



SUPPORTING DOCUMENTS

NAAC AQAR: 2021-22

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

Attachment: Supporting Documents



IMS ENGINEERING COLLEGE GHAZIABAD
(YEAR OF ESTABLISHMENT – 2002)
[Approved by AICTE Affiliated to AKTU, Lucknow]

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

Supporting Document

Organization Structure:

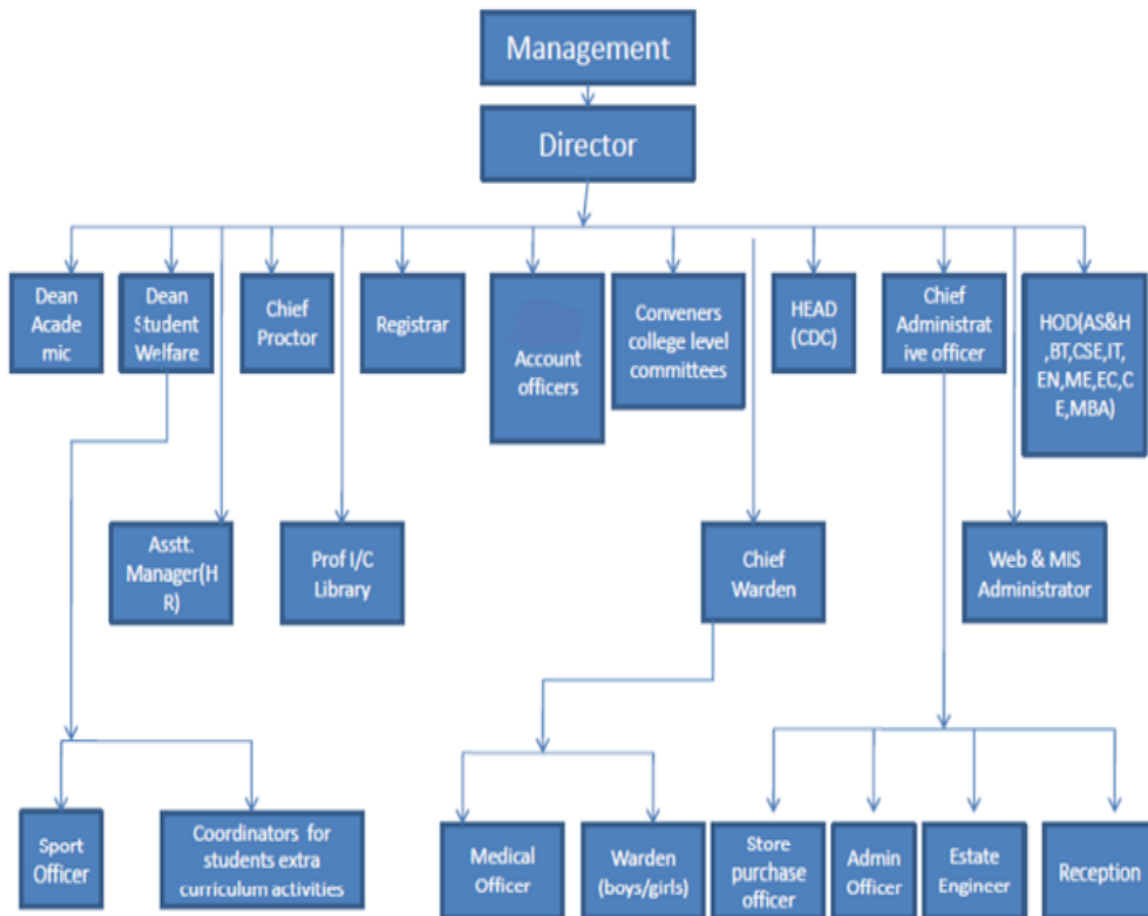


Figure: Organizational Structure.

The college has a well-marked administrative set up conforming to the norms of the AICTE for smooth functioning of academic as well as administrative work of college. The concerned administrative authorities also decentralize their working in some cases. The table below shows the administrative authority with its decentralization in working.

Table: Members with administrative responsibilities and their Decentralization

S. No.	Administrative responsibility(ies)*	Concerned Authority	Decentralization in working
1	Departmental Coordination	Head of Departments	<ul style="list-style-type: none"> • Academic Monitoring Committee • Class Coordinator • Faculty Mentors • Time Table Coordinator • Exam Coordinator • Project Coordinator • Summer Training Coordinator • Industrial Visit Coordinator
2	Academic Monitoring, Course Coverage and Attendance Monitoring	Head of Departments	- Monitoring of Course, attendance, adherence to academic calendar
3	Library Professor in charge	Mr. Abhishek Saxena	-
4	Students Welfare Issues	Dr. Pankaj Goel (DSW)	-
5	Hostel Issues (Boys & Girl)	Dr. Pankaj Goel (DSW)	-
6	Promotion and Publication	Dr. Renuka	-
7	IMS Today	Dr. Renuka	- Faculty
8	Cultural Activities	Mr. O. P. Umrao	Faculty coordinators from all departments
9	Sports Activities	Mr. Uday Singhta (Sports Officer)	-
10	Students Scholarship	Dr. Pankaj Goel	-

The table below shows the financial authority with its decentralization in working.

Table: Delegation of Financial Power

S.N	Delegated power	Recommending Authority	Approving Authority
1.	Academic Calendar Finalization	All HoDs	Director
2.	Leave (For Faculty & Staff)		
	a) Sick/medical leave	HoD	HoD
	c) Casual Leave	HoD	HoD
	d) Leave \geq 3 days	HoD	Director
	e) Official Duty Leave	HoD	Director
3.	Capital Equipment Sanction/ Departmental Budget	HoD	Director
4.	Repair and Maintenance (Lab)	HoD	Director
5.	Stationary (Photocopy material)	Faculty	HoD
6.	Consumable/store item issue	Faculty	HoD
7.	Petty Expenses for department	Faculty	HoD
8.	Printing Work (External)	Faculty	HoD
9.	Industrial visit/ bus hiring	Faculty	HoD/ Transport Incharge
10.	TA & DA (Faculty/Staff)	Faculty	HoD
11.	Students Fee Installment Payment	Faculty Coordinator	HoD
12.	Hostel Fee installment Payment	DSW	DSW