

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.
PARADIP COLLEGE, PARADIP**

Our college is governed by Higher Education Department of Odisha which has the responsibility to take care of all the colleges in the state of Odisha. However, the administration of Paradip College, Paradip is the responsibility of the principal who is directly accountable to the Dept. of Higher Education. The Principal is involved in overlooking the implementation of plans of the college. He ensures that regular day to day operations are properly conducted through feedback from teaching & nonteaching staff, Heads of Depts. The Head of the Department ensures that the plans communicated to them by the principals are implemented systematically.

- Committees for co curricular activities: The committees formed for co curricular activities are formed at the beginning of the year and are assigned the tasks according to the institutional plans for curricular activities that enhance overall development of students.
- Administrative committees: (Examinations, Scholarships, Purchase, Discipline, Sports, Admission, Library etc.)

For the smooth conduct of all administrative activities according to requirements of academic bodies & Govt. rules there are committees headed by senior faculty to guide the function. The teachers are appointed by SSB, Govt. of Odisha & salary from the state Govt. In case of shortfall of teachers, the college takes steps to engage Guest Faculty as per the guidelines of the Govt. of Odisha who receive their monthly salary from the college Mgmt. The college authority strictly adheres to the principles, guidelines and instructions issued by the Govt., from time to time regarding appointment, promotion & retirement.