

A comprehensive overview of the administrative structure, policies, and procedures of the institute.

1. Administrative Structure: This structure ensures smooth functioning and accountability within the institution.

The Principal, Vice-Principal, heads of departments, and non-teaching staff play key roles in different administrative aspects.

There's a clear division of responsibilities between academic and administrative matters.

2. Policies:

- Policies are in place for continuous assessment, endowment fund distribution, and incentives for teachers attending seminars.
- These policies likely aim to enhance academic performance and encourage professional development among staff.

3. Procedures for non-teaching staff:

- Strict attendance policies ensure punctuality and accountability.
- Leave procedures are outlined to maintain operational efficiency.
- Clearly defined protocols for outstation leave and assistance ensure smooth workflow and transparency.

4. Regulation and Administration for appointment and transfer:

- Government bodies oversee the appointment and transfer processes, ensuring adherence to established standards.
- Adoption of UGC regulations reflects a commitment to maintaining educational standards and quality.

5. Internal appraisal system:

- Teaching and non-teaching staff undergo regular performance appraisals, contributing to continuous improvement.
- Feedback systems provide insights for self-reflection and development.

6. Teaching staff Evaluation:

- Evaluation criteria include subject knowledge, communication skills, punctuality, and disciplinary conduct.
- Promotion processes align with UGC guidelines, emphasizing career advancement and professional development.

7. Non-teaching staff assessment:

- Annual confidential reports ensure accountability and performance assessment.
- Staff meetings facilitate communication and collaboration between different staff categories.

8. Students Feedback: Student feedback mechanisms, such as complaint boxes, promote a student-centric approach and institutional responsiveness

Overall, these policies and procedures create a structured and accountable environment conducive to academic excellence and professional growth for both staff and students.