



Kalyan Post Graduate College

Bhilai Nagar, District Durg, Chhattisgarh, India

Affiliated to Hemchand Yadav Vishwavidyalaya, Durg, Chhattisgarh

Criterion – 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

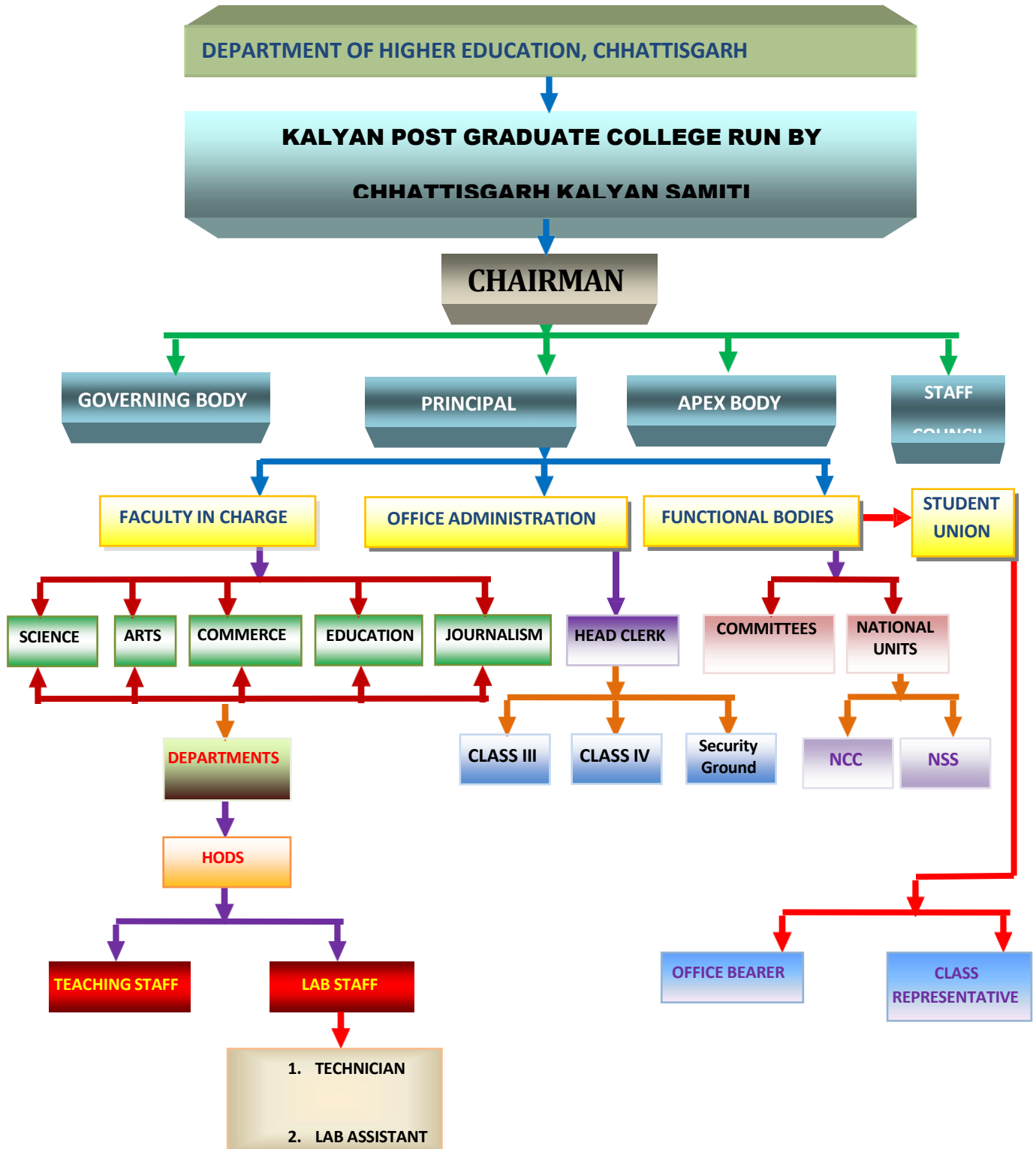
6.1.2 - *The effective leadership is visible in various institutional practices such as decentralization and participative management.*



Submitted to National Assessment and Accreditation Council

2022 – 2023

ORGANOGRAM



APEX BODY

The highest and most significant position within an organization or system is known as the apex. All decisions that are required for the smooth and effective operation of the institution are made by the principal and the members of the apex body. This body typically makes all of the major decisions, such as creating laws and regulations and assembling statutory bodies in the fields of education, administration, and finance.

GOVERNING BODY

The Board of Governors is the highest body that oversees the College's development and makes recommendations for initiatives to expand and improve the institution as a whole. The Board of Governors' primary goal is to provide open and efficient governance for the establishment and growth of the organization. Creating and carrying out the institution's mission, vision, quality, policy, and strategic plan is the main duty. Additionally it recommends that the institute attain quality in terms of both internal and external factors, such as the teaching-learning process, sound academic and administrative standards, finances, Stakeholder, students, parents, alumni, and numerous committees.

HEAD OF THE INSTITUTION- PRINCIPAL

The institution's head will plan the institution's future growth. All committee meeting minutes are available. Annual reports detailing the activities of the academic year are prepared and presented at the Annual Gathering. The institution's head will also be accountable to the governing bodies for advice on strategic direction and for the management of the institution. The principal is responsible for forwarding monthly salary bills for all college staff members and scholarship bills for students, duly signed by the chairman.

STAFF COUNCIL

The principle, the vice principal, and every college instructor make up the college staff council. The council chooses the secretary from among its members. Under the principal's supervision, he will call staff council sessions to order. During the academic year, the council convenes three times. It mostly talks about how the college's academic program is going.

HEAD OF THE DEPARTMENT

The department heads keep up appropriate communication with the faculty-in-charge and the institution's leader. It is the duty of each HOD to oversee the class work in accordance with the schedules. Also, it keeps a careful eye on a number of academic activities, including the administration of internal assessments, seminars, class assessments, remedial classes, and practical exams for both UG and PG classes.

FINANCE COMMITTEE

The Board of Governors will receive financial guidance from the Finance Committee. It creates the college's income and expense statements in the format required. The Finance committee estimates the budget for grants, revenue from fees, etc. It gather, examine, and submit the preliminary budget to the governing bodies on schedule, taking into account all major and minor expenditure requests from various committees. To create a comprehensive budget for the institution's daily operations regarding Budget in Daily Fund Collection (DFC).

COMMITTEE LIST 2022-23

KALYAN P.G. COLLEGE BHILAI NAGAR, SECTOR-7 BHILAI (C.G.)

List of Different Committees and Incharges for 2022-23

S.No.	Committee	Conveners / Incharges	Members
1.	Asst. Public Information Officer (RTI)	Vice Principal	
2.	Advisory Board and Admission Committee	All Heads of Departments	
3.	Academic Planning Committee	Vice Principal	All Heads of Departments
4.	Finance, Audit and DFC Committee	Dr. Lakhan Choudhary	Dr. Pushpalata Sharma Dr. Salim Aquil Dr. K.N. Dinesh Dr. Harish Kashyap
5.	Grant Related Issues	Dr. Vinay Sharma	Dr. Sudhir Sharma Dr. Kavita Verma Dr. Naresh Chandra Deshmukh
6.	Purchase Committee	Dr. K.N. Dinesh	Dr. P.S. Sharma Dr. Lakhan Choudhary Dr. Gunwant Chandrol Dr. Anirban Choudhary
7.	RUSA	Vice Principal	Dr. Salim Aquil Dr. Pushpalata Sharma Dr. P.S. Sharma Dr. K. N. Dinesh Dr. Anirban Choudhary
8.	Establishment /Building Construction Maintenance and Management	Dr. Sudhir Sharma	Prof. Anurag Pandey Dr. Rama Yadav Dr. Harish Kashyap Dr. Anjan Kumar
9.	Salary Committee	Dr. Lakhan Choudhary	Dr. Vinay Sharma Dr. Salim Aquil Dr. K. N. Dinesh
10.	Nodal Officer for Scholarships (Given by Government, College and Other agencies)	Dr. N. Papa Rao	Dr. Firoja Jafar Ali Dr. Ravish Soni Prof. Pankaj Jain Dr. Anjan Kumar
11.	Library Committee	Dr. Lakhan Choudhary	Librarian / Incharge Dr. Chhaya Sonpipare Dr. Harish Kashyap

			Dr. Banita Sinha Shri Pankaj Jain
12.	Committee for Internal Beautification and Public Utility (Water and Electricity Supply)	Prof. Anurag Pandey	Dr. Banita Sinha Dr. Aruna Choubey Dr. Ravish Soni Dr. Neelam Shukla
13.	Anti Ragging Squad	Dr. P.S. Sharma	Dr. Lakhn Choudhary Dr. Salim Aquil Dr. Amrik Singh Dr. Rama Yadav Shri Pankaj Jain Smt. Pranali Hatwar
14.	Student Discipline	Dr. Anirban Choudhary	Dr. Manimekhala Shukla Shri Amrik Singh Dr. K. Nagamani Dr. Rama Yadav Dr. Harish Kashyap Dr. Neelam Shukla
15.	RTI Committee	Vice Principal	Dr. Vinay Sharma Dr. Lakhn Choudhary Dr. Sudhir Sharma Dr. K. N. Dinesh Dr. Gunwant Chandrol Smt. Soumya Khare Shri Chimman Lal
16.	Student Grievances Redressal Committee	Dr. P. S. Sharma	Dr. Sudhir Sharma Dr. Salim Aquil Prof. Anurag Pandey Dr. Manimekhala Shukla Dr. Anirban Choudhary Dr. N. Papa Rao Dr. Neelam Shukla
17.	SC/ST. Committee	Dr. Rajendra Kumar Thakur	Dr. Gunwant Chandrol Smt. Pranali Hatwar Dr. Chhaya Sompipare
18.	CPF, EPF, ESI	Dr. Vinay Sharma	Prof. Anurag Pandey Dr. Harish Kashyap
19.	Entrepreneurship and Incubation Committee	Prof. Anurag Pandey	Dr. Lakhn Choudhary Dr. Gunwant Chandrol Dr. Nareshchandra Deshmukh Dr. Mayurpuri Goswami

20.	Physical Verification Stock Register	Prof. Anurag Pandey	Dr. Gunwant Chandrol Dr. N. Papa Rao Smt. Pranali Hatwar Dr. Naresh Chandra Deshmukh
21.	College Magazine	Dr. Sudhir Sharma	Dr. Anupma Bhonsle Dr. Salim Aquil Prof. Anurag Pandey Dr. Anjan Kumar
22.	Canteen Advisory Committee	Dr. Vinay Sharma	Dr. Pushpalata Sharma Dr. P.S. Sharma Dr. Gunwant Chandrol Dr. Neelam Shukla
23.	Test Exam Committee	Smt. Rekha Sentiago (Arts) Dr. Salim Aquil (Commerce) Dr. Banita Sinha (Science) Smt. Pranali Hatwar (Computer Science)	
24.	Exam Result Analysis and Report Committee	Smt. Rekha Sentiago (Arts) Dr. Salim Aquil (Commerce) Smt. Soumya Khare (Sci.) Dr. Kavita Verma (Edu.) Dr. Vinary Sharma (Journ.)	Dr. Ravish Soni Dr. Neelam Shukla Dr. Anita Shrivastava
25.	Girls Common Room	Smt. Rekha Sentiago	Dr. Neelam Shukla Dr. Aruna Choubey
26.	Hostel / Advisory Committee (Hostel and Mess)	Dr. Firoja Jafar Ali (Convener)	Hostel Superintendent Dr. K. Nagamani Dr. Shipra Sinha Dr. Aruna Choubey
27.	Cycle Stand	Dr. Rajendra Kumar Thakur (Convener)	Shri Amrik Singh Dr. Rama Yadav Dr. Harish Kashyap Dr. Sumitra Mourya
28.	Publicity	Dr. Vinay Sharma	Prof. Anurag Pandey Dr. Anjan Kumar Dr. Neelam Shukla
29.	Student's Union (Incharge 2022-23)	Dr. Salim Aquil	
30.	Yuva Utsav	Dr. Manimekhala Shukla	Dr. Salim Aquil Dr. Anupma Bhonsle Dr. Soumya Khare Dr. Aruna Choubey

31.	Gym	Dr. P.S. Sharma	Dr. Shabana Dr. Anirban Choudhary Dr. N. Papa Rao
32.	Parent Teacher Committee	Dr. Vinay Sharma	Dr. P.S. Sharma Dr. Rama Yadav Dr. Harish Kashyap Dr. Mayurpuri Goshwami
33.	Sports (Faculty wise)	Shri Amrik Singh (Sports Officer) Prof. Anurag Pandey, Dr. Anjan Kumar (Arts) Dr. Salim Aquil, Dr. Harish Kashyap (Commerce) Smt. Soumya Khare, Shri Pankaj Jain (Science) Dr. Anirban Choudhary, Dr. Kavita Verma (Education) Dr. Vinay Sharma	
34.	Class Room Furniture	Dr. Rajendra Kumar Thakur	Dr. Salim Aquil Prof. Anurag Pandey Dr. Gunwant Chandrol Dr. Rama Yadav Chiman Lal Sondre
35.	Auditorium and Communication System	Dr. Anirban Choudhary	Dr. Vinay Sharma Dr. Manimekhala Shukla Dr. Shipra Sinha
36.	Security Management	Dr. P. S. Sharma	Dr. Vinay Sharma Shri Anurag Pandey Shri Amrik Singh Dr. Gunwant Chandrol
37.	Competitive Exam Incharge	Dr. N. S. Patel (Vice Principal)	Dr. Ravish Soni Dr. Gunwant Chandrol
38.	Clean India Mission	Dr. Anirban Choudhary	Dr. K. Nagmani Dr. Firoja Jafar Ali Dr. Harish Kashyap Dr. Neelam Shukla
39.	Book Bank Committee	Prof. Anurag Pandey	Dr. Chhaya Sonpipre (Edu) Dr. Harish Kashyap (Commerce)

NAAC ORIENTED COMMITTEES –

S.No.	Name of the Committee	Members	Work to be Done
40.	Grievance redrusal Committee	Convener – Dr. P.S. Sharma Member – 1. Dr. Pushpalata Sharma 2. Manimekhala Shukla	1. Redrusal of exam grievance of students. 2. Maintaining minutes register 3. Action taken report. 4. Procedural policy of Grievances redrusal.

		3. Dr. Gunwant Chandrol 4. Dr. K. Nagamani	5. Mechanism for submission of grievance (online / offline) 6. Redrusal of complain received. 7. Conducting activities on spreading awareness among students, placing information boards, helpline nos. 8. Preparing annual report of committee. 9. Documents- Maintaining minutes Register, Reports, official letters, Attendance sheet of activities signed by competent authority
41.	Internal complain committee	Convener – Dr. Manimekhala Shukla Member - 1. Dr. Pushpalata Sharma 2. Dr. Shabana 3. Dr. Chhaya Sonpipare 4. Prof. Anurag Pandey	1. Presentation of women harassment complains. 2. To develop principles & procedures to combat sexual harassment. 3. To organized gender sensitization awareness programme. 4. To deal with assess of discrimination and sexual harassment in time bound manner, Aiming act ensuring support services to the victimized.
42.	Value Added Course Committee & Capacity building & Skill enhancement Committee (with Value Added)	Convener – Prof. Gunwant Chandrol Member – 1. Dr. Lakhan Choudhary 2. Dr. Salim Aquil 3. Dr. Sumitra Mourya	1. Minutes register of curriculum assessment committee. 2. Preparing report of learning outcomes. 3. Documents – official letter regarding Value Added Course, Attendance Sheet with signature, Evaluation Schemes, Time Table, Table depicting 30 hrs., certificate etc. 4. Organizing training programs for teaching / non-teaching staff. 5. Training programs for students 6. Writing report on training programs (100-200 wages) Documents- Official letters, reports, Attendance sheets, photographs etc. 7. Minutes register of committee.
43.	Internal Assessment Committee	Convener – Dr. Sudhir Sharma Member – 1. Prof. Gunwant Chandrol 2. Aarti Mishra 3. Dr. Saleem Aquil	1. Minutes register of the committee. 2. Report on implementation of internal assessment. 3. Documents – official letters, Evaluation Scheme, Students roll number of times taken etc.

44.	Research committee (Workshop / Seminar / Conferences.), Strategy dw. & Deployment Committee	Convener – Dr. Lakhan Choudhary Member – 1. Dr. Pushpalata Sharma 2. Dr. Sudhir Sharma 3. Dr. Saleem Aquil 4. Dr. K.N. Dinesh 5. Dr. Shipra Sinha	1. Circulating notices of funding bodies (State / National) to faculties. 2. Organizing Workshop / Seminar / Conferences on Research Methodology, Entrepreneurship / Intellectual Property Right (IPR) etc. 3. Guidance / Submission of research proposal from departments. 4. Maintaining Minutes register of committee. 5. Annual report of activities conducted by research committees. 6. Documents – UC, Audit report, official letters. 7. Policy Framing - (a) Appointment (b) Service rules / procedures (c) Policy for e - governance (d) Preparing organogram (e) Code of conduct (i) For students (ii) Teacher (iii) Administrator
45.	Website Committee	Convener - Dr. Saleem Aquil Member - 1. Dr. K.N. Dinesh 2. Prof. Anurag Pandey 3. Dr. Shabana 4. Dr. Anirban Choudhary	1. Frequent monitoring of website. 2. Collection of data from departments.
46.	Best Practice Committee	Convener - Prof. Anurag Pandey Member - 1. Dr. Kavita Verma 2. Dr. Manimekhla 3. Dr. Harish Kashyap	1. Deciding / implanting Best practices in institution. 2. Document – Official Letter, activities Involved, how it effected students / Community, reports revealing. 3. Minutes register.
47.	Guidance & Counseling cell	Convener – Dr. Rama Yadav Members - 1. Dr. Ravish Soni 2. Dr. Aruna Choubey 3. Dr. Soumya Khare	1. Organizing guidance counseling programs (Centralized / Department wise) 2. Maintaining register of beneficiaries 3. Reports preparation (100-250 words) 4. Document – Minutes register, official letters, reports of activities, students / teachers roll etc
48.	Placement Cell	Convener – Dr. Salim Aquil Members - 1. Prof. Anurag Pandey 2. Dr. N. Papa Rao 3. Dr. Nilam Shukla	1. Placement camp and awareness. 2. Rozgar Mela. 3. Training and coaching for Compitative Exam.. 4. NET / JRF

49.	Alumni Committee	Convener – Dr. P.S. Sharma Members - 1. Prof. Anurag Pandey 2. Dr. N. Papa Rao 3. Dr. Shipra Sinha 4. Dr. Manimekhala Shukla	1. Preparing list of Alumni's faculty wise 2. Conducting Alumni meet (Centralized/Department wise) 3. Annual reports preparation 4. <u>Document –</u> Obtaining feed back Report of activity conducted Contribution from alumni's Alumni's roll signed by competent authority
50.	Feedback Committee	Convener – Dr. Shabana Member – 1. Dr. Anjan Kumar 2. Prof. Mayurpuri Goswami 3. Dr. Ravish Soni	1. Distribution and collection of feedback forms. 2. Preparation of feedback report. 3. Minutes of feedback committee register. 4. Action taken report signed by competent authority.
51.	Environment & Sustainability	Convener – Dr. N. S. Patel Member – 1. Prof. Gunwant Chandrol 2. Prof. Anurag Pandey 3. Soumya Khare 4. Dr. Harish Kashyap 5. Dr. Naresh Deshmukh	1. Conducting Green audit and Environment Audit. 2. Report preparation on activities conducted with Geotag Photographs. 3. Report on env. Friendly initiative of college. 4. Energy conservation policy in itative 5. Documents – Participation list of students, teachers with attendance list, official letters, Reports, Photographs etc.
52.	Extension activities committee	Convener – Dr. K. Nagmani Member – 1. Dr. Anirban Choudhary 2. Dr. Harish Kashyap 3. Dr. Neelam 4. Dr. N. Papa Rao	1. Conduction of social / community activities on social issues. 2. Annual report of activities conducted. 3. Documents (official letters by principal) collaborating agency, Students roll, Photographs, short report an activity (100-200 words.) depicting art come
53.	MOU / Collaboration / Linkage committee	Convener – Dr. N.S. Patel Member – 1. Dr. Shabana 2. Dr. K.N. Dinesh 3. Dr. Naresh Deshmukh	1. Establishing linkages with other institutions. (State / National / International) 2. Ensuring faculty, students exchange , internships, field trips, job training, research, other academic & non academic activities. 3. Short report on initiatives taken by the Committee. 4. Minutes register of committee. Documents- official letters, report / Photographs of activities conducted.

54.	Project / field work / Internship committee	Convener – Dr. Rekha Sentiya Member – 1. Dr. Anupama Bhosle 2. Dr. Ravish Soni 3. Dr. Soumya Khare	1. Obtaining permission for field work / internship / Projects from schools / Companies / Govt. / Pvt. offices / Laboratories. 2. Report preparation – (Students roll, duration of project, activity conducted, internship completion certificate signed by competent authority Geo tagged photographs) 3. Minutes register of committee. 4. Documents- All official letters, students role, reports, photographs etc
55.	Welfare schemes Committee	Convener - Prof. Anurag Pandey Member - 1. Dr. Anirban Choudhary 2. Dr. Neelam	1. Maintaining & applying availability of Welfare schemes for students / teachers. 2. Maintaining list of beneficiaries signed by competent authority. 3. Document revealing welfare policy 4. Annual report of committee.
56.	Swoc Analysis Committee –	All Faculty Head	1. Conducting swoc analysis of faculties. 2. Preparation of report. 3. Minutes register. 4. Academic Audit
57.	NIRF / AISHE / NBA / ISO certificates Committee	Convener - Dr. Anirban Choudhary Members - 1. Dr. Mayurpuri Goswami	1. Applying for these rankings every year.
58.	Festival celebrations Committee (State / National festivals, commemorative days etc)	Dr. Manimekhala NCC+NSS Incharge	1. Maintaining official letters of celebration of (state / national) commemorative days 2. Reports of activity conducted 3. Minutes register. 4. Document – students/teachers roll Photographs geotagged, official letters Invitation card etc.
59.	PTA	-do-	-do-
60.	IQAC, NAAC Committee	Convener - Dr. Sudhir Sharma Member – 1. Shabana (Criterion – 1) 2. Dr. Ravish Soni (Criterion – 2) 3. Dr. Anirban Choudhary (Cri.-3) 4. Dr. Kavita Verma	As per NACC.

		(Criterion – 4) 5. Dr. N. Papa Rao (Criterion – 5) 6. Dr. Shipra Sinha (Criterion – 6) 7. Prof. Anurag Pandey (Criterion – 7)	
61.	Horticulture Department	Convener - Dr. Gunwant Chandrol Member – 1. Dr. N. Papar Rao 2. Dr. Shipra Sinha 3. Dr. Firoja Zafar Ali	1. Horticulture & landscaping programme. 2. Develop the college garden 3. Conserve plant and other equipments 4. Pre-Plantation in campus & other programs.

1. All Convener and Member
2. Vice Principal
3. For Website
4. For Office
5. IQAC



(Dr. R. P. Agrawal)

PRINCIPAL

Kalyan Post Graduate College
Bhilai Nagar (C.G.)