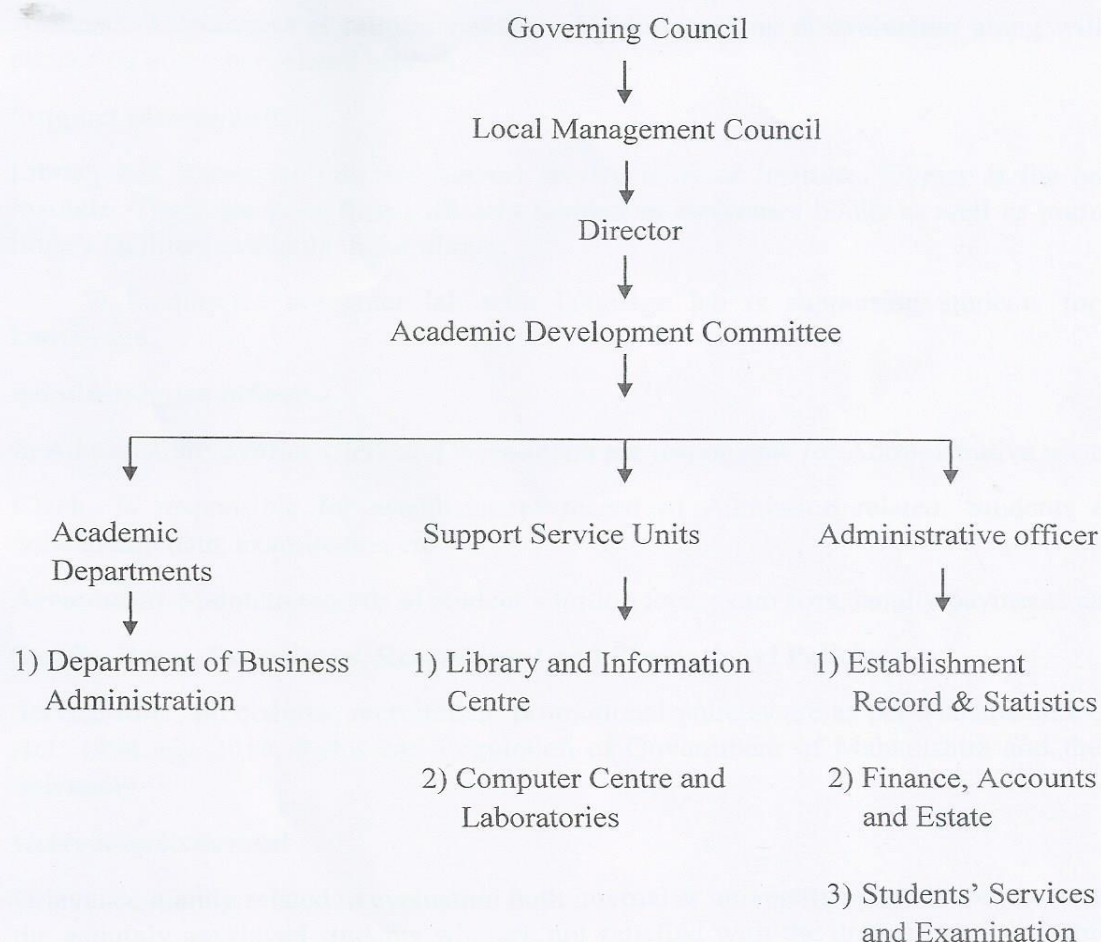


The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Organization Structure of VDCIMR



Governing Council –

Governing Council plans the academic, administrative and infrastructural growth, and enables college to foster excellence in curricular, co-curricular and extra-curricular activities.

Local Management Committee-

Director with the participation of other member & faculty responsible for setting the vision, strategizing perspective plans, initiating innovation related to sustainability and growth of an institution.



Academic Development committee- The Academic Development Committee look into 3 departments that are include Academic department, Support service unit & Administrative office. Initiates plans and supervise various activities that are necessary to increase the quality of the education imparted in the institution.

Academic department-

Academic Department is primarily responsible for teaching & evaluation along with research, mentoring and other related aspects.

Support service unit –

Library and Computer Lab are support service units of Institute. Library is the heart of any Institute. There are more than sufficient number of Reference books as well as journals and E-library facilities available in the library.

Well-equipped computer lab with language lab is supporting students for advanced knowledge.

Administrative officer –

In Administrative office Clerk and Accountant are responsible for Administrative related work

Clerk- Is responsible for establishment record of Admission related, Students documents, Scholarship data, examination etc.

Accountant-Maintain records of student's tuition fees, exam fees, faculty payments etc.

Service Rules, Procedures, Recruitment and Promotional Policies

Service rules, procedures, recruitment, promotional policies are as per Maharashtra Universities Act. 1994 and 2016, Rules and Regulation of Government of Maharashtra and the affiliating university.

Grievance Redressal

Grievance mainly related to evaluation both internal & university examination .are obtained from the genuinely aggrieved students who are not satisfied with the grades /marks awarded to them. .grievances are submitted directly to the Grievance redressal committee. Coordinator or through the grievance boxes installed in the institute .Grievances are redressed immediate on receipt by the committee headed by the director.

The Director receives complaints from students and staff either orally or in writing and he takes cognizance of it. Complaints received are also discussed in the meeting of the committee and are solved. There is separate Anti Sexual Harassment committee which is formed to prevent cases of harassment and to look onto grievances from girl students. Anti-Ragging committee is also formed to resolve the cases of ragging, if any. .The committee meet at least twice in a year to discuss and resolve the grievances, if any.




Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)