



प्राचार्य  
एम बी राजकीय स्नातकोत्तर महाविद्यालय  
हल्द्वानी (नैनीताल) - २६३१३९  
दूरभाष: ०५९४६-२२२०१७

## THE ORGANIZATIONAL STRUCTURE OF THE INSTITUTE

The **academic council** is the academic body of the institute and is responsible for the maintenance of standards of education, teaching and training, interdepartmental coordination, research, and examinations. The core objective of the academic council is to maintain the standards of education, admission process, teaching, learning and evaluation methodologies, research initiatives and student support facilities. The council shall remain the apex statutory body and is vested with powers to carry out the following broad goals towards the all-round academic improvement of the institute- (i) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government, (ii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds, (iii) Recommend to the parent University, i.e., Kumaun University, Nainital, proposals for institution of new programmes of study, (iv) To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards, (v) To promote research activities, and to improve upon the research infrastructure within the campus by encouraging teaching faculty to undertake research projects; as well as to go in for collaborative research by signing MoUs with other institutes, (vi) To suggest measures for departmental co-ordination towards optimizing the expertise as well as the infrastructure available with each department, (vii) To undertake periodical review of the activities of the Departments and to take appropriate action with a view to maintaining and improving standards of instruction, (viii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the administration.

The **Internal Quality Assurance Cell (IQAC)** has been constituted under the chairmanship of the head of the institution, and duly managed by a select committee headed by the Co-ordinator. IQAC is responsible for monitoring the quality parameters of the institution. The select committee members have been nominated as per the regulations given by the National Assessment & Accreditation Council and are mandated to implement all the 6 salient broad aims stipulated for the overall development of not just the academic environment, but also the establishment of a student or rather pro-student institutional support base, inclusive of the infrastructure. The IQAC Coordinator has reposed the responsibility of developing a system for conscious and consistent improvement in the overall performance of the institute; for the development, application, and monitoring of quality benchmarks for various academic and administrative activities of the institution. IQAC acts as a link between the institution and the head of the institution, and its recommendations to the academic council members or the head of the institute are seriously taken cognizance.

The organizational structure of the institute for effective governance is managed through various administrative bodies, both statutory and non-statutory bodies, which could be discussed briefly under the following broad heads;



## **A. ACADEMIC**

**i. Regular courses:** The college has all three faculties- Arts, Commerce and Science. The following subjects-both at the undergraduate as well as postgraduate levels are presently taught- Botany, Chemistry, Commerce, Computer Science, Economics, English, Geography, Hindi, History, Home Science, Mathematics, Music, Physics, Political Science, Psychology, Sanskrit, Sociology, and Zoology. Detailed timetable, as well as the goal for the completion of the coursework, is relegated to the teaching staff by each Head of the department, at the start of each semester or the academic session.

**ii. Self-financed or vocational courses:** Several self-financed or vocational courses are conducted, which include the following- Diploma courses in Interior and Exterior decoration, tourism, Yoga & alternate therapy; PG diploma in guidance and Counseling, B. Sc and M. Sc in Biotechnology, and M.A in Yoga; B. Ed.

## **B. ADMINISTRATIVE**

The **principal** is the executive head of the institution, He is authorized to take decisions regarding academic, administrative, and financial matters following the policy matters as per the rule and regulations of the State Government and University Grant Commission. He is aided by the Office Superintendent, who in turn remains the head and custodian of the college office that broadly includes or comprises three sections- establishment, accounts, and UGC. He again is aided by a head clerk, senior clerks, junior clerks, assistants, and peons. Maintenance of records, such as student enrolment or admissions, fee collection, disbursement of scholarships to SC, ST, OBC, minority, and physically disadvantaged students, maintenance of the service records of the employees, and else are some of the major tasks devolved to the office staff.

## **C. SUPPORT**

The head of the institute is enabled in his conduction of the administration by several committees, who are devalued with the duty of actually carrying out the task in complete faith of the institutional head. These committees are discussed under the broad sub-head 'Support.' However, mentioned in brief of the principal committees/Cells being made here- Proctorial Board, admission committee, examination committee, library committee, Purchase Committee, NSS, NCC, Rovers & Rangers, Poor students' welfare committee, Sexual harassment (prevention, prohibition, and redressal) Cell, Research Cell, Career counseling & Placement Cell, Women Grievance Cell, Anti-ragging Cell, mental wellness and counseling Cell, Legal literacy and aid cell, and Grievance redressal Cell, among others. Few Cells or bodies constituted need elaboration here;

**i. SC & ST Cell** has been constituted in the college to address the concerns of the students belonging to the scheduled caste and scheduled tribes, and thus are more often than not, mostly belong to the marginalized section of the society. Under the scheduled castes sub-plan of the Government of Uttarakhand, remedial classes as well as an infrastructural support base- a well-equipped study room has been established for the use of the students belonging to both the scheduled castes and tribes.



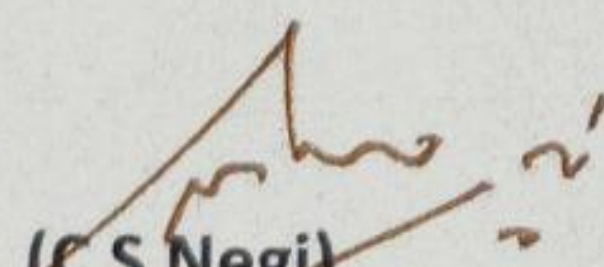
ii. **Career counseling & Placement Cell**, similarly caters to the needs of all the enrolled students through organizing expert talks as relates to career guidance, motivational talks, and lastly, through organizing Campus interviews, or preliminary examinations by local industrialists or organizations. The cell is also responsible for keeping and maintaining the records of the achievements of the enrolled students in their different walks of life, not just limited to their fulfillment of job aspirations or careers.

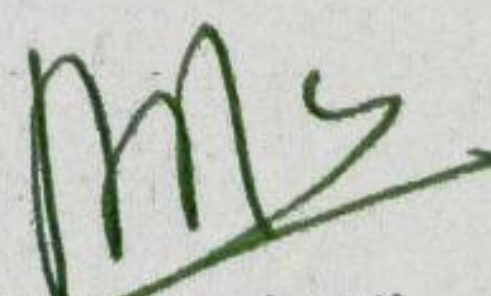
iii. **An Internal Grievance, as well as Sexual harassment (Prevention, prohibition, and Redressal) Cell**, has been established as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in conjunction with UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015. The prime aim of this Cell is to provide a healthy and congenial atmosphere to the staff and students of the College, and addresses the following broad objectives- (a) develop guidelines and norms for a policy against sexual harassment, (b) develop principles and procedures for combating sexual harassment, and (c) prepare a detailed plan of action, both short and long term. The grievances posted online to the **C M Helpline portal**, are addressed back to the college administration for the redressal of the grievance, and one of the faculty members is delegated with the task of ascertaining such Online posted grievances regularly. A committee is then formed to sort and redress the grievance and report subsequently to the Directorate, Higher Education, intimating them of the redressal taken.

iv. The institute has a **Research Cell** to monitor and address matters related to research promotion and ethics. The institution aims to support and promote research and research training within and outside the institution. The board comprises faculty of the institute who are research inclined, motivated and talented to train minds for research inclination.

v. The **Mental Wellness & Counseling Cell** established last year, is a youth-friendly cell where students can share any type of problems, such as anxiety, depression, and other behavioural problems, they are facing with the counselor as well as the psychiatrist, who would be visiting the Cell on the appointed date. The Cell strives to carry out the following broad objectives- (a) Hold talks with the youths to understand and sort out the problem, (b) educate them about mental well-being, (c) motivate or encourage them to remain positive, and lastly (d) seek collaboration with the Department of Yoga to hold Yoga exercises for the benefit of the students suffering from anxiety, and else, through relaxation of mind.

vi. A **Legal Literacy and Aid Cell** has been constituted in the college principally to raise awareness about the Legal and Judicial system of the country; to raise awareness about how to avail the remedial provisions in the law; to aid the victims, specifically the socially, economically, and marginalized sections of the society, such as scheduled caste, scheduled tribes, widows (inclusive of the widows of the defense personnel), orphans, senior citizens, victims of acid attacks, sexually harassed or rape victims, as well as, etc through personal counseling.

  
(C S Negi)  
**IQAC COORDINATOR**  
**M.B. GOVT. P.G. COLLEGE**  
**HALDWANI (NAINITAL)**

  
(Dr. N S Bankoti)  
**Principal**  
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