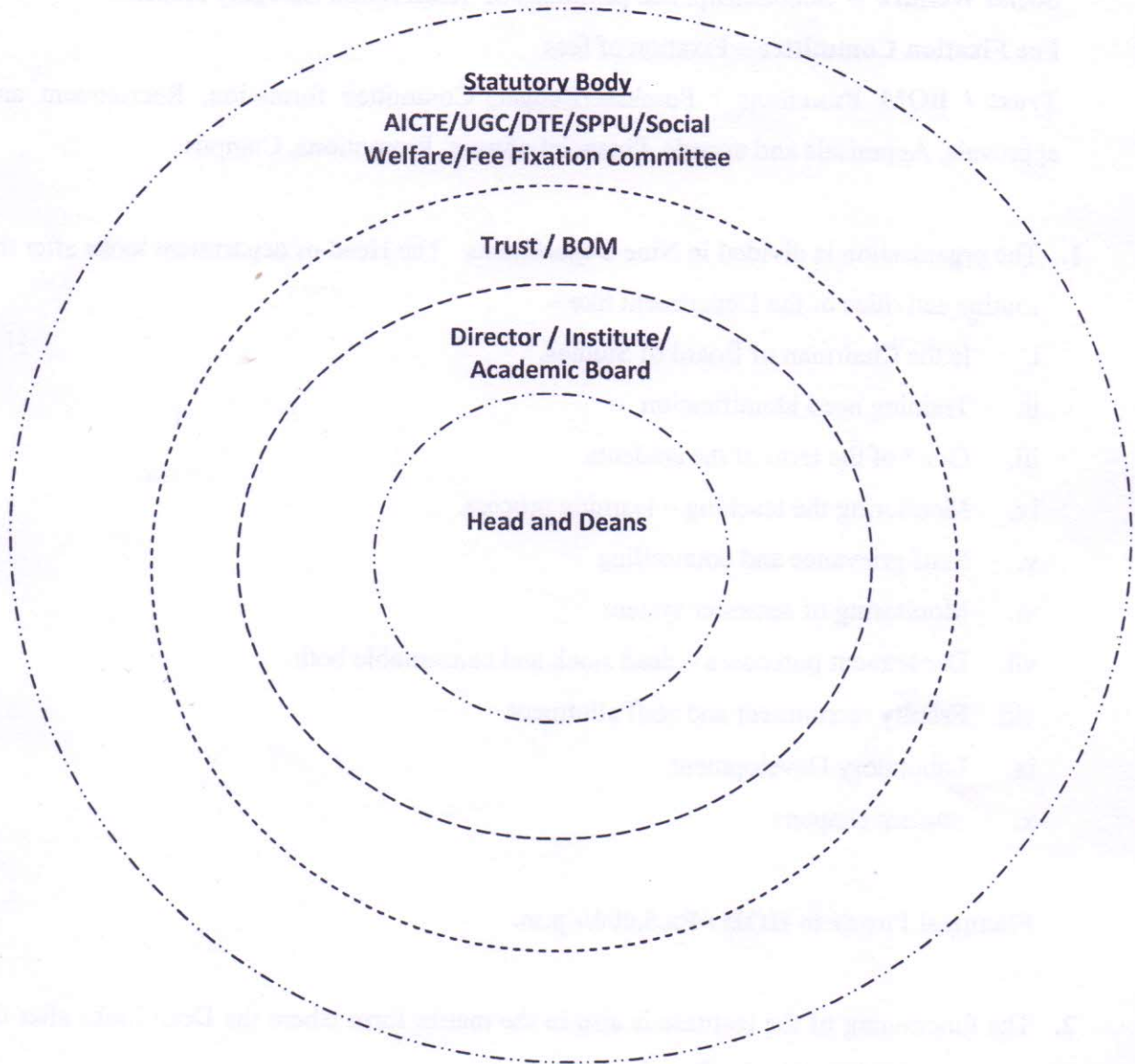


**DECENTRALIZATION IN
WORKING AND
GRIEVANCE REDRESSEL
MECHANISM**

Decentralization in working and grievance redressal mechanism

A. Decentralization in working -

The functioning of the institute is decentralised and is organised as shown in chart.



- **Statutory Body Functions :**

AICTE – Program Approvals, Increase in Intake, Faculty Positions, Cadre Ratios, Nomination on BOM, etc.

UGC – Conferment of Autonomy, Guidelines for Autonomy.

DTE, MS / Government – Admission permission, Reservation norms, Pay Scales, Nomination on BOM.

SPPU - Roster, Affiliation, Oversee functioning, Nominations on BOM and AB

Social Welfare – Scholarship, Fee payments of Reservation Category students.

Fee Fixation Committee – Fixation of fees

Trust / BOM Functions : Purchase/Budget, Committee formation, Recruitment and approvals, Appraisals and awards, Financial powers, Promotions, Campus

1. The organisation is divided in Nine Departments. The Head of department looks after the routine activities of the Department like –
 - i. Is the Chairman of Board of Studies.
 - ii. Training need identification
 - iii. Grant of the term of the students
 - iv. Monitoring the teaching – learning process.
 - v. Staff grievance and counselling
 - vi. Monitoring of semester system
 - vii. Department purchases – dead stock and consumable both.
 - viii. Faculty recruitment and staff allotment
 - ix. Laboratory Development.
 - x. Student chapters

Financial Power to HOD : Rs.5,000/- p.m.

2. The functioning of the institute is also in the matrix form where the Dean looks after the various activities at the institute level.

There are seven Deans :

1. Dean – Administration and Registrar
2. Dean – Quality Assurance
3. Dean – R & D and Industrial Relations
4. Dean – Alumni and International Relations
5. Dean – Student Activities

6. Dean – Planning and Development

7. Dean – Examinations

Functions of the Deans :

1. Dean - Administration and Registrar

Duties includes –

- i. Staff Recruitment, Promotions, Resignation, Retirement.
- ii. Deputation policy for QIP
- iii. Maintenance of faculty data base – Average experience, Industry experience, VIT experience, departmental cadre ratio, roster details, etc.
- iv. Work load distribution of office staff.
- v. HR Management
- vi. AICTE, UGC, DTE, SPPU, NAAC, NBA compliance.
- vii. Inward and outward
- viii. Issue of all circulars/notices/attendance records.
- ix. Issue of notices, attendance, Minutes of meeting of all boards, Academic Board, Board of Management meeting, Local Management Committee Meeting, etc.
- x. Release of notices consistent with Academic calendar.
- xi. Compilation and publication of newsletter at college level
- xii. RTI and legal compliances.
- xiii. Work as contact point for all external agencies.
- xiv. Management of all activities of non-teaching staff.
- xv. Non-teaching training.
- xvi. Folder management – study, scrutinize, pass appropriate remarks on incoming folders and ensure appropriate distribution of folders.
- xvii. Management of :
 - Housekeeping
 - Security
 - Safety
 - Dead stock
- xviii. Reporting Members – Accounts Officer, In-charge Housekeeping

2. Dean - Planning and Development

- i. Budget – planning, procedure and approval
- ii. Purchase – planning, procedure and approval

iii. Estate management:

- Civil constructions/maintenance
- Electrical maintenance
- System maintenance
- Legal aspect of software and its litigation.
- Maintenance of Ergonomics and Aesthetics.
- Canteen, fruit-stall, Bakery.
- Garden, tree plantation.
- Admissions
- Interaction with parents and conduct of parents meet.
- Insurance of equipment
- Karmachari Kalyan Nidhi
- Vehicles
- Reporting Members –In-charge Civil Maintenance, In-charge systems, In-charge Administration, Library, Security Officer, Electrical maintenance, ERP Co-coordinator

3. Dean - Quality Assurance

- i. Audit Reports and corrective Actions based on Audits and feedbacks
- ii. Appraisals/feedback- analysis and training
- iii. Accreditations
- iv. Academic Monitoring Lecture/practical conduction and syllabus coverage,
Monitoring of faculty loads
- v. Conduction of Academic Board Meeting
- vi. Leadership Training
- vii. Faculty Appraisal and Awards
- viii. Reporting Member – Time Table Co-coordinator

