



# Govt. J.Yoganandam Chhattisgarh College,

Raipur (C.G.)

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## **The Management Policy**

**1. Preamble:** Management is the process of planning and organizing the resources and activities of an organization to achieve specific goals in the most effective and efficient manner possible. It is the administration of an organization, whether it is a business, a non-profit organization, or a govt body. It is the art and science of managing financial, natural, technological and human resources which also includes strategy development and deployment.

Government J. Yoganandam Chhattisgarh College which had been founded in 1938 as a private educational institution in Madhya Pradesh, later in 1984 had been overtaken by the Govt., and since its inception it has been serving as a light house to the youth of the State. In order to run the institution with an effective management, the institution has formed its management policy so that the best can be performed.

**2. Objectives :**

- To make productive contribution to society
- To maintain its brand image

**3. Scope :**

This policy shall be applicable to the teaching and the non-teaching staff of the institution.

**4. Custodian of the policy :**

The responsibility of implementing and updating of the Management Policy shall be of IQAC under the supervision of Principal, who is also the Chairman of IQAC.

**5. Policy and Guidelines:** As the Govt. of Chhattisgarh is the supreme authority, the academic and administrative decision taken by the Directorate of the Higher Education shall be carried out by the Principal. The ordinance of Pt. Ravishankar Shukla University, Raipur and UGC shall be followed.

The governance of the institution shall be reflective of an effective leadership in consonance with the vision and mission of the institution.

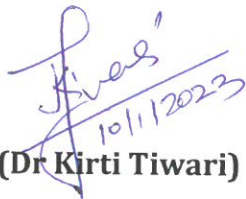
- The teachers shall be the members of significant bodies of the institution and shall help in taking decisions regarding the perspective plan of the institution.
- The Registrar, the Head Clerk, the Accountant, the technical and the non-technical staff and the supporting staff, the librarian and the sports officer shall assist the Principal in administration.
- In academics the head of the Department shall supervise the activities of the Department and cater to the needs of the students.
- The examination cell shall conduct examination and all other related peripheral activities.
- Every year supporting services shall be upgraded for maximum utilization.
- The automation of office and central library shall be given priority.
- Human values and ethics, discipline and social commitment shall be inculcated through NSS and NCC Units of the Institution.
- The students shall be provided with State and Central scholarships.
- The students shall be provided with free scholarships also.
- For smooth conduct of functioning the Institution shall implement e-governance in administration, finance and accounts, student admission and examination.
- The institution shall facilitate effective welfare measures for teaching and non-teaching staff as per the rules of Govt.
- The Institution shall help the teaching and non-teaching staff in their career development and progression.
- The institution shall conduct internal and external audits regularly.
- Every month the monthly expenditure shall be prepared and sent to the Directorate of Higher Education.
- Govt. fund shall be audited by the Directorate of Higher Education/Accountant General.
- Non-Govt amalgamated funds shall be audited by Chartered Accountant, Directorate of Higher Education and Accountant General.
- *Janbhagidari*, RUSA and exam fund shall be audited by the chartered accountant of the Institution.
- Various type of funds received by the institution shall be utilized following the rules of *Bhandar Kraya Niyam* (State Rule 1998).
- The record of every transaction shall be maintained in the stock registers by the store keepers, the librarian and the Heads of the Department.
- Annual Magazine *Prachi* shall be released/published annually through funds collected from the students.
- Overall the Principal shall monitor and control the financial procedures.

- Technological resources shall be utilized as per the IT policy of the institution.
- For maintaining institutional brand image the institution shall facilitate blogging in the website, generate institutional mail ID for the faculty members as well as students, shall establish MIS, Data centre, Central instrumentation Lab, Centralised computer lab and increase ICT facility and digital resources.

**6. Review the Modification of Policy :**

Govt. J. Yoganandam Chhattisgarh College, Raipur will review/modify this policy after five years or earlier, if required. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10 January 2023.

  
10/1/2023

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