

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Organizational Structure of the College consists of the Management, Governing body, the Principal, the teaching staff, the non-teaching staff and the students. The Management of the College is the highest decision-making body which is in constant touch with the Principal on all matters pertaining to the smooth functioning of the institution. This is followed by the Governing Body of the College which meets at least twice a year to discuss issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of college. The Principal is assisted by head of the Departments, the Staff Council and the Non-Teaching Staff which comprises of the Administrative Officer, Section Officers (one for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and manual staff. The HoDs oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. Staff Council meetings are held at least twice every semester for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extracurricular activities. The College also has Internal Quality Assurance Cell (IQAC) which works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. Various committees such as Anti-Ragging Committee, R&D Committee, Finance Committee, Purchase Committee, Grievance Redressal committee, etc., have been constituted at the institute level involving faculty and students for smooth functioning of the institution. The Library of the college includes Librarian, Assistant Librarian, Library clerks and library attendants. All these committees function under the overall guidance of the Principal. These committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of a convener and members. The objective of the Anti-Ragging Cell and Grievance Redressal committees is to ensure that no violation of rules takes place within the college and also these committees work towards addressing and settling the grievances if any. Student Council meetings are held regularly to address the student related issues and for organizing extracurricular activities through various Cultural Societies.

**Planning and Development:** Proposals for infrastructural development, research and development projects, seminars and workshops, various grants and scholarships are prepared and submitted online to concerned organisations including state government and central government. Sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through the online modes. Various MIS modules are an integral part of the data and information transfer process between the College and the higher education department. Online official communications regarding planning and development is realized through emails. Notice display system is there for students and other stakeholders. Regular process of e-tendering process is done through Govt. portal. Regular exercises of PFMS portal to upload expenditure related to Govt. fund. The college has been selected for RUSA Infrastructural grant and the proposals for infrastructural improvements and renovations, equipment, etc. are uploaded on the MIS portal of RUSA. Project monitoring and project completion status are also uploaded on the RUSA portal.

**Curriculum Development:** The College is affiliated to Panjab University Chandigarh and syllabi are framed by the University Boards of Studies. However, college teachers who are Members of Boards of Studies (BoS) make valuable suggestions based on their interaction with various stakeholders in the college.

**Admission of Students:** The procedure for admission of students annually is laid down by the Director Higher Education (DHE), Chandigarh Administration, Chandigarh. Admission process follows a centralized pattern and is done in accordance with the norms set by the Director Higher Education.

**Teaching and Learning:** The delivery of lectures is always the most popular way of imparting knowledge. But in the technologically suave world, other means are being used to disseminate information. Teachers use audio-visual aids, smart classrooms, the internet and its plethora of information and the access to digitized libraries world over, the social media, movie streaming, ICT enabled tools, seminars, workshops, research papers, tours and trips etc. The College Faculty participate and attend regular professional development and quality improvement programs like Faculty Development Programs (FDPs), Refresher Courses/Orientation Courses, Conferences, Seminars, Symposiums, Skill Development and Training Workshops, The college also organizes such programs to orient teachers into new research and pedagogy.

**Examination and Evaluation:** The academic calendar for the conduct of examinations and evaluation is prepared by the Panjab University, Chandigarh. Examination related information such as schedule for filling forms, examination time-table results etc. are displayed on the college website, digital boards and notice boards. The College ensures that all examination related rules and regulations of the University are strictly followed.

**Research and Development:** The College has research centres in Biotechnology, Chemistry, Physics and Zoology. Several research scholars are pursuing research and faculty members are acting as Ph.D. supervisors. The College has advanced research labs to facilitate research and innovative teaching.

**Library:** The RFID enabled Library provides conducive atmosphere and sufficient seating facility to its readers for browsing and relaxed reading.

**Human Resource Management:** The greatest asset of any institute is its people. Human resource management function involves the recruitment, placement, evaluation, compensation, and development of the employees of the college. All the recruitments are undertaken as per the UGC/PU/DHE norms.

**Industry Interaction / Collaboration:** The Placement Cell of the college is collaborating with the Industry for grooming personality and placement purposes. The Placement Cell organizes Job Fair in collaboration with the various departments, industries and companies. The college is collaborating with different industries as an initiative in which skill based vocational courses are taught. Students were sent for training in various industries as part of their curriculum. Better interaction between technical institutions and industry is the need of the hour. Placement cell organizes various activities and invite industry people to college to bridge the gap between industry and the academia.