

## Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### \*\*Functions of Various bodies –

Sr.No	Various Bodies	Functions of Bodies
1	Executive Council	<ul style="list-style-type: none"><li>➤ To recruit the teaching and non-teaching staff as and when required, as per the guidelines of UGC, Govt. of Maharashtra and KBC North Maharashtra University, Jalgaon</li><li>➤ To decide the introduction of new academic programs, consistent with the societal needs.</li><li>➤ To review broad policies and programs of the college and suggest measures for its improvement and development</li><li>➤ Ensure appropriate actions, as are needed for maintenance of quality of administrative and academic processes spelt out by the Internal Quality Assurance Cell.</li></ul>
2	CDC (formerly LMC)	<ul style="list-style-type: none"><li>➤ To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, to enable the institution to foster excellence in curricular, co-curricular and extra-curricular activities.</li><li>➤ To decide the overall teaching programs or annual calendar of the college.</li><li>➤ To recommend the management to introduce new academic courses and the creation of additional teaching and administrative posts</li></ul>

		<ul style="list-style-type: none"><li>➤ To take review of the self-financing courses in the college and make recommendations for their improvement</li><li>➤ To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college</li><li>➤ To enrich the classrooms with Audio/Visual aids so to facilitate I.C.T in teaching /learning process</li><li>➤ To encourage the Teachers and Non teaching staff for undergoing training /orientation/refresher programs for discharging their duties more effectively.</li><li>➤ To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval</li><li>➤ To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)</li><li>➤ To make recommendations regarding the students' and employees' welfare activities in the college.</li><li>➤ To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations</li><li>➤ To frame suitable admission procedure for different programs by following the statutory norms</li><li>➤ To plan major annual events in the college, such as annual day, sports events, cultural events, etc.</li><li>➤ To recommend to the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.</li><li>➤ To consider and make appropriate recommendations to the Management on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.</li></ul>
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	IQAC	<ul style="list-style-type: none"> <li>➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>➤ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</li> <li>➤ Arrange for feedback response from students, parents and other stakeholders on curricular aspects, performance of teachers and quality-related institutional processes.</li> <li>➤ Dissemination of information on various quality parameters of higher education such as use of ICT, teacher-learner ratio etc.</li> <li>➤ Organization of workshops, seminars on quality related themes and promotion of quality circles.</li> <li>➤ Documentation of the various programmes /activities leading to quality improvement.</li> <li>➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.</li> <li>➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.</li> <li>➤ Development of Quality Culture in the institution.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</li> </ul>
3	Principal/ Vice Principal	<ul style="list-style-type: none"> <li>➤ To oversee and monitor the administration of the academic programs and general administration of the College to ensure efficiency and good order of the College</li> <li>➤ Responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of college</li> <li>➤ Facilitator for the creation of a learner-centric environment conducive for quality education</li> </ul>
6	HOD	<ul style="list-style-type: none"> <li>➤ In-charge of the department and responsible for smooth working of the department.</li> <li>➤ Plan and organize departmental activities and programs.</li> </ul>
	Librarian	<ul style="list-style-type: none"> <li>➤ The librarian is the custodian of all books, periodicals, manuscripts, journals and library equipments and ensures that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipments are not lost. He takes periodical verification of stock. He has the right to advise the college on all matters including those for mobilizing additional resources to meet the developmental expenditure of the college library.</li> <li>➤ The librarian is the member secretary of the Library Committee and ensures proper implementation of decisions taken by the library committee.</li> <li>➤ Submission of the annual report on the functioning of the library.</li> <li>➤ Redressal of minor complaint of the Staff or Students if any.</li> </ul>

10	Registrar	<ul style="list-style-type: none"> <li>➤ Chief Administrative Officer of the college.</li> <li>➤ Custodian of the records, the common seal and such other property of the college.</li> <li>➤ Responsible for planning and scheduling of the entire work of the office well in advance and takes the periodical reviews of its executions.</li> <li>➤ Prepare bank reconciliation statement, budget and final accounts of funds of the college.</li> <li>➤ Exercises such other powers and performs such other duties as prescribed by the Principal from time to time.</li> <li>➤ Receives complains and suggestions in regard to the improvement of administration and consider them for appropriate action, and tries to redress the same or forwards to the Principal.</li> </ul>
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- **Recruitment** : As per UGC, Maharashtra government, university and college management rules and regulations following procedure is adopted

1) Sanctioning for the Advt. is obtained from University and the Jt. D

2) Applications are received and sorted out

3) Categoriwise and subjectwise candidates are interviewed by the University/Management appointed selection committee.

- **Promotional policies**: As per UGC, Maharashtra government, university and college management rules and regulations

Assistant Professor:

Stage-1 Entry level assistant professor would be eligible for promotion under the career advancement scheme (CAS) through two successive stages provided they are assessed to fulfill the eligibility and performance criteria.

Stage -2 the entry level assistant professor with Ph. D/ M. Phil or Professional course degree in the relevant disciplinary shall be eligible moving to the next higher grade (stage 2) after completion of four/five years in the stage -1

Those who do not have Ph. D /M. Phil or Professional course degree shall be eligible for the stage 2 after completion of six years services in stage-1

*Stage -2 higher grade promotion for assistant professor (stage -1) shall be satisfying them API based PBAS conditions laid down by the UGC regulation.*

*Stage – 3 assistant professor who have completed five years of service in the stage -2 shall be satisfying them API based PBAS conditions laid down by the UGC regulation, to move up to stage -3.*

***Associate Professor –***

*Who have completing three years of the teaching in stage -3 shall be eligible, subject to qualifying conditions and the API based PBAS requirements prescribed by these regulation, to move to the next stage -4 and to be designed as associate professor.*

***Professor –***

*Who have completing three years of the teaching in stage -4 and possessing Ph.D degree shall be eligible to be appointed and designated as Professor and be placed in the higher grade stage-5 subject to satisfying the required credit points as per API based PBAS.*

- **Services Rules:** *As per UGC, Maharashtra non-agriculture university and affiliated colleges standard code rules-1984*
- **Grievance and Redressal Mechanism:**

Grievances are redressed at each appropriate level like HOD/Registrar/Librarian/DPE, Vice-Principal and Principal and if needed the Executive Council of LEU looks into the matter.