

### **Decentralization**

For effective administrative work, the institute prefers decentralization of work. The institution has established various administrative and academic committees.

Decentralization is carried out in two ways – a) The Administrative work is decentralized by appointing Head of Departments and IQAC, and b) Curricular, co-curricular and extracurricular activities are decentralized through the formation of various committees.

The IQAC prepares an annual plan of academic activities under the guidance of the Principal and committee members and takes follow-up for the improvement of the quality. The Head of the department governs all the day-to-day activities and events of the department that include Workload distribution, Time-Table of departments, curriculum planning, engagement of lectures, organizing various workshops, Study tours, Fieldwork, conducting departmental meetings, etc.

The principal by consulting with the coordinators implements the academic, and administrative-related policies. The composition of different committees is changed every year to introduce new visions and ideas from various staff members and to make them aware of the responsibilities and duties of the various committees.

The coordinators harmoniously carry out the various programs to fulfil the vision and mission of the Institution.

**The List of various committees is given below:**