



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

(2024-25)

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

Effective institutional governance is evidenced by clear policies, a well-defined administrative structure, established appointment and service rules, and standardized procedures for decision-making and operations, as is obvious in the structure of statutory bodies, delegation of powers, and supervision by the head of the institution. The Institution demonstrate this effectiveness by using the above mechanisms to oversee progress, review initiatives, delegate authority, and implement corrective measures, as and when required. In all such activities, the head of the institution assures that the goals and objectives enshrined in the Vision and mission of the institute are met.

The effective institutional governance is carried out through the following acts:

Clear policies and rules- The institution is run within the stipulated guidelines and government orders, already available, as well as which are made available by the Directorate of Higher Education, from time to time. These guidelines stipulate, not just how to go in for upgrading infrastructural set up, but more importantly, provides the set criteria, that needs to be taken account of. Accordingly, the institute carries out the policies for administration, academic progress, and service rules, which again are reviewed periodically, towards ensuring efficiency, and effectiveness.

Effective administrative setup- The administrative head is aided by the Office Superintendent, head clerk, senior clerks, junior clerks, assistants, and peons. Maintenance of records, fee collection, disbursement of scholarships, etc, are some of the significant tasks devolved to the office staff.

Support- The administrative head is aided in administration by a number of statutory committees, such as, the proctorial board, admissions, examinations, library, purchase, audit, poor students' welfare committee, Sexual harassment (prevention, prohibition, and redressal) Cell, Antiragging Cell, Students Grievances Redressal Cell, Research Cell, Career counseling and placement Cell, Mental health & Wellness Centre, Legal literacy and aid cell, Students Union Cell vested with the task of conduction of annual elections, altogether 59 committees or individuals are in existence, which are relegated with the responsibility of carrying out the mandated task- timely and efficiently.

Standardized procedures- Well-defined procedures for various activities, from admission, examination, implementation of the annual academic calendar, timely completion of the syllabi, undertaking remedial classes, practical examination (before the semester or annual

examinations), are all carried out, as per the scheduled procedures, and guidelines extended by the head of the institute.

Monitoring mechanisms- This task is predominantly carried out by the IQAC, which is relegated the task of apprising the faculties of the targets or goals achieved, and those which still needs to be carried out. In order IQAC not just monitors, but also evaluates the performance of the departments, and offers suggestions for further necessary improvements.



IQAC meeting in progress

This is to certify that the information provided above is correct to the best of my knowledge & belief.

(C S Negi)
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