

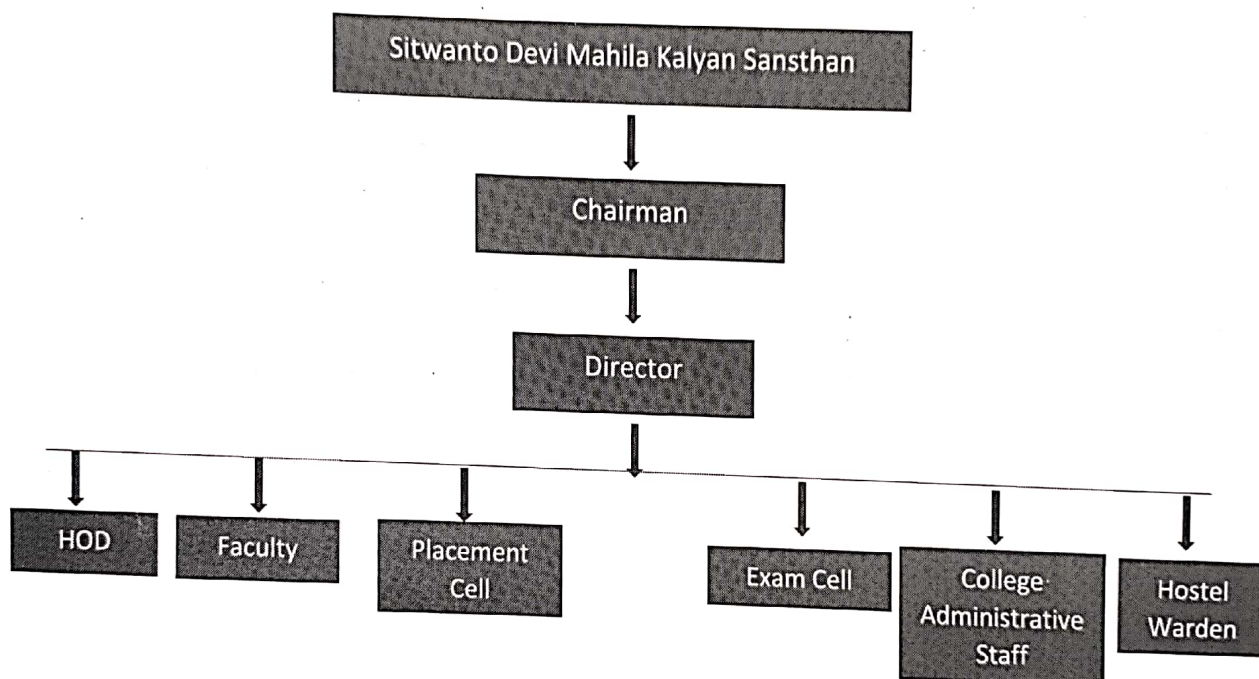


NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

Amhara, Bihta-Patna

6.1.1 The governance and leadership is in accordance with vision & mission of the institute and it is visible in various institutional practices such as decentralization and participation in the institutional governance.

Organizational Structure




Decentralization

The function of various key position:

S.No	Position	Functions
1.	Management	<ul style="list-style-type: none">• Overall institutional development• Mobilizing the external resources to strengthen the institute• Plan and provide necessary facilities/equipment for development
2.	Governing Council	<ul style="list-style-type: none">• Policy framing and drafting directive principles• Amending and approving the framed policies

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Amhara, Bihta, Patna, Bihar
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		<p>regularly</p> <ul style="list-style-type: none"> • Approving budget
3.	Director	<ul style="list-style-type: none"> • Designing and defining the organizational structure • Delegating the responsibilities for the respective positions in the organization • Periodic monitoring and evaluating various organizational processes and sub-process • Ensuring the effectiveness of purchase procedures • Defining the quality policy and objectives • Conduct the meetings of various bodies like governing councils, Grievances Redressal committee periodically • Employee recruitment process • Faculty personal files
4.	Administrative Officer	<ul style="list-style-type: none"> • College roster • Service books • Purchase process • Resource provision • Transportation • Office administration • House keeping • Hostel management
5.	Admission Cell Incharge	<ul style="list-style-type: none"> • Proposal of admission policy • Arranging admission campaign • Executing admission process • Designing and printing Admission brochures • Maintaining & updating admitted students details
6.	Training & Placement Incharge	<ul style="list-style-type: none"> • Liaison with industry • Identifying and providing the required training to the students • Arranging campus interviews • Proposing the annual budget for Training & Placement
7.	Library Incharge	<ul style="list-style-type: none"> • Planning and executing the mode of operation of routine activities of the library • Planning and proposing the development needs for enriching the library inference • Maintaining discipline and culture inside the library • Preparing annual budget for the library
8.	Heads of Department	<ul style="list-style-type: none"> • Planning and executing the departmental academic activities • Promoting the strength of students, teaching and non-teaching faculty members through various curricular, co-curricular activities



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		<ul style="list-style-type: none">• Maintaining the records of departmental activities & achievements.• Encouraging smart work in the department• Maintaining discipline & culture in the department
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