

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

The Governing Body

The Governing Body of the Institution is the main administrative body. It is constituted as per the guidelines framed by All India Council for Technical Education, affiliating University (AKTU) and Government of Uttar Pradesh. The Governing Body meets regularly twice in a year. All the activities of the Institute, the performance of students, academic matters, research progress and plans of the development are presented by the Director and Head of Departments. All the parameters are reviewed and suggestions are obtained from the Honourable members of the Body.

The Administrative setup:

The Institute believes in a transparent and team based work culture. The employees are empowered to initiate development actions for the improvement of quality education.

Director:

Responsible for Academic, financial and administrative management operations of the institution. Responsible for meeting Statutory and Regulatory requirements of the Government, AICTE and University (AKTU) and actively participate in policy making. Approval of timetable, quality manual and quality system procedures, calendar of events and Institution related documents.

Heads of the Department:

Heads of departments are responsible for the following roles of the department:

- Academic and administrative management.
- Scrutinize the laboratory requirements and activities.
- Monitor R&D and project activities.
- Review of lesson planning and test question papers.

- Monitoring and evaluation of promotional activities both at departmental and institutional level.

Registrar Office:

Assist Director and Head of Department in the process of admission of students. To develop and maintain the student, staff and other administrative records and database. Correspondence with University and other statutory agencies.

Placement Office:

Involving in effective industry interaction and building in good relation with various industries. Organizing effective training sessions, career guidance and personality development such that students choose a right career. Organizing campus recruitment. Aids pre final year and final year students to get projects and internships.

Accounts Office:

Finance management, banking, purchase, provident fund, fee collection and other administrative matters. Infrastructure maintenance. Preparing regular financial and administrative reports.

Faculty Members:

Perform curricular and co-curricular activities assigned by the department. Act as student counsellors and mentor them. Maintain records as required for academic activity and other recommendation committees. Conduct R&D activities and undertake industrial/sponsored projects.

Technical Staff:

Conduction of laboratory experiments. General maintenance of laboratory and stock registers.

Library:

Librarian is vested with responsibility of all necessary activities for maintaining and improving the Library.

Sports:

Physical Education Faculty assist in selecting and up skilling the talented sports persons among the students and staff members. The leadership provides clear vision and mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency.

Perspective Plans:

The college has the following perspective plans:

1. Enhancing the quality of Teaching – Learning
2. Promotion of Research among faculties and students
3. Talent acquisition and retention
4. Quality Assurance Measures
5. Improving Entrepreneurship Development and Industry-Institution-Interaction
6. Placement and Training activities

Various committees are formed in the institute for the smooth and efficient management of different activities. The list of such committees is as follows:

1. Institutional Academic Committee (IAC)
2. Admission Committee
3. Examination Cell Committee
4. Training & Placement Cell and Alumni Committee
5. Anti-Ragging Committee
6. Discipline Committee
7. Women Cell /Internal Complaint Committee
8. Grievance Redressal Committee
9. Library Committee
10. IQAC Cell
- 11.. Cultural and Extra Curriculum Committee
12. Research and Development Committee
13. Games and Sports Committee
14. Incubation Cell
15. Hostel Development, Mess, Cafeteria Committee
16. Minority Committee

17. Counselling Cell
18. SC, ST, OBC Welfare Committee
19. Staff Welfare Committee
20. News Magazine Committee
21. Transport Committee

Policies: -

Admission policy:

The institute strictly follows the policy of state government for admission in different UG/PG programmes.

Recruitment policy:

The institute appoints faculty/staff members as per the guidelines of AICTE, New Delhi and affiliating university- AKTU, Luck now.

Promotional policy: The institute has well defined promotion policy under career advancement scheme for the faculty and staff members.

Campus placement policy:

Institute has constituted training & placement cell to look after the placement of students. A detailed & defined policy regarding campus placement is framed to prepare students well in advance so that students get selected by the companies that they dream of.

Policy regarding higher education of faculty members

The institute has a policy to encourage and sponsor faculty members to various centres of higher learning under the quality improvement programme (QIP) sponsored by AICTE.

Faculty Promotional policy

The Institute extends financial support to faculty members in form of a well-defined policy. The faculty members are provided financial assistance under this policy for attending conferences/workshops, undergoing MOOCs courses, publishing patents and taking membership of professional bodies. In addition to the policies like award of scholarship, student attendance, financial assistance for travel, leaves rules, procedure for availing casual leaves/short leaves, career advancement scheme etc. are also framed and mentioned in AIMT Rulebook.

STRATEGIC PLAN:-

The institute has a strategic plan about the academic development, infrastructure of the institute, sports & extra curriculum activities.

1. To install and make the use of Online cloud based academic management system **SARAL-ERP** which provides easy and quick access to information about students, staff, timetables, examinations, admissions, fees, reporting, and so on.
2. Enrichment of existing labs and creation of new Hi-tech labs particularly required for Training and retraining of new and existing faculty members in the Art of Teaching.
3. Establish **linkages/collaboration** with reputed national institutes and industries for Student and Faculty Exchange Programme, Collaborative Research.
4. To make the campus green by creating facilities for underground storage of rainwater and establishment of **Roof Top Solar Photovoltaic Systems**.
5. To create awareness among the faculty about **PO** and **OBE (Outcome Based Education)** system.
6. To encourage students to become entrepreneur.
7. To get more **Grants/Funds** from various government agencies like AICTE, DST, CSIR etc. for organizing conferences, workshops, FDPs, research projects etc.
8. To encourage faculty members to get industry sponsored and **Consultancy Projects** from government/non -government bodies.
9. To motivate faculty members for doing intensive research and to obtain **Patents** for their research findings.
10. **NAAC Accreditation** for the institute.
11. To get **Autonomy**.
12. To get the institute included in the list of top **100 Technical Institutes** of country.