



Office of the Principal
NARANGI ANCHALIK MAHAVIDYALAYA
Narengi, Guwahati – 171

Participatory Governance and Administrative Setup

1. Introduction

By incorporating all relevant parties, including the governing body, teachers, non-teaching staff, alumni, and students, the institution's participatory governance model guarantees cooperative decision-making. This all-inclusive strategy improves general development, transparency, and institutional efficiency.

2. Administrative Setup

Effective governance and seamless operation are made possible by the institution's clearly defined administrative structure.

The principal serves as the institution's chief executive and is in charge of all academic, administrative, and financial decisions and serves as the ultimate decision-maker in financial concerns, guaranteeing resource management and accountability.

Support for the Principal comes from:

1. Heads of Departments (HODs): In charge of faculty cooperation, curriculum implementation, and departmental administration.
2. IQAC Coordinator: Oversees academic audits, institutional plans and development initiatives, and quality assurance.
3. Teaching Faculty: They are essential to research, curriculum delivery, and extracurricular activities.
4. Head Assistant & Administrative Staff: Oversee student records, institutional paperwork, and office management.

3. Functions of Various Committees & Bodies

To ensure **efficient institutional management**, various **committees and functional bodies** are actively involved:

(a) Finance Committee

- Manages **financial planning, budget allocation, and fund utilization.**
- Ensures **proper financial governance and accountability.**

(b) Construction Committee

- Oversees **infrastructure development, renovation, and campus maintenance**.
- Ensures **modernization of facilities** to support academic and extracurricular needs.

(c) Anti-Ragging Committee

1. **Prevention & Awareness:** To establish a secure and welcoming atmosphere for students, the Anti-Ragging Committee conducts counseling sessions, awareness campaigns, and rigorous monitoring to guarantee that there is no ragging on campus.
2. **Strict Action & Redressal:** In order to safeguard students' rights and welfare, the committee swiftly responds to ragging allegations, looks into them, and implements disciplinary measures in accordance with UGC norms.

4. Recruitment Process

- The recruitment of **teaching staff** is conducted as per **UGC guidelines**.
- A **merit-based expert committee** ensures **fair and transparent selection** of qualified faculty members.

5. Role of Teacher-in-Charges

Teacher-in-charges, in coordination with the **Principal and HODs**, manage various institutional responsibilities:

(a) Academic Activities

- **Curriculum planning, course implementation, and assessments.**
- Monitoring **student progress and academic performance.**

(b) Co-Curricular Activities

- Planning cultural events, extracurricular activities, and student development projects.
- Promoting student involvement in social activities, athletics, and NSS.

(c) Institutional Requirements

- Addressing **administrative, infrastructure, and student support needs** in coordination with **IQAC**.

6. Impact of Participatory Governance

1. **Effective Decision-Making:** Decisions are made more quickly and effectively when transparent and cooperative method is used.
2. **Stakeholder Involvement:** Staff, teachers, students, and alumni who actively participate in the process improve institutional development.
3. **Academic Excellence:** Student-centered learning and high-quality education are

supported by an organized governance framework.

4. Institutional Growth: Infrastructure and academic advancement are guaranteed by ongoing observation and cooperative efforts.

Conclusion

The participatory governance model of the organization guarantees openness, effectiveness, and ongoing development. The organized hiring procedure, committee responsibilities, and clearly defined administrative structure all promote a cooperative and accountable atmosphere. The university is dedicated to academic excellence and comprehensive growth through strategic planning and inclusive governance.



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