



**Dr. B.R. Ambedkar Govt. College, Jagdishpura,  
Kaithal(Haryana)-136027**

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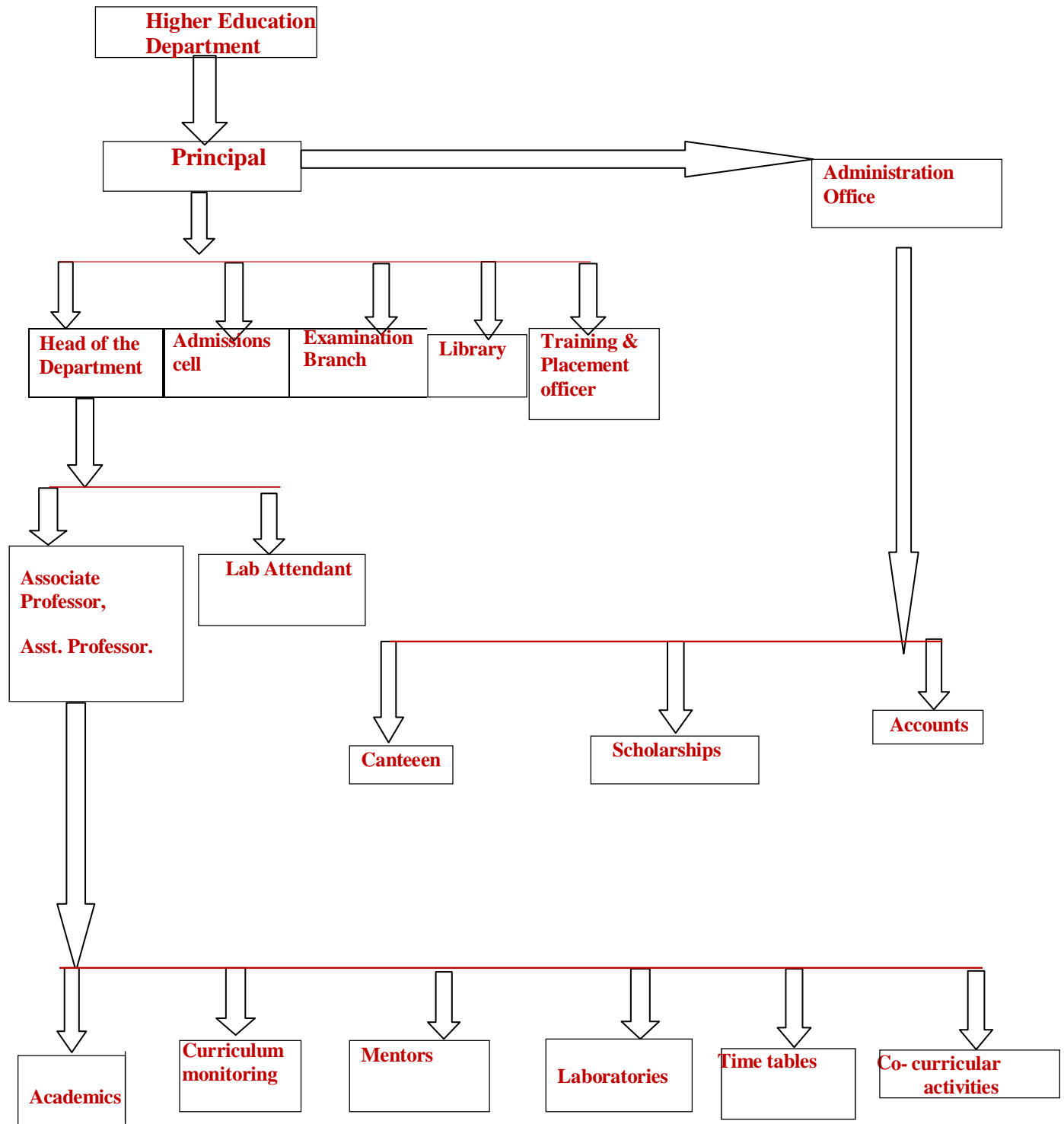
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**ADMINISTRATIVE SETUP:**

Being an Government institute affiliated to Kurukshetra University, Kurukshetra having limited scope of flexibility in designing administrative setup of the college. A hierarchical sets up is established from top to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

The college has been established in 2007. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.

**ORGANIZATION CHART OF DR. B.R. AMBEDKAR**  
**GOVY. COLLEGE, KATHAL**



## Functions of Key Administrative Positions:

POSITION	FUNCTION
<b>PRINCIPAL</b>	<ul style="list-style-type: none"> <li>• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li> <li>• To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li> <li>• To conduct internal, end and other examinations</li> <li>• To initiate all the developmental activities, monitor the progress</li> </ul>
<b>COMMITTEES</b>	<ul style="list-style-type: none"> <li>• Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members.</li> <li>• Committee In charge will look after the committees program and operation.</li> <li>• Every committee has well defined roles and responsibilities</li> </ul>
<b>HEAD OF THE DEPARTMENT</b>	<ul style="list-style-type: none"> <li>• Department HOD prepares departmental workload as per the syllabus, Allocation of workload in prescribed formats.</li> <li>• Coordinate with Library committee, Time-Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities</li> <li>• Ensuring to arrange departmental activities and Guest lectures</li> <li>• Monitor the departmental issues</li> </ul>

The Institute has IQAC and the functions of IQAC are given below:

**IQAC Functions:**

- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization work and related academic activities.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/sustenance.

**Various Committees of the Institution:**

The Institution has 40+ committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

**Institute Level Committees:**

- College Council
- Admission Committee
- Alumni Activities Committee
- Anti Ragging Committee
- Discipline Committee
- Electrical Maintenance Committee
- Examination Committee

- IQAC Committee
- Library Committee
- NAAC Committee
- NSS Committee
- Sports Committee
- Cultural committee
- Student Grievance & Redressal Committee
- Training & Placement Committee
- Website Committee
- Women Cell

**Service Rules, Policies and Procedures, Recruitment of Faculty and Promotion policies:**

Being an Government institution service rules, policies, recruitment and promotions are made as per directions issued by Department of Higher Education, Haryana Government.