

**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. Describe the organogram of the institution within a maximum of 500 words.**

The governance structure of the institution ensures that the leading educationists participate in sustaining the institutional ideas, tradition and maintain viability. The action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, dynamic leadership and decentralized administration. The principal as head of the institution carries out academic administration and management through well established statutory/non-statutory bodies. In accordance with the rules of the institution, the following organizational structure and decision-making processes are in place for enhancing the overall effectiveness. The institution governance is managed through various administrative bodies:

**Governing Body:** The Governing body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies and deliberates on the academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.

**Academic Council:** The academic council is academic body of the institute and responsible for the maintenance of standards of education, teaching and training, interdepartmental coordination, research, examinations and tests within the institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws. The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.

**Finance Committee:** The finance committee is entrusted with protecting and renewing the institution's resources and assisting the board fulfilling its financial responsibilities. The committee reviews and prepares budget proposal under the direction of the head of the institution which is forwarded to the Governing body for approval.

**Board of Studies:** The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various programmes / courses,

reviewing and updating the content from time to time, introducing new programmes / courses of study etc. It reviews and revises the curriculum and matters related to academics. The recommendations are forwarded to the academic council for approval.

**Research Advisory Board:** The institute has a research advisory board to monitor and address matters related to research promotion and ethics. The institution aims to support and promote research and research training within and outside the institution. The board comprises of faculty of the institute and members from research institute possessing doctoral degree who are research inclined, motivated and talented to train minds for research inclination. The board will endeavour to foster research within the institute and encourage members of staff/students to apply for research grants.

**Internal Quality Assurance Cell (IQAC):** The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the head of the institution in December, 2013, for monitoring the quality parameters of the institution. Every year, the institute submits an Annual Quality Assurance Report to NAAC on the up gradation and advancements of the institution. The committee was formulated on the basis of the recommendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way. The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. He/she is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution. IQAC acts as a link between the institution and head of the institution/ Governing body, responsible for implementation of quality pharmaceutical education, research, through effective assessment of students. IQAC recommends the principal/ faculty staff to purchase quality / standard books, equipment, glassware etc.