

Office of the Principal, N.J.S.A. Govt. College, Kapurthala

6.2.2. Organogram of the Institution

Hierarchy:-

- The institution is administered and controlled by the Principal, who serves as the Head, assisted by IQAC. The composition of IQAC is inclusive and democratic and follows norms of NAAC. Regular meetings are held throughout the session.
- N.J.S.A Govt. College, Kapurthala, affiliated to Guru Nanak Dev University, Amritsar, is fully governed by the rules and regulations initiated at the state level under D.P.I. colleges.

Principal and Vice Principal

- The Principal and Vice Principal are involved in the implementation of the perspective plans of the College.
- They ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

Staff Council:-

- The staff council is an advisory body in an educational institution to help in smooth functioning of the college in academic and all other matters of the college and in the maintenance of discipline.
- The entire teaching faculty and the librarian are the members of the council. The principal selects a staff secretary in agreement with the members.
- The secretary helps hold the council meetings in consultation with the principal as and when required.
- The secretary maintains record of the minutes of every meeting duly signed by her/him.

Advisory Committee:-

Advisory committee includes Principal as chairperson, Departmental Heads and Office Superintendent. The committee looks into the matters of administration. The committee provides input and guidance related to the progress of the institution. Following are the functions and objectives of advisory committee:

- To determine the needs of institution and develop a plan of action.
- To recommend effective technologies for the teaching and learning.
- Evaluating the adequacy of existing college facilities and equipment.
- Advising college personnel on the selection and acquisition of new equipment.
- Identifying external learning experiences and placement opportunities.
- Assisting in the professional development of the faculty.

Internal Quality Assurance Cell (IQAC):-

- IQAC has been established in the college, which meets regularly to assess the quality deliverance of education in the institute leading to achieve the course and program outcomes.
- The information about the achievements, curricular, co-curricular activities and extra-curricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops, etc. are taken up in the IQAC.

Departments:-

- A total of 20 academic departments (16 UG, 3 PG and one diploma course) are overseen by respective HODs
- The Heads of Departments ensure that the academic calendar provided by the university/college is implemented properly and efficiently
- Heads are also responsible to administer the respective department, run the academic as per the plan, conducts curricular and extra-curricular activities for the respective students.

Committees for specific task:-

- Various academic and administrative committees are constituted at the beginning of the year or as and when required and specific task is allotted to it as per the academic and administration plans of the college
- The Committees are: Annual Cultural and Sports, Students association, Examinations, Scholarships, Discipline, Admissions, Women Sexual Harassment Redressal Committee, Anti Ragging cell, Disability Grievance Redressal Cell, Students Grievance Redressal Cell, Property Cell, Hospitality Cell, Campus Beautification Cell, Career Counselling and Guidance Cell, Attendance, Cleanliness, College Magazine Cell, Canteen Cell, RUSA Cell, SC/ BC Scholarship Cell, District Nodal Buddy Programmer Cell etc.
- Support Societies i.e. Student Welfare Cell, Library, Botanical Garden, Press Cell, UGC – IQAC cell, Alumni cell, provide a strong support mechanism to faculty and students.

Non- Teaching Staff:-

- The college principal looks over Non-Teaching and Non-Technical staff and ensures the administration of various sections runs properly and efficiently as per the college plans and instructions of the Principal and Vice-Principal.
- Non-teaching staff includes administrative personnel (dealing with Establishment, Examination, Fees, Accounts and Employee Records), Senior and Junior Lecture Assistants, Lab Attendants and class IV Staff. They ensure coherent and harmonious co-ordination with the students and teaching bodies.

Recruitment Policy:-

- Teachers are appointed through Punjab Public Service Commission which is a governing body that conducts all the entrance examinations and interviews to fill the posts in the government sector.
- The selected candidates are posted against vacant posts.

Temporary Staff:-

- Many a times Principal is authorised to appoint temporary/ contractual staff under certain terms and conditions, if there is a delay in permanent recruitment.
- The vacant posts are advertised in a newspaper by the college under the terms and conditions as per suggested by DPI (colleges).

Promotion Policy:-

- Promotion of senior permanent faculty members occurs as per rules and regulations of government of Punjab.
- Similar pattern is used for non- teaching staff as well. Promotion criteria are based on conditions laid down by Punjab Government norms for career enhancement.

Handwritten signature
Principal
N.J.S. Kapurthala