

9.1.1 Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies (10)

Institute Marks (5)

(List the governing, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; and attendance therein, participation of external members in a tabular form. A few sample minutes of the meetings and action-taken reports should be annexed.

The published rules, policies and procedures; year of publication and its implementation shall be listed. Also state the extent of awareness among the employees/students)

List the governing, senate and all other academic and administrative bodies; their membership, function and responsibilities; frequency of the meetings, and attendance therein. A few sample minutes of meetings and action – taken reports should be annexed.

The published rules, policies and procedures; year of publication and its implementation shall be listed. Also state the extent of awareness among the employees/students.

The following aspects are dealt and recorded below under different headings, for governance and transparency.

- A. Governing Body
- B. Institutional development and monitoring committee (IDMC)
- C. Organizational Chart
- D. Rules, procedures, recruitment and promotional policies

The details are as follows –

Governing Body

The institute has a well-marked Governing body and administrative set up conforming to the norms of the AICTE. The frequency of the meeting is once in a year.

The following is the composition of the Governing body of the CIP:

Sl. No.	Name of the Member	Designation
1.	Mr. Kishor Jadwani Chairman,	President

2.	Mr. Vijay Jadwani	Vice – President
3.	Mr. Harjeet Singh Hura	Secretary
4.	Dr. Ravindra Kumar pPandey Professor & Principal CIP, Raipur	Member Secreatary
5.	Dr. Shiv Shankar Shukla Professor CIP, Raipur	Member
6.	Dr. Beena Gidwani Associate Professor CIP, Raipur	Member
7.	Nominee by the Director, Directorate of Technical Education	Member
8.	Nominee by the Vice Chancellor, CSVTU, Bhilai	Member

Power and Functions of the Governing Body:

The Governing body, besides being the supreme administration authorities of the Institute, shall have the following additional functions:

1. To monitor the academic and other related activities of the institute.
2. To consider the recommendations of the staff selection committee.
3. To consider the important communications, policy decisions received from the University, Government, and AICTE etc.
4. To monitor the development programmes of students and faculty.
5. To make recommendations on the planning and monitoring the institute.
6. Institute scholarships, fellowships, medals prizes and certificates based on recommendations of the Institutional Development and Monitoring Committee.
7. Perform such other action as may be necessary and deemed fit for the proper development and fulfill the objectives of the Institute.
8. To pass the annual budget of the Institute.
9. To check the audited income and expenditure accounts and approve the same for

institute annually.

Publish rule including service rules, policies and procedures,

The institute has well defined service rules, policies and procedures for the employees/students. The rule book was published in the year 2013. It is available in the library and the office for observation and implementation. It includes,

- Leave policy and leave rule
- Promotion policy
- Attendance Record, Leave record, Leave form etc6

Institutional Development and Monitoring Committee (IDMC) -

The institute has a Institutional Development and Monitoring Committee (IDMC). The IDMC shall be the Principal Academic body of the institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties.

- To exercise general supervision over the academic work of the institute and to give directions regarding methods of instructions, evaluation, research or improvements in academic standards.
- To consider matters of academic interest either on its own initiative or at the instance of the Governing Body and to take proper action thereon.
- To maintain proper standards of the examinations.
- To make recommendations to the board of management on:
 - Measures for improvement of overall standards of the institute.
 - Establishment of departments/centers and on bye laws covering the academic functioning of the institute, discipline, admission, examinations, appointment of research fellow, concessions, attendance etc.

- Review the reports collect from Program Assessment Committee and give the suggestion for the improvement or achievement of COs, POs & PEOs.
- Give suggestion to the entire department during the visit for the improvements of respective departments.

The Organizational Chart of the Institution

