

*“Coming together is Beginning; Keeping together is Progress;  
Working together is Success”*

- Henry Ford

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution’s traditions and value orientations, vision for the future, etc.?

The institution is inspired by the quote of Swami Vivekananda and has adopted as its vision.

“We want that education by which character is formed, strength of mind is increased, the intellect is expanded and by which one can stand on one’s own feet”

- Swami Vivekananda

### **Mission**

#### **PIMS is dedicated:**

- To foster intellectual growth and character development.
- To inculcate the idea of lifetime learning process.
- To provide education that transform lives, build communities that improve society.
- To assert skill development leading to self sustainability.
- To develop scientific temper amongst faculty and students.
- To develop leadership qualities that enhances collaborative approach, professional relationships with industry and research organisations.

The higher education policy of India emphasizes on quality education giving much attention to science and technology, cultivation of moral values and closer relation between education and the life of people. The vision of the institution dictates the need of a quality education which not only helps in overall development but also fosters the need of man making. This is reflected in the objective of the mission statement also. As higher education policy rightly stresses the importance of attention to science and technology, the institution has aptly visualized and framed mission statement where the process of achieving these goals has been clearly indicated.

The ideals of the vision that the institution has perceived has been translated into action in forming achievable objectives in the mission statement.

The mission objective defines intellectual growth, creative thinking, character building and enhancing scientific temper, inculcating societal and environmental concerns as foundation stones of lifetime learning process. To achieve this, the institution conducts workshops on personality development and practically declares days like Ethnic day, Eco-week to impart and bring out their creativity with a social perspective. Students are encouraged and challenged to identify the problems in the society and make them competent to address these issues. Research being a prime concern at the institution, students are allowed to handle in house projects and encouraged to get into projects sponsored by national and state agencies which are having social relevance with scientific inputs.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

PIMS is one of the initially founded institute under the banner of Padmashree group of Institutions which in turn administered by Padmashree Charitable Trust. The founder member, a visionary Dr. C.N. Aswathnarayan is a dedicated leader. Under his able guidance the group has grown into a socially responsible organization. Management including chairman, directors, principal, staff and faculty works like a single. Management holds regular meetings with principals of different institutions to discuss about all administrative issues like admission strategies, employee welfare policies, hostel management, transport system, improvements in the functioning, accounts, budget, future expansions and recommends agenda to individual institutions governing council and academic body. Chairman, principal and other staff meets on monthly basis to plan, design and discuss about the day to day issues and proposals for novel initiatives. The decisions made in these meetings were suitably communicated and implemented by the principal. Meetings with non teaching and technical staff are also organized regularly and the suggestions are brought to the notice of management during management meetings. The recommendations and resolutions made are executed by the principal. At the institute level there are various committees and cell constituted for proper functioning of the college. Principal and HODs ensures to follow all the university regulations, bye laws and regulations as and when required. Principal convenes meetings with all the concerned committees, heads and staff, which enable to take progressive decisions. The recommendations and suggestions made up all the Heads of the Committees are submitted to the Managing Committee and the Management arrives at suitable decisions for implementation. The entire process ensures proper

decision-making process to sustain and enhance quality of education imparted by the Institution.

#### 6.1.3 What is the involvement of the leadership in ensuring-

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

The mission of the institution fosters intellectual growth and character development. The major objective and policy is to provide affordable education and believes in transforming lives, building communities leading to improve the society. Management constantly states and inculcates the ideology of continuous change, consistent learning process and asserts skill development, finally self sustainability as the central aim. Management grooms and encourages staff to develop leadership qualities that enhances collaborative approach, professional relationships with industry and research organisations. Long term and short term goals are fixed and the institution strived towards achieving centre for excellence. Both management and Principal believe in research as the core necessity to build a higher education institution proper guidance and encouragement is provided to achieve the same. To achieve these goals and reach the targets, management constituted governing council

with principal as member secretary, two members as university nominees, scientific advisory council, and research council. All these committees and councils are enriched with eminent scientists, administrators, industry experts and experienced professionals. Based on the recommendations and resolutions made by these members a suitable action plan is designed and developed by principal with the assistance of senior faculty members and ensure proper implementation.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The procedure adopted by the institution to monitor and evaluate policies and plans are Quarterly governing council meetings are convened and proceedings are circulated among the members. In subsequent meetings, the recommendations compiled were discussed and preceded with the next agenda. Monthly meetings with all the group institution principals enable management to monitor for co-ordinated utilization of common facilities in the campus. Resources from other sister concerns are extended to PIMS. For example expertise and animal house facility from Padmashree Institute of Clinical Research is utilized by Department of Biotechnology. Schedules and action plans are decided well in advance to utilize facilities like language lab, animal house, soft ware and other specialized labs like common instrumentation facility.

**6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

Decentralization of administration ensures to have free and independent thinking among faculty. Principal along with faculty members decide about the

calendar of events, subject distribution, course plans, lesson plans schedules, extracurricular and curricular activities. HODs are accountable for the smooth functioning and completion of syllabus, internal assessments, student seminars, university examination and all other regular academic activities. This facilitates to grow and foster academic leadership among the faculty members.

#### 6.1.6 How does the college groom leadership at various levels?

The Institute's management spruces the leadership at every level of administration. Training with respect to leadership, time management, inter personal relations are imparted to middle management. To acquire knowledge about the corporate management, faculty is provided with industrial training for 2 days to 7 days for getting trained. Non-teaching staff, technical staff are provided with computer training, maintenance counseling and data management. Roles and responsibilities and accountability at various levels are informed and help them to be self sufficient to perform their activities.

#### 6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The institution has a decentralized governance system and allows equal participation of all the stakeholders. Several committees and special cells have been formed in this regard for ensuring the staff members' participation in the process. The management holds regular meetings with the staff members and receives inputs from them. All the minutes of individual committee meetings as well as staff meetings are communicated via email as well as circulars

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The management encourages participative governance and provides ample opportunity to all the staff members to involve in the college developmental process. Regular monthly meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. The different functional committees are formed for streamlining the academic and administrative process in the college.

## 6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

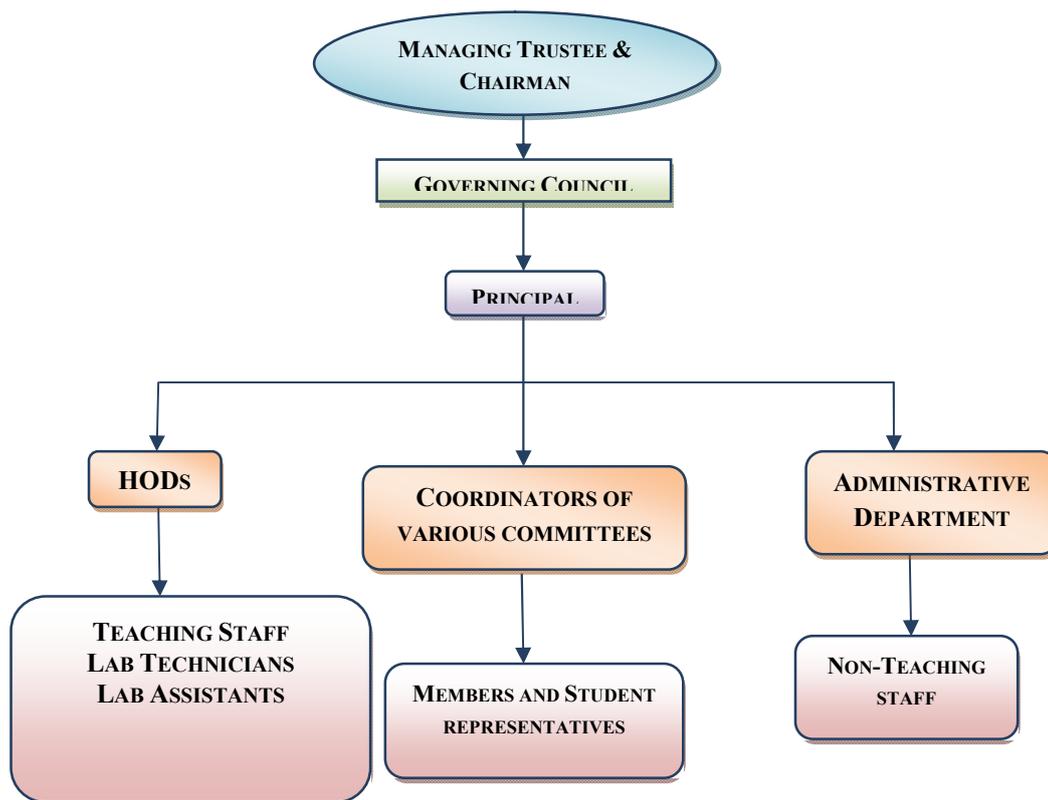
The major goal of the institution is to achieve centre for excellence, which is possible only through having stringent quality policy. Institutions mission and vision statements are properly posted on the website and discussed in governing council meetings, principal meetings and staff meetings. Recently IQAC is constituted with a management member inside the core committee. To ensure quality, the institution has a holistic approach and involves all the stake holders.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The institution involves all stakeholders in drafting the perspective institutional plan. In this process major importance is given to the student needs and feedbacks from students are considered in the planning procedure. The involvement of teachers and staff members in planning process is helping in a confluence of ideas through experiences from various fields. The start of research center, in house student projects,

eco club, alumni association, obtaining affiliation to other combination of undergraduate programs, starting M. Sc Organic Chemistry were some of the major outputs from the perspective plan.

**6.2.3 Describe the internal organizational structure and decision making processes.**



The Governing council holds quarterly meetings and takes important decisions regarding budget allocation, infrastructure development and other academic activities.

The major decisions taken during these meetings held in the last two years are-

- Regarding obtaining permanent affiliations for Undergraduate courses.
- Applying for getting recognition under 2(f) and 12(B) sections of UGC.
- Obtaining Research Centre recognition.

- Seeking affiliation for additional combinations of B Sc course for academic flexibility.
- Starting post graduate course in Organic Chemistry and M Com.
- Computerization of library and up-gradation of laboratory infrastructure.
- Construction of staff quarters and community health centre.

In similar lines the academic cell and Research committee also conducts monthly meetings and discuss about planning and execution of different academic activities. In the last two years major reforms were made by the academic cell in streamlining and regularization of academic process. Some of the highlight decisions of the academic cell meetings are-

- Appointment of qualified teaching staff for vacant positions.
- Introducing formats for regularizing teaching and learning evaluation.
- Designing feedback forms for evaluation methods.
- Introduction of mentor-ward system
- Starting of the seminar club for conducting regular student seminars.
- Arranging for industrial visits and inviting guest talks from eminent personalities.
- Inauguration of competitive exam cell
- Introducing student in house projects on small research topics.
- Registration of PhD programs for faculty.
- Encouraging students and teachers for paper publications.
- Securing grants from state and central funding agencies.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

For convenience and effective functioning, all academic and non academic activities are judiciously bifurcated and made into different committees/cells, each one of it having its own organizational structure. All the committees/cells meet regularly and frame their activity schedules. After monitoring, activity report is generated and submitted to the IQAC. The consolidated report will be submitted to management and governing council. Any reforms and constructive suggestions will be placed in general body meeting for further implementation.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The management and the principal collect regular feedbacks from faculty and students. There will be review meetings on the feedbacks obtained and necessary reforms are made. The management also holds meeting with the faculty members and listen to the grievances as well take inputs and suggestions for the progress and development of institution. The feedbacks obtained from various sources are consolidated and a review is made. Planning strategies and measures are being taken on the basis of the same to improve performance and address the problems.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management encourages participative governance and provides ample opportunity to all the staff members to involve in the college developmental process. Regular monthly meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. The different functional committees are formed for streamlining the academic and administrative process in the college.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

PIMS in a stride to achieve academic excellence management took following resolutions and most of them are already implemented and others are under process.

- Conduct remedial classes for weak students
- Inviting eminent personalities and facilitate interaction with students
- Recruitment of teachers with doctorate or enrol existing faculty for Ph.D., programs
- Improve the number of tie ups and MOUs' with other universities and industries
- Motivating teachers for attending faculty improvement programs
- Extending financial support for publications of their research work

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Though affiliating university has the provision for according the status of autonomy to the institution at presently the College has no plans to apply for autonomous status.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

Yes, the grievances or complaints are promptly addressed by the management, principal and faculty. During the beginning of the course, an anti ragging committee, mentor-student system, women cell are constituted with a student representatives in the committees. These cells and committees are resolving the problems However exclusive grievance cell has been recently constituted.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The management is well updated regularly with the students' feedbacks and reports. The principal, HOD's and mentors committee take immediate steps whenever required to bring reforms in teaching to make students comfortable.

The vision of the institution always leads us in updating ourselves in meeting the challenges of future educational needs. In this regard suggestions from our well

wishers, experts in academic field and university officials are always collected in the process.

### **6.3 Faculty Empowerment Strategies**

#### **6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

Faculty is encouraged to pursue higher education and research leading to M.Phil and Ph.D. degrees. Eligible teachers are provided with special leave, financial support, infra structural facilities, chemicals etc. Transport is provided as and when required to visit other academic institutions and organizations. Financial assistance of Rs.10,000/- is provided to staff for purchasing laptops. Fifty percent of the expenditure incurred during paper publications is borne by the management on case to case basis.

#### **6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

For inculcating good teaching practices, training programs are organized by inviting experts from organizations like Academy for creative teaching, CII etc. The roles and responsibilities are clearly explained during the employment and reiterated time and again. Performance appraisal system is in place and reviewed annually during increments. Based on the management, principal, student and self appraisal incentives and increments are accorded to the staff.

#### **6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

PIMS adopts a well-organized mechanism of appraising faculty members at various levels.

1. **Self Appraisal** – A well framed questioner along with guidelines are provided to the staff for self appraisal. All the criteria such as teaching and learning practices, innovative teaching methods, result analysis, publications, student progression and support, evaluation criteria, remedial methods, involvement in co-curricular and extracurricular activities are included.
2. **Student Appraisal** – Students are provided with a feedback form and an option of revealing their names are given for fare appraisal.
3. **Management Appraisal** – Staff appraisals are done by management and principal and reviewed along with self appraisals.

Based on the above a comprehensive evaluation is done annually. The analyses along suggestions are discussed with individual faculty which helps them to improvise. Good initiatives are appreciated and suitably rewarded. If required faculty members are motivated, inspired and counseled for better performance and involvement.

There is a perfect mechanism in place for imposing and mining fullest capabilities of staff. Well in advance syllabus distribution is made to the faculty and at any given time teachers are not overburdened with work load. Teaching staff are required to plan their course, lessons and practicals. This planning and preparation of schedules and details are assessed periodically. Overall assessment is done by student feed backs, employer feed backs, peer feedback and self appraisals. A comprehensive evaluation is done by HR department in cohesion with principal and HODs. A brainstorm session before commencing the semester is conducted based on the

evaluation report and reforms are made accordingly.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The vision and mission of the institution is taken into consideration for planning. Long term goals in this regard are planned and the same are conveyed to the staff members at the regular meetings conducted with the management. The goal of the institution to achieve the center of excellence is always conveyed to the staff members and they are urged to give their inputs to achieve this. All teaching staff and non teaching staff are involved in planning and implementation as they are involved in various committees under the different capacities of members, in charge persons and coordinators. Student representatives at some of the committees are ensuring their involvement in these processes. The alumni and parent feedbacks are always considered and communicated to faculty during the meetings.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

As a welfare measure, non-teaching staff are covered under ESI. All the employees are provided with subsidized diagnostic services at Padmashree diagnostics. Free consultation is also extended to staff. Free lunch and transportation is provided for all the staff. Staff members who are willing to stay inside the campus are accommodated in the hostel. Staff quarters are under construction and in finishing stages. Non-teaching staff are provided with leave re imbursement facility for unused leaves. Teachers who have registered for doctoral and M.Phil program are allowed to use the laboratory facility, chemicals and glassware without any charges. Special

financial assistance is provided for paper publications and presentations. Financial assistance is given for purchasing laptops. Performance based annual increments are given for staff. Staff members who improved their qualification are considered for salary revision.

#### 6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Best strategies and efforts are in place to retain and recruit competent and talented faculty. Applications are invited through known circles, advertisements, university staff and website. Received applications are thoroughly scrutinized based on their qualifications, experience, research publications etc and short listed candidates are called for an interview, followed by demo lecture. The candidates are selected on the basis of their performance in the interview, demonstration lecture and students feed backs.

The college provides the opportunity to exhibit the competence and talents of the staff; the salaries offered and the annual increment is commensurate with performance, qualification and experience. The staff members are inspired, encouraged and assisted to improve their qualifications and professional advancement.

### 6.4 Financial Management and Resource Mobilization

#### 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Finance Department of Padmashree Group of Institutions seeks budget requirements from the institutional heads. After receiving the same from all the institutions a comprehensive budget plan is submitted to the management for approval. With due discussions annual budget allocation is planed and utilized. Every month

accounts department sends a consolidated list of fee receipts and dues to the principal. This enables monitoring and understanding financial status of the institute. The financial resource of the institution is tuition fees. Collection of tuition fees, mess fees, purchases of chemicals, materials, books, stationeries, equipment and its maintenance, payment of bills are done through centralized Accounts Department. Petty cash is disbursed to the individual institution for meeting day to day expenses (mainly operational expenses). For research grants are secured from state and central government agencies. The funds received are appropriately utilized as per the regulations. To initiate, establish and run a specialized course – Nutraceuticals and food processing, Government of Karnataka provided infrastructure support of Rs. 100 lakhs. The amount received is judiciously utilized to establish and upgrade the laboratories. State of art labs are established with the resource secured from GOK.

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

Padmashree group has a centralized accounting and auditing mechanisms. Internal auditing is taken care by the accounts department. Annually external auditing is done. Till now there are no significant audit objections received by the institution. Funds received by government agencies are audited annually. Utilization certificate and audited statement of expenditure along with progress report is submitted to concerned authorities.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus**

available with Institutions, if any.

Tuition fee is the major source of the institutional funding. If there is a deficit in one institution resource from other institution is deployed. 90% of the research expenditure met through grants, sponsorships and workshops. Institution received a support of Rs.100 lakhs for equipment and research infrastructure under Biotech finishing school program supported by Department of IT, BT, Government of Karnataka. The audited statement of expenditure is enclosed as annexure.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Institution secured additional funding from government agencies. The major funding received was Rs. 100 lakhs towards infrastructural development from, Department of IT, BT, Government of Karnataka. A research grant of Rs.1 lakh was received for organizing national seminar from Department of Science and Technology, New Delhi.

## 6.5 Internal Quality Assurance System (IQAS)

### 6.5.1. Internal Quality Assurance Cell (IQAC)

a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Institution has established IQAC recently. The constitution of IQAC made the system more organized and ensured quality of the college at every level. As management is also a part of IQAC, this enabled easy communication of flaws and decision making in rectifying the same. The major change which we could able to achieve is safety, hygiene, maintenance of the infrastructure and clarity in schedules.

Maximum utilization of resources is possible with the inbuilt IQAC.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

Decisions of IQAC approved and implemented by management:

- Creating a maintenance cell which monitors, safety hygiene, maintenance of infrastructure
- Improvising research infrastructure and up gradation of central instrumentation facility
- Encouraging industrial consultancies and establishing new contact
- Strengthening Alumni association
- Creating a separate website for PIMS
- Strengthening women development cell

c. Does the IQAC have external members on its committee?

Yes. Industry experts are the part of IQAC. They helped in networking with industries and establishing new contacts which helped in training teachers and students.

If so, mention any significant contribution made by them.

d. How do students and alumni contribute to the effective functioning of the IQAC?

For the effective functioning of IQAC, student members are made part of certain committees and cells. Students and their participation are playing an important role in quality assurance of academics. Student and alumni feedback is the major source for taking up reforms and up gradation of mechanisms in quality assurance.

Suggestion box placed for receiving valuable observations by student community helps to regularize and rectify the problems in practical timings and schedules. Based on students' request UPS connections are provided to have continuous power supply during practicals in all the labs. As IQAC is established recently, the effectiveness of the same will be analysed after one or two meetings.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

The institution has been actively pursuing quality assurance in all academic and administrative matters. Committees were made to ensure the quality assurance. The role, responsibility and mechanism of quality assurance at every level by all the cells and committees are deliberated

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

The role, responsibility and mechanism of quality assurance at every level by all the cells and committees are carefully structured and monitored. There are IQAC meetings every quarter to monitor and suitable strategies or reforms made. Academic cell which is constituted with an in charge and members takes care of the proper functioning of the academic activities. Academic cell monitors preparation of annual schedules, regular submission of course plans, lesson plans, competition reports, seminar schedules, guest talks, industry visits, feed backs. Based on the meetings and discussions, suggestions and changes are incorporated in to the formats and check lists. In a similar way all other cells function to incorporate changes and evaluate the system to ensure quality assurance in each and every activity of the institution.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Institution scheduled training programs for effective implementation of the quality assurance procedures. The impact of the same will be analyzed after completion of the training.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, institution has invited Confederation of Indian Industries to review the quality of the academic activities. They conducted a training program for faculty members. There are recommendations for undertaking external audit. However every year LIC inspection checks the institution performance including academic activities. All the recommendations made by the committee are compiled and submitted to university authorities.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

Based on the LIC check list, internal committees were structured. The mechanism of evaluation are based on the recommendations made by LIC every year.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institution strategically prepares the academic calendar integrating with the calendar of events given by the university. The academic calendar starts from the commencement of classes, internal examinations, feedback collection, midsession

exams, extracurricular activities, guest talks, preparatory and final examinations. The paper distribution is done among the faculty members well in advance and are directed to prepare the required academic documentation according to the prescribed formats made by the Academic cell. The teachers prepare course plan with distribution of syllabus into units and the required number of teaching hours. The lesson plan is made at the beginning of every session and teaching evaluation is done by the submission of lesson completion report. Practical manuals are prepared by the teachers to make students competent enough to learn the practical skills. Sample viva questions are also included in the manual. Practical plan includes the entire requirement for practical sessions, working principle, methodology and expected outcome. Practical completion report is submitted at the end of every practical session. All these teaching evaluation formats are assessed by the quality assurance department.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The institution clearly conveys the policy, structure, mechanism to all the stakeholders during monthly meetings, IQAC meetings, NAAC steering committee meetings and governing council meetings.

Various committees and cells are constituted to ensure proper functioning and maintenance of quality in the system. Some of the cells and committees with their respective roles and responsibilities are as given under:

Name of Committee/Cell	Function
Admission Cell	Takes care of all admission procedures including publicity, participation in education fairs as well as student support during admission process. Organizing and participating in education fairs, publicity through brochures and pamphlets, seminars on introducing the college and courses.
Placement & Training Cell	Assisting students in resume building and preparation for interviews, arranging campus interviews, developing network with industries and maintenance of student database.
Women Empowerment Cell	Addressing women related issues, prevention of sexual harassment, encouraging women to participate in developmental programs.
Library and Information Cell	Overall maintenance of library resources as well as development of library and information services. Overall maintenance of computers, internet and other and information resources, upgradation of computers and providing assistance and training in computer learning.
Health and Hygiene Cell	Regular monitoring of hygiene in the campus. Periodical health check ups of students and maintaining data and first aid services in the college.
Academic cell	Making a complete blueprint of the academic activities of an academic year, preparation of academic calendar, class schedules, activity schedules and conduct of examinations.
Counseling and Grievance Redressal Cell	Identifying and addressing the students' problems and giving suitable counseling to increase their moral and emotional strength, arranging personality development programs.
Alumni Cell	Arranging annual alumni meet, collecting information and maintenance of alumni database.

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Cultural and Sports Committee	Conducting cultural activities as a part of co-curricular activities, encouraging students to participate in inter college and university level competitions.
Purchase committee	Overall maintenance and monitoring of indents, purchase orders and payments of all items; documentation of purchases.
Maintenance cell	Overall maintenance of infrastructure of the college, cleanliness in the campus, repair and maintenance of lab equipments.