

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.

Patron is the Chairman of the Sree Buddha Management Society. The Management council is responsible for Policy making and to verifying the reports through the Chairman, Secretary & Treasurer. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC, Anti-ragging Cell, Discipline committee etc., as per the university/government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation. There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous departmental system and participative decision making process are in practice.

Service Rules:

The institution strictly follows the service rules according to the AICTE norms. The institution runs for 7 hours: 9.00 am to 4.00 pm. The teaching faculties have the benefit of Casual Leaves, Half pay Leaves and Maternity leaves etc. and the non-teaching faculty have the benefits of PF, ESI etc. in addition to the above. Recruitment of faculty takes place according to the norms of the University, a body comprising of Chairman, Secretary, Treasurer, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

Promotional policies:

The institution follows the good academic standards, provide Merit scholarships are given to the meritorious students and to those who have secured above 10/10 GPA in University exams.

Grievance Redressal Mechanism:

Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment raise any grievances relate:

- To matters affecting themselves as individuals
- To matters affecting their personal dealings or relationship with other staff members of the college or students
- If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority.
- If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the HOD of the department, the staff member may directly approach the Principal for the redressal of his/her grievance.
- If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If he feels otherwise he shall inform the grievance committee and take the action accordingly.
- A woman's cell is also active in campus which looks on grievances related to girl students and woman faculties

