



कार्यालय प्राचार्य, शासकीय नवीन महाविद्यालय, बेरला, जि - . बेमेतरा
महाविद्यालय का ईमेल : collegeberla2008@gmail.com
वेबसाइट : govtcollegeberla.in, फोन नं : 7825297300, 07825287744, कॉलेज कोड : 1705

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Report on Organizational Setup of the College

Academic & Administrative Head - The Principal:

The Principal is the nucleus of the College administration and the final authority in all academic, Administrative & financial matters. The Principal has a team comprising of Departmental Heads, IQAC Coordinator, Staff Council Secretary and Head Clerk / Accountant to assist in the governance of the College. The Principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The Principal monitors and render necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

IQAC:

IQAC plays an active role in the conduct of all the curricular and co-curricular activities to ensure quality outcomes through proper planning, regular monitoring and periodic review. The College has a proactive IQAC managed by a senior Professor as the Coordinator. Colleges' IQAC is constituted as per the guidelines of NAAC with major focus on developing a holistic system to improve the academic and administrative performance of the College with impeccable quality on all levels. IQAC also sensitizes the College staff and students regarding the role of NAAC in a HEI.

Heads of the Departments (HODs):

The HODs are entrusted with the task of laying down the departmental action plans for each semester / session after discussion with the staff members. HODs allocate courses / papers to teaching staff and ensure that the academic tasks are accomplished within the scheduled time. HODs convene departmental meetings every month to discuss and plan in advance the execution of teaching plan, syllabus completion, class assignments, internal assessments etc.

Faculty Members:

The faculty members are actively involved in the teaching-learning process. They ensure regular Attendance of students and their inclination in studies. They communicate to the parents about their wards' progress. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of State's Higher Education Department. Contractual Teachers are also appointed to support the sanctioned teaching staff.

Various committees:

Various functional Committees and Cells established to support the academic & administrative work of College are namely; Staff Council, Discipline, Anti-Ragging, Amalgamated Fund, Internal Audit, Purchase and Write-off, IQAC, UGC, Website, Student Union, Career Guidance

& Skill development, Grievance Redressal, Scholarship, Cultural & Youth Festival, Library, Information, Sports, NSS, Time-table, Examination, Income Tax, Alumni Association, RUSA, Green Audit, Science Club and Janbhagidari.

Non Academic Staff:

Non-Academic Staff includes Head Clerk/Accountant, Class III and Class IV Staff. They perform their duties under the supervision of the Principal. Their major function is to ensure availability of requisite amenities in the College, paper work for obtaining Government approvals, Bank transactions and running errands for the College.

Service Rules, Procedures, Recruitment and Promotion Policies:

These policies are established and followed as per the rules of the Higher Education Department of Chhattisgarh Government.

Grievance Redressal Mechanisms:

These include Anti-Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell, Complaint Box and full implementation of Right to Information on Colleges' website.



P. Bhandari
PRINCIPAL
Govt. Narsara College
Berla, Dist. -Bemetara (C.G.)