



**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.**

**Governing Body:** The Higher Education Department is in charge of all areas of government colleges' operations, including financing, human resources, instructional curricula, and infrastructure. It can create policies and deliberate on academic, financial, and administrative initiatives for the future, guiding the government college to serve its stakeholders in accordance with the colleges' mission statements.

**Academic Council:** The Academic Council is the college's governing body and is responsible for upholding educational, teaching, and training standards, as well as interdepartmental coordination, research, examinations, and tests within the college. It also has the authority to exercise any other powers and perform any other duties and functions imposed or conferred by the Department of Higher Education. Academic council's major goal is to maintain educational standards, admissions procedures, teaching-learning and evaluation methodologies, research initiatives, and student support services.

**Finance Committee:** The finance committee is responsible for safeguarding and renewing the college's resources as well as supporting the board in meeting its financial obligations. The committee oversees the financial resources for academic and infrastructural facilities, student support, administrative, and welfare operations, as well as ensuring that resources (human, material, information, and financial) are secured, effectively distributed, and adequately preserved. Under the leadership of the principal, the committee evaluates and creates a budget plan, which is then forwarded to the Governing Body for approval.

**Board of Studies:** The University's academic system is built around the Board of Studies (BoS) (Sant Gahira Guru University, Ambikapur). The BOS is made up of a handful of our professors. The university's curriculum should be adhered to by all colleges. The Govt. R.M.D. Girls P.G. College is likewise associated with the aforementioned institution and follows the university's academic standards. Its responsibilities will include framing the content of various programs/courses, periodically reviewing and updating the content, and offering new programs/courses of study, among others. It examines and revises the curriculum as well as other academic-related issues. The academic council reviews and approves the suggestions. The academic council must approve the proposals before they may be implemented.

**Principal:** A principal's job is to steer the college in the right direction. With the help of senior faculty who are delegated roles and responsibilities, the principal looks into the standardisation of curricula, assesses teaching methods, monitors student progress and achievement, encourages parent involvement, revises policies and procedures, administers the budget, hires and evaluates staff, and oversees facilities.

**Research Committee:** The College maintains a research advisory board that keeps track of and addresses issues including research promotion and ethics. Within and outside of the college, the college aspires to foster and promote research and research training. The committee is made up of PhD



candidates who are research-oriented, driven, and gifted in order to develop minds with a research bent. The group will work to encourage faculty members to seek for research funds and to promote research within the institution.

**Certificate Course Committee:** The committee is in charge of overseeing the value-added courses that will be delivered to students in various disciplines, with a focus on skills and entrepreneurship. It is their responsibility to complete certificate courses in cooperation with the Principal, to follow processes for obtaining MoUs, to schedule and supervise course conduct, to administer feedback, to generate reports, and to distribute certificates to students.

**Curriculum Review Committee:** In collaboration with the institution's IQAC, the committee collects feedback from stakeholders and prepares suggestions for review, as well as ideas for adding, enlarging, removing, or altering courses provided by the college. The committee is crucial in the introduction of new programmes.

**Counseling Cell:** The cell promotes students to have a better understanding of themselves and the issues that concern them, as well as provide guidance on how to handle their difficulties. In today's world, a counselling cell in a school performs an increasingly important role. Education refers to a student's whole growth. In this regard, the college created a Counseling Cell on campus, in accordance with UGC rules, to assist staff and students with their psychological well-being. The goal of the Department of Counseling is to provide students with a holistic understanding of values, self-care, interpersonal skills, and self efficacy. Students can openly express and address their difficulties in the friendly environment offered at the counselling cell.

**ST/SC/OBC Cell:** The College is dedicated to the well-being of its students and strives to create an environment that values diversity and respect for all people, regardless of their background or culture. While preserving variety, the SC/ST/OBC cell ensures equal opportunity in accordance with India's constitution.

**Alumni Committee:** The alumni directory has been the focus of the committee's efforts. The alumni committee has a Face book group with about 300 members, including alumni and faculty members who are members of the committee.

**Website Committee:** The website committee's major goal is to guarantee that the college website is updated, upgraded, and well maintained on a regular basis. Members of this committee gather information on recent events at the college, as well as achievements, and post it on the website in the form of write-ups, photos, and other media. Updated communications alerts, and announcements are posted on the internet for everyone's convenience.

**Library Committee:** The Library Committee's primary role is to serve as a liaison between the library and its patrons. It is in charge of the library's general upkeep in terms of reading materials and infrastructure. This committee is responsible for obtaining requisitions from departments for the acquisition of books and journals, as well as encouraging employees and students to read. To meet the



needs of both UG and PG students, the college library offers a large collection of texts and general literature, international and national journals, and online databases. There are separate sections for General, Reference books, Journals and Periodicals, and Magazines, as well as free Internet access to online databases and academic information.

**Sports:** The College features a good collection of indoor and outdoor sporting goods. Volleyball, Kho-Kho, Archery, Running, Cricket, Kabbaddi, and Indoor sports like Carroms, Chess, Badminton, and Table Tennis are among the activities available on campus.

**Extra-Curricular Activities Committee:** The committee's major goal is to encourage and organise extracurricular activities that will allow students to showcase their talents in the performing arts. The committee members are involved in and accountable for all intra- and intercollegiate cultural events at the college. They organise and plan cultural events during the academic year. It entails coordinating events and programmes for employees and students with Student Coordinators.

**Students Grievance and Redressal Cell:** The Grievance and Redressal Cell strives to create and maintain a welcoming and nonjudgmental atmosphere for all of its constituents. It handles any grievances or complaints filed by anyone regarding the Institution's operations, particularly those filed by students. The cell guarantees that grievances are resolved effectively and fairly. The Grievance and Redressal Cell allows students to air their issues by initiating and pursuing the grievance procedure as outlined by the college's rules and regulations. The cell meets on a regular basis to assess the nature and pattern of the issues and to address them appropriately.

**Academic Department:** The academic department is the core unit within the college that is responsible for all academic, research, co-curricular, and extra-curricular activities that contribute to the students' overall growth.

**Head of the Department:** The Head of Department's major responsibility is to provide good academic leadership. The department's head is responsible for leading, managing, and developing the department in order to ensure that it meets the highest possible standards of excellence in all of its activities. Planning all of the department's general activities, keeping track of academic progress, and reporting to the principal of the college.

**Teaching Staff:** Professional individuals directly involved in educating students, such as classroom instructors and other teachers who engage with students' growth, make up the teaching staff. Faculty members are expected to keep up to date by attending seminars, workshops, and conferences after gaining authorization from the department head and the principal.

**Lab Maintenance:** The College has 07 full fledged labs with the latest state of the art, Computer lab (Hardware and Software), Chemistry lab, Home science lab, Physics Lab with attached Dark room is provided with most modern equipment needed for conducting practical's. Mathematics Lab aims to provide students with improved methods of conceptualization. Botany and Zoology labs are taken care



of by technically qualified staff and appraise the requirements as and when needed to the Head of the Department.

**Examination Committee:** The Examination committee shall conduct the internal and external examinations. They are responsible for preparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the examinations. Any decisions concerning the smooth conduction of examinations are done in consultation with the Principal.

**Result Review Committee:** The fundamental role of the result review is to verify the results of the examinations conducted.

**IQAC:** The goal of the Govt. R.M.D. Girls P.G. College is to maintain and improve educational quality. The college's quality standards were being monitored by the Internal Quality Assurance Cell (IQAC). The college sends an Annual Quality Assurance Report to NAAC every year. The committee was formed in response to the National Assessment & Accreditation Council's recommendations. The quality assurance provides stakeholders with the certainty that qualified graduates will be developed in an efficient and effective manner. The IQAC Coordinator is in charge of creating a system for the institute's overall performance to be improved consciously and consistently. She/he is in charge of developing, implementing, and monitoring quality criteria for the institution's numerous academic and administrative activities.

**Staff Grievance and Redressal Cell:** Allows employees to air their problems by initiating and following the College's grievance procedure in accordance with its rules and regulations. The cell meets on a regular basis to assess the nature and pattern of the issues and to address them appropriately.

**Office Assistant:** Office assistants are in charge of clerical and organisational support. This comprises, among other things, file organisation, appointment scheduling, drafting copy, typing, and filing, taking inventory, maintaining records, and sorting checks.

**Fee Counter:** College has an in-campus fee counter open for the students on all working days from 10:30 am to 5:30p.m.

**Accounts Office:** The College offers an accounts office that assists with billing statements, answering inquiries about various charges, assisting with payments, and answering any other issues about student accounts.