

6.2.2 Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

For effective governance in Administration and Academic activities, Institute has Governing Body , Finance Committee and formed various committees.

- ❖ Governing Body
- ❖ Academic Head of Institution
- ❖ Finance Committee
- ❖ Sub Committee

Functions of Governing Body

- ❖ Role is to represent, plan strategic direction, set the organisation's goals
- ❖ Governing Body normally meets twice in a year
- ❖ Approve institution of new programs of study leading to degrees
- ❖ To plan for the infrastructure development of the institute
- ❖ The Governing Body has overall responsibility of the delegated budget and reviews the finances regularly

Governing Body Members

NAME	DESIGNATION	EMAIL ID
Vijay Kumar Nangalia	President	vknangalia@gmail.com
Ritu Kashyap	Vice President	ritu@fimt-ggsipu.org
Ms. Nalini	Secretary	nalininangalia@gmail.com
M.P.Singh	Treasurer	mahender@fimt-ggsipu.org
Mohan Jha	Exe. Member	mohanjha@fimt-ggsipu.org
Praveen Kumar	Exe. Member	praveen@fimt-ggsipu.org
Anil Kumar Sharma	Exe. Member	anilsharma@fimt-ggsipu.org
Mahesh Kumar Sharma	Exe. Member	maheshsharma@fimt-ggsipu.org
Mahesh Chand	Exe. Member	maheshchand@fimt-ggsipu.org
Tarvinder Kaur	Exe. Member	tarvinderkaur@fimt-ggsipu.org
J G Sharma	Exe. Member	jgsharma@fimt-ggsipu.org

Functions of Academic Head of the Institution

- ❖ Manage faculty resources, administrative staffs and other college resources.
- ❖ Develop educational process and policies to meet curriculum goals.
- ❖ Plan faculty meetings, orientations, trainings and workshops.
- ❖ Work with Academic Coordinator to for smooth conduction of Academic activities.
- ❖ Support and participate in college and community related activities.
- ❖ Plan budget, schedule and resources for college and community related activities.
- ❖ Make regulations for sports, extra-curricular activities
- ❖ Recommend to the Governing Body proposals for institution of new programmes of study.
- ❖ Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same
- ❖ Advise the Governing Body of suggestions pertaining to academic affairs made by it.
- ❖ Perform such other functions as may be assigned by the Governing Body

Functions of Finance Committee:

- ❖ Finance Committee normally meets once in a year.
- ❖ To prepare Budget for the Institute
- ❖ To arrange Audit of Account

Members of Grievances & Redressal Committee (2020-21)

Internal Members

1. Prof. Dr. Saroj Vyas, Chairperson
2. Ms. Geetanjali Sotie, Counselor
3. Mr. Noor Ul Amin Naqash, Member Secretary
4. Ms. Shikha Mehmi, Member
5. Ms. Deepa Bhutani, Member
6. Ms. Divya Sharma, Student Member
7. Mr. Shreyas Piplani, Student member

External members

1. Ms. Harshita Vyas, Student Alumni member
2. Mr. Amit Bhabia, Student Alumni member

Sexual Harassment & Discrimination Committee (2020-21)

Internal Members

1. Prof. Dr. Saroj Vyas, Chairperson
2. Dr. Shalini, Member Secretary
3. Ms. Geetanjali Sotie , Counselor
4. Dr. Manmohan, Member
5. Dr Anita Mukherjee Member
6. Ms. Tanya Khurana, Student Member
7. Ms. Nidhi Singh, Student Member

External Members

1. Dr. Upma Gautam, Assistant Professor, USLLS, GGSIP University
2. Dr. (Ms.) Alaka Madhok, Director Madhok Foundation (Counselor)
3. Ms. Prachi Tomar , Student Alumni Member
4. Mr. Humraj Singh, Student Alumni Member

Members of Discipline & Anti-Ragging Committee (2020-21):

1. Prof. B.R. Saini, Chairman- Anti Ragging Committee
2. Prof. (Dr.) Saroj Vyas, Chairperson- Discipline Committee
3. Prof. S P Singh, Member Secretary
4. Mr. Anil Sharma, Member
5. Mr. Manish Jha, Member
6. Ms. Geetanjali Sotie , Counselor
7. Mr. Raj Kumar Garg, Member
8. Ms. Tarvinder Grover, Member Administration
9. Mr. Jagrit Chawla, Student Representative, School of Law
10. Ms. Akansha Godara, Student Representative, School of Education
11. Ms. Rupali Taneja, Alumni Representative

Recruitment

The philosophy of the Institute is to attract highly qualified and experienced teaching faculty. As and when an application is received from the highly qualified and experienced candidate, it is given due consideration and if necessary interview is arranged

For general recruitment, an advertisement is given in the leading newspapers. Eligible candidates are called for interview. A proper Selection Committee is constituted for the selection.

Process Overview

Preparing to Recruit

- ❖ Assess Strategic Requirements – Job Analysis – Position Description – Person Specification
- ❖ Approval

Recruitment and Selection

- ❖ Advertise/Search Process
- ❖ Privacy
- ❖ Shortlist
- ❖ Selection Planning Meeting
- ❖ Reference Checks
- ❖ The Interview and Selection Decision
- ❖ Appointment
- ❖ Successful Applicants

Promotional Policies

- ❖ All encouragement and facilities are provided to the list to upgrade their qualifications, knowledge and skills
- ❖ Normally once in a year, Management considers applications from such of those staffmembers who have improved their qualifications (for example obtained Ph.D) and promotes them

Upload the organogram of the Institution

Organogram of the Institution

