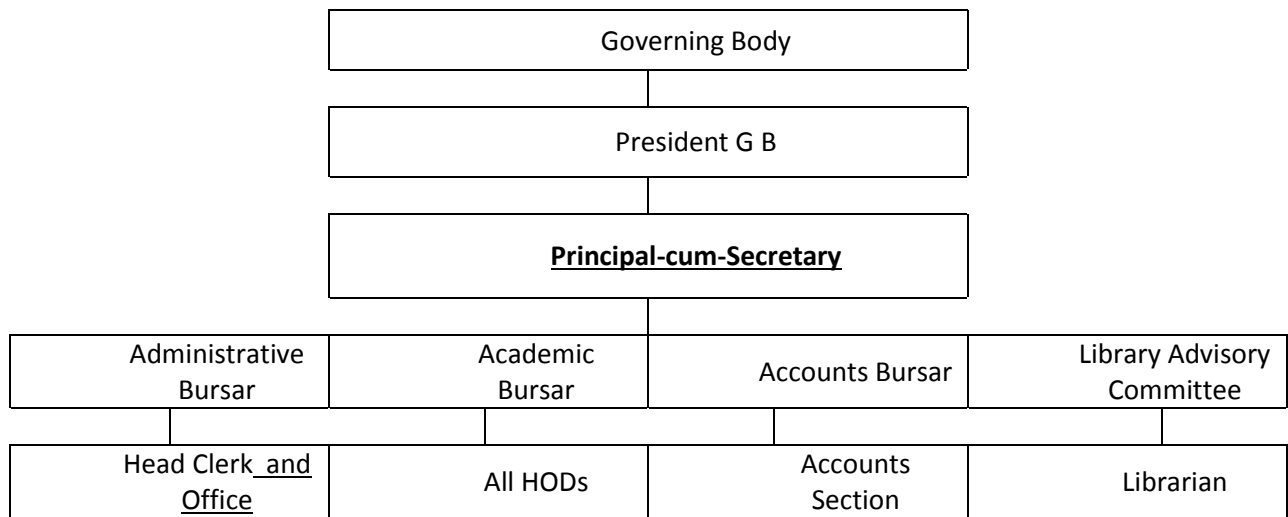
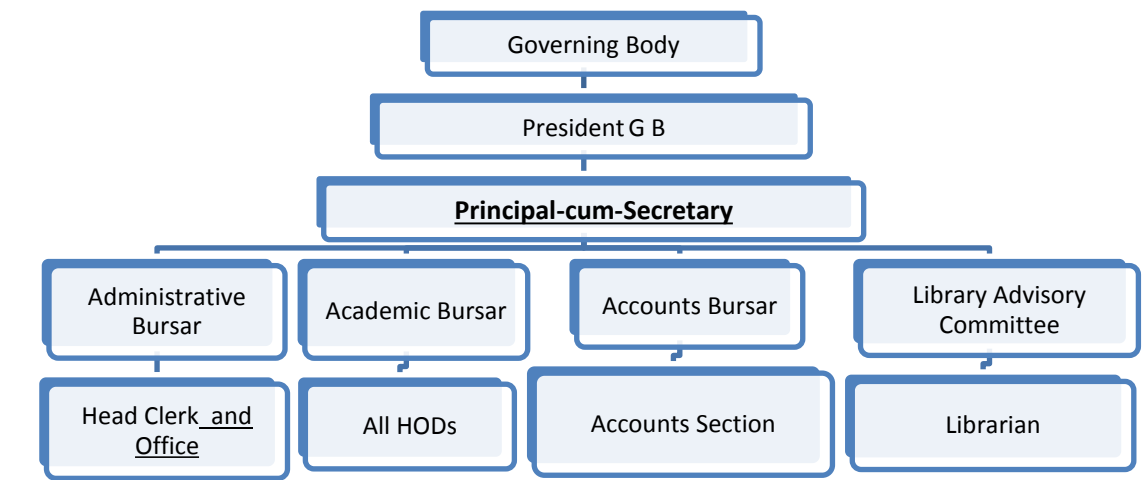


6.2.2 Organizational structure of the HEI including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

The College is a Non-Govt. Aided College under Department of Higher Education, Govt. of Odisha and is affiliated to Sambalpur University. The institution has a Governing Body with the local M L A (Nominated by the Govt. of Odisha, Dept. of Higher Education) as a President. The Principal is the Ex-Officio Secretary of the Governing Body. There are around 13 other members in the Governing Body from among the members of the staff (2 representatives), ST / SC, Local MLA & MP's representatives, Director, Higher Education & Vice-Chancellor's representatives, two Women representatives, Chairperson of the local Municipality and one member from the Minority Community etc. However, the Principal is the administrative head of the College. Senior members of the College are assigned the responsibilities such as Administrative Bursar, Academic Bursar and Accounts Bursar. The Heads of the Departments also play a significant role in Departmental and Inter-Departmental activities. The Head Clerk of the College coordinates the work of the office for its smooth functioning. Meetings at regular interval with the Chairmanship of the Principal are held to take stock of the progress of all the administrative and academic works. A senior member of the staff is the chairperson of the Library Advisory Committee and he coordinates all activities such as purchase of Text and Reference books, timely and equal distribution of the same to the students along with the Librarian.

Organizational Structure





The Administrative Bursar looks after all correspondence to the Govt. and University with assistance from Head Clerk and all other clerks of the office. The Academic Bursar looks after Admission, Examination and Library with the help of Profs. in Charge. The Accounts Bursar deals with preparation of salary bill, Budget of the College, preparation of papers of Pension and Gratuity etc. with the help of the Accountant.

The Service rules are provided by the Govt. of Odisha, Dept. of Higher Education and all employees of the College are governed by such rules. The College follows the procedures laid down by the Govt.

Regular members of the teaching staff are recruited by State Selection Board of Govt. of Odisha. The management has also rules and regulations for recruitment such as inviting applications in open advertisement and asking for candidates from the District Employment Office.

The regular employees of the College avail promotional benefits as per the policies laid down by the Govt. of Odisha, Dept. of Higher Education. Teachers getting UGC scale of pay avail promotions under Career Advancement Scheme (CAS). Teachers getting State Govt. scale (GIA) gets such benefits under Odisha Non-Govt. Aided College Lecturers Placement Rule-2014 and Non-teaching staff avail promotions under rules and regulations framed by the Govt. from time to time.

There is a grievance cell in the College with the grievance redressal committee comprising a chairperson and some teachers as members having adequate lady representatives. They look after grievances of the students.