

**GOVERNING BODY:** The Governing Body is the apex decision-taking body of the college formed under The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The internal administration of the college is headed by the Principal.

**ADMINISTRATIVE SET-UP:** The G.B President, Secretary and Principal heads the administrative set-up.

**FUNCTIONS OF VARIOUS BODIES:** The Teachers' Council advises the Principal about academic matters and formation of cells/committees. The IQAC, formed by the Governing Body carries out quality improvement activities. The Academic Sub-Committee looks into academic matters. The Building Committee looks into civil and electrical works. The Finance Sub-Committee looks after all financial activities. The Library Sub-committee, manages the Central Library. Extension activities are undertaken mostly by 2 NSS Units. NCC is headed by an ANO. The Seminar and Research committees promotes research-based activities. Cells such as Grievance Redressal, Anti-Ragging, Women's Anti- Sexual Harassment , Career & Placement are present .

**SERVICE RULES, PROCEDURES, RECRUITMENT & PROMOTION:** These are guided by rules of the West Bengal State University Statutes and state government.

Promotional policies of teachers are as per government orders of Dept. of Higher Education. Non- teaching staff are also promoted as per government guidelines.