

### **Mechanism / Norms and Procedure for Democratic / Good Governance**

All important policy decisions are taken by Governing Body. Administrative set up of the institution is as per the organization chart of the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. Principal is the academic and administrative head of the institution. Service rules have been formulated as per the guidelines of competent authorities like affiliating University and approval body and institutional values.

#### **Following Statutory committees/cells are available in the institute:**

- Board of Governors / Governing Body (GB)
- College Development Committee
- Internal Quality Assurance Cell (IQAC)
- Anti-Raging Committee
- Grievance Redressal Cell
- In addition to the statutory committees, the college is having the following non-statutory Committees/Cells:
  - Placement Cell
  - Human Excellence Cell
  - Entrepreneurship Development Program (EDP) Cell Alumni Cell
  - Industry Institute Interaction (III) Cell Research and Development Cell Intellectual Property Right (IPR) Cell
  - Internal Complaint Committee –Mahila Takrar Nivaran Samiti Women Development Cell (EXPRESSION)
  - Corporate Social Responsibility Cell- NSS, Rotract Club Waste Management and Rain Water Harvesting Cell Maintenance Cell
  - Green Practices and Renewable Energy Sources Cell Student Welfare and Counselling Committee Library/ Learning resources committee
  - Health & Happiness Cell
  - Higher Studies and Competitive Exam Cell SC – ST Committee

#### **Functions of Board of Governors:**

The functions and the responsibilities of the Board of Governors include following points but are not limited only to the following.

BOG is be the principal executive authority to formulate policies and procedures for administrative and academic affairs of the college. It will function to:

- Maintain academic standard of the colleges under LTJSS and abide by all the rules and regulations of statutory bodies like UGC/AICTE/DTE/NAAC/NBA/RTMNU etc.
- Management of assets and financial affairs of colleges under LTJSS
- Making available adequate infrastructure for the institute for the various courses.
- BOG shall issue time to time various guidelines and standing orders for the various processes of college.

#### **Functions of College Development Committee:**

The College Development Committee shall:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and Enable College to foster excellence in curricular, co- curricular activities.
- Make specific recommendations to the GB (management) to encourage and strengthen research culture, consultancy and extension activities in the college. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedure for different programme by following the statutory norms.
- Plan major annual events in the college such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
- Perform other duties and exercise other powers as may be entrusted by the Management and the University.

#### **Functions of Administrative Heads:**

The functions and responsibilities of administrative heads include following points but are not limited only to the following:

- Administrative heads shall act in accordance with the authority and power bestowed upon them by the Management /Principal for the welfare of the institute.
- They shall act for admissions in the college/allocation of subjects/ preparation of time table/ commencement of academic sessions/ controlling of academic sessions/ coordination with university/ exams related matter/ internal-external marks/ project marks/ viva-voce/ result publication etc.
- Administrative heads shall look into curricular / co-curricular / extra- curricular activities of the institute.

**Service Rules, Procedures, Promotional Policies:**

The institute has well defined service rules, policies and procedures. All are available with the institute & are circulated to all departments for information among staff & students. These rules policies & procedure are concerned with the general administration of the college, recruitment procedure and service conditions of the staff, leave rules of the staff, Policies of Promotion and increment and are came into effect from date of issuance.

The college Service rule manual contains the relevant information. All the newly recruited staff and the newly admitted students are made aware of those rules through orientation programs or in the departmental meeting. Hard copy of Service rule manual is made available in the department also.

Prospectus / Brochure is made available for all the students at the time of their admission into college. The printed bounded prospectus comprises of academic regulations, general rules and regulations of the college with regard to discipline and awareness about Anti ragging act etc. Service book is prepared for all the faculty.

**Recruitment Policy:**

Recruitment is done in a transparent manner purely on the basis of merit, after receiving NOC from RTM, Nagpur University and notifying the vacancies by publishing advertisement in the leading newspapers. Recruitment of faculty and staff for regular appointment is done by the Selection committee approved by RTM Nagpur University Selection committee headed by the Vice chancellor or his nominee and comprising the two subject experts, the LTJSS Management, Principal & HOD of concern Department.

In case of immediate requirement, recruitment is done by the selection committee at college level consisting of the LTJSS management representative, Principal, Head of the concerned department and the subject experts.