

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.

Being an affiliated college, the Institution has to follow the rules and regulations decided by the University to which it is affiliated. At the same time being a grant-in-aid HEI, the institution is bound to follow the rules of the State Government and the UGC.

The Institution was established by the Pardi Education Society. The institution has to seek permission of the Management in all the important and significant academic as well as administrative affairs. The Management of the Institution consists of a President, a Vice-President, trustees, secretary and treasurer.

At institutional level, the principal is the final authority who reports to the President of the Management. There are many grant-in-aid as well as self-financed schools and colleges under the umbrella of The Pardi Education Society. The meeting of the Management with the heads of all these institutions is held regularly. The principal of the college informs the Management of the activities of the college and the requirements of the college.

There is a permanent Principal in the Institution. Being the head of the Institution, the Principal is responsible for all the academic and administrative activities of the Institution. In the absence of the principal, two to three senior faculties are given charge to run the Institution.

In the Administrative staff, there are only two permanent employees - one is a junior clerk and the other is a peon. The rest are ad hoc staff. As the majority of administrative staff is employed on ad hoc basis, the principal takes all the important administrative decisions consulting some senior faculties.

A number of committees are formed for academic, administrative, co-curricular, sports and extension activities. In all these committees, there is a chairperson and a vice-chairperson. Some other important administrative committees are Admission Committee, Time Table Committee, Examination Committee etc.

The principal looks after all the financial transactions of all these committees. The chairpersons of all the committees are free to work their own way but as for the budget allocation, they have to seek the permission of the principal.

The Institution has to follow the rules and regulations regarding appointment and service set by the University, the State Government and the UGC. The recruitment and promotion of academic and administrative staff are done as per the norms decided by the University, State Government and the UGC. No permanent academic or administrative staff is recruited since a long time due to the government policy.

The back-log is strictly maintained in the recruitment of the academic or administrative staff. It is important for the Institution to follow the rules under 69 A, 69 B, and GCSR in the administration of the Institution. The promotion of any academic or administrative staff is done taking in mind their seniority. The Institution follows the rules regarding the surplus

faculties. The Institution also follows the State Government and the UGC rules regarding leave.

Campus seniority is taken into consideration while making faculties the Head of their respective departments. The head of the department represents the institution in the Board of Studies of their subject. The HOD is empowered to distribute the papers and topics to be taught and assessed among the other members of the department. The HOD keeps abreast the other faculties in the department of the proceedings of the BOS meetings. They also voice the views and suggestions of the faculties in their department.

A Staff-Secretary is elected from among the academic staff. The academic staffs present their problems in the staff meetings and the Staff-Secretary put them before the principal and thus acts as a bridge between the academic staff and the principal.

A Women's Cell is formed to solve the academic, personal and social problems of the girl students as well as the female staff members. However, no serious issue has been raised either by the girl students or by the female staff members so far. No written complaint of any sort is received by the Women's Cell from the students. However, the girl students and female staffs are asked to lodge their complaints to the members of this Cell and are also assured them to be redressed immediately.

