

6.2.1
Q/M

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:


The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures.

Policies

- The institution has established written policies for all important aspects of governance.
- The participation of all key stakeholders in decision-making processes is also specified in the relevant policy.
- Therefore, through the structures, processes, and practices of governance, everyone associated with the institutional bodies works together for the development of the institution.

Administrative Set Up

- The institute has well-structured hierarchical management involving all key stakeholders.
- The CGC management/ BoG takes policy decisions regarding the academic and administrative affairs of the institution.
- The Director-Principal serves as the institution's head. He looks after the smooth functioning of the academic system by creating an excellent, creative and participative learning environment in the institution.
- HoDs are responsible for executing the academic plan of the department and making decisions concerning department affairs.
- Faculty take care of duties of Academic Coordinators, Class Counsellors (Student Mentors), Course Coordinators, Alumni Coordinators etc.
- The overall functioning of the entire CGC is managed by Campus Director, CGC on the behalf of Management and Director Administration and Assistant Director Admin makes decisions about all administrative affairs of the institution.
- The Corporate Resource Centre (CRC) and Training and Placement Programme (TPP) are tasked to organize on- and off-campus placement drives and running placement preparedness programs.
- A separate HR department under Director, HR takes care of personnel matters such as recruitment, promotions, service rules and policies etc.
- The librarian is responsible for acquisition and provision of library resources.


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- The DSW office Looks after all students oriented cocurricular and extra-curricular activities.
- The office of the Registrar and Finance look after all university and academic related matters and financial matters respectively.
- A separate R&D department and International Affairs department are also existing to take up the related matters.

Service Rules, Procedures, Recruitment and Promotional Policies

- Service Rules, Procedures, Recruitment, Promotional Policies are framed as per the rules and regulations of management of Chandigarh Group of Colleges (CGC), of which CEC-CGC is a constituent part, in accordance with applicable norms of AICTE and Affiliating University from time to time and are available in the college website and circulated among teaching and non-teaching staff.
- Faculty promotions are done in accordance with CGC Promotion policy.
- Teaching and Non-Teaching staff is appointed as per norms based on the institute HR policy, in accordance with affiliated university and other statutory bodies from time to time as per requirement and sanctioned posts.


Various Committees/Bodies

- Various committees/bodies at institute level are formed for the effective functioning of the organization.
- The objectives and functions of the committees are framed and organized according to the instructions of the head of the institution and in compliance with the standards of Affiliating University and AICTE.

Deployment of institutional Strategic plan

Based on the analysis and deliberations at various forums, a strategic plan has been developed with respect to the following aspects:

- Teaching – Learning Process
- Student Centric Approach
- Research and Development
- Developing requisite competencies amongst students
- Human Resource Planning and Development
- Quality Admissions
- Career Enhancement
- Industry Interaction
- Society/Community Engagement
- Internationalization


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