



চন্দ্রকমল বেজবৰুৱা মহাবিদ্যালয়, টীয়ক

CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK

P.O.: Jogduar, Teok

Dist: Jorhat – 785112 (Assam)

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AFFILIATED TO DIBRUGARH UNIVERSITY & ACCREDITED BY NAAC

Ref/প্ৰসংগ: Date/তাৰিখ: 23/02/2022

The effective leadership is visible in various institutional practices such as decentralization and participative management

Chandra Kamal Bezbaruah College, Teok promotes and practices decentralization in all academic and administrative activities, it has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute.

Administrative Decentralization:

Governing Body comprises of, the President, Principal of the College, Government Representatives, University Nominees, Eminent Educationists, Representatives of Teachers, Guardian members. Principal and other Faculty are responsible for planning and policy development, institutional budget, academic and research growth of the institute and other extension activities. College Development Committees comprising of representatives of management, principal, students' representatives, HOD representative, faculty, staff members, industry and alumni is formed to deal with development plan of the college regarding academic, administrative and infrastructural growth and to enable college for addition of curricular, co-curricular and extra-curricular activities.

The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HoD conducts a meeting with all the faculty members of the department and asks them to submit requirements.

Academic Decentralization:

There are 31 different committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members i.e IQAC is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Institute. Its responsibilities are

- Prepare the Academic Calendar before starting of the semester with the approval of the Principal.
- Track the Syllabus completion of Theory/Lab for all the departments.
- To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- To make arrangements for the conduct of examinations in conformity with the University directives from time to time.

Principal
CKB College, Teok
JORHAT



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- To maintain proper standards of academic records. Namely handbook, course file content as per the university requirements / regularity authority etc.
- To take active measures for improvement of standards of teaching, research and training.
- To consider the recommendations of the sub-committees and discuss the issues/ developments at least once in a month.
- To discuss and review the co/extracurricular activities of the college.
- Maintaining discipline in the campus.
- Maintain the Minutes of the Meeting.
- Organizing Conferences/ Workshops.

Anti-Ragging, Grievance Redressal and Discipline Committees take care of healthy, enjoyable and disciplined culture in the institute. It comprises of the Principal, HODs, Senior Faculty members and student representatives.

Various academic committees like library committee, Health and Sanitation committee, Academic Calendar Committee, Extension Activity Committee etc. take care of day-to-day academic functioning of the Institute.

Decentralization management

The Institute supports a trend of decentralized governance system with proper well defined inter-relationships. The management of the institute has main one basic committee, governing body (GB), Regular meetings of these committees are held for the effective and smooth functioning of the institute.

Institute level - All the main decisions related to the institute are taken by the Principal in consultations with the Head of the departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. Financial power is given

to principal for the development of the institution.

Department level - The Department Heads are responsible for to look day-to-day administration of the department and report to the Principal. In addition, any institute staff member can give suggestions and idea for improvement. Students also participate through different formal and informal feedback mechanisms. Suggestion box is kept in every department for suggestions from students.

Participative management

The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. The students and faculties are allowed expressing themselves for any suggestions to improve the excellence in any aspect of the Institute.

1. Strategic Level


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The Principal, HODs , Coordinators of various Cells and Clubs and staff members are involved to defining the policies and procedures, making guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, and library services etc., Staff members are also involved in deciding academic activities and examinations to be conducted in institute.

2. Functional Level

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting. Some Staff members are involved in preparation of annual budget of the department and institute.

3. Operational level

The Principal of the institution is a member of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards and achieve vision and mission of the institution. Office staff is involved in executing day to day support services for students and faculties.

B. K. Pachani
Principal
CKB College, Teok
JORHAT