

**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.**

**Response:**

Institute has various institutional bodies for effective working environment such as:

**Board of Governors of the Institute**

1. Chairman, to be nominated by Registered Trust.
2. Two to five Members to be nominated by Registered Trust.
3. Nominee of the AICTE Regional Officer (Ex-Officio)
4. An Industrialist/ Educationist out of the panel approved by the Chairman of the Council.
5. Nominee of the Affiliating Body/ University/ State Board of Technical Education.
6. Nominee of the State Government-Director of Technical Education (Ex-Officio).
7. An Industrialist/ Educationist from the region nominated by the State Government.
8. Director of institution (as nominee of the Trust) Member/ Secretary.
9. Two faculty members to be nominated from regular staff.

(A) Following matters pertaining to the Institute shall be reported to and considered by the Board of Governors:-

1. Progress of the Institute.
2. Academic performance.
3. Recommendation of selection committee.
4. Decisions/actions taken by Management and Finance Committee.
5. Academic audit, monitoring and Quality assurance.
6. Any other matter relating to efficient working and good health of the Institute.

(B) The Board of Governors shall:-

1. Issue guidelines regarding staff recruitment, academic programmes, financial allocations and service conditions.
2. Consider the annual report of the Institute.
3. Review institute Bye Laws.

Institute is having well defined Constitution of different standing Committee for various activities as mentioned below:

S. No.	Standing Committee	Scope of work
1.	IQAC (formerly Administrative Committee)	As per Byelaws.
2.	Grievance Redressal Cell	
3.	Proctorial Board	<ul style="list-style-type: none"> <li>• All matters concerning the students affairs.</li> <li>• Students discipline, management of Boys &amp; Girls Hostels and Mess and cocurricular/extra- curricular activities.</li> <li>• Any other work assigned by Director.</li> </ul>
4.	Boys & Girls, Hostel & Mess management	
5.	Anti Ragging Squad	
6.	Quick Response Team	To initiate quick action and immediate respond in case of accident of any student/staff/faculty inside or outside the Campus.
7.	Grievance Redressal Cell for Students	To take action on students' complaint and resolve

*Munas*

		the issue immediately.
8.	Students Counselling Cell	All matter related to counselling of students.
9.	MITSA	Conduction of all the activities related to sports.
10.	Literary Society	Conduction of the activities like debate, essay writing competition etc.
11.	Cultural Society	Conduction of all the cultural events.
12.	Dean Academic	<ul style="list-style-type: none"> <li>• Preparation of Time Table</li> <li>• Preparation of Academic Calendar</li> <li>• Routine &amp; Extra Classes monitoring</li> <li>• Students Attendance and performance control</li> </ul>
13.	Time Table Committee	
14.	OC Class	
15.	Test Series Committee	
16.	Evaluated Class Test Scripts Collection	<ul style="list-style-type: none"> <li>• Conduction of all types of internal / external / entrance exam</li> <li>• Sessional Marks Compilation and Rationalization</li> </ul>
17.	University Exam Central Evaluation	<ul style="list-style-type: none"> <li>• Practical Exam conduction</li> <li>• Uploading of marks</li> <li>• Any other work assigned by Director</li> </ul>
18.	Event Management- Programme Conduction & Control	<ul style="list-style-type: none"> <li>• All Institute functions</li> </ul>

Mehar

Uday  
 Director  
 Moradabad Institute of Technology  
 Ram Ganga Vihar, Phase-2  
 Moradabad