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# Eastern Dooars B. Ed. Training College

(A unit of Geographical Society of North Bengal)

Accredited by N.A.A.C. :: Recognised by the N.C.T.E. :: Affiliated to the W.B.U.T.T.E.P.A. & the W.B.B.P.E.

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[www.easterndooarscollege.org](http://www.easterndooarscollege.org)

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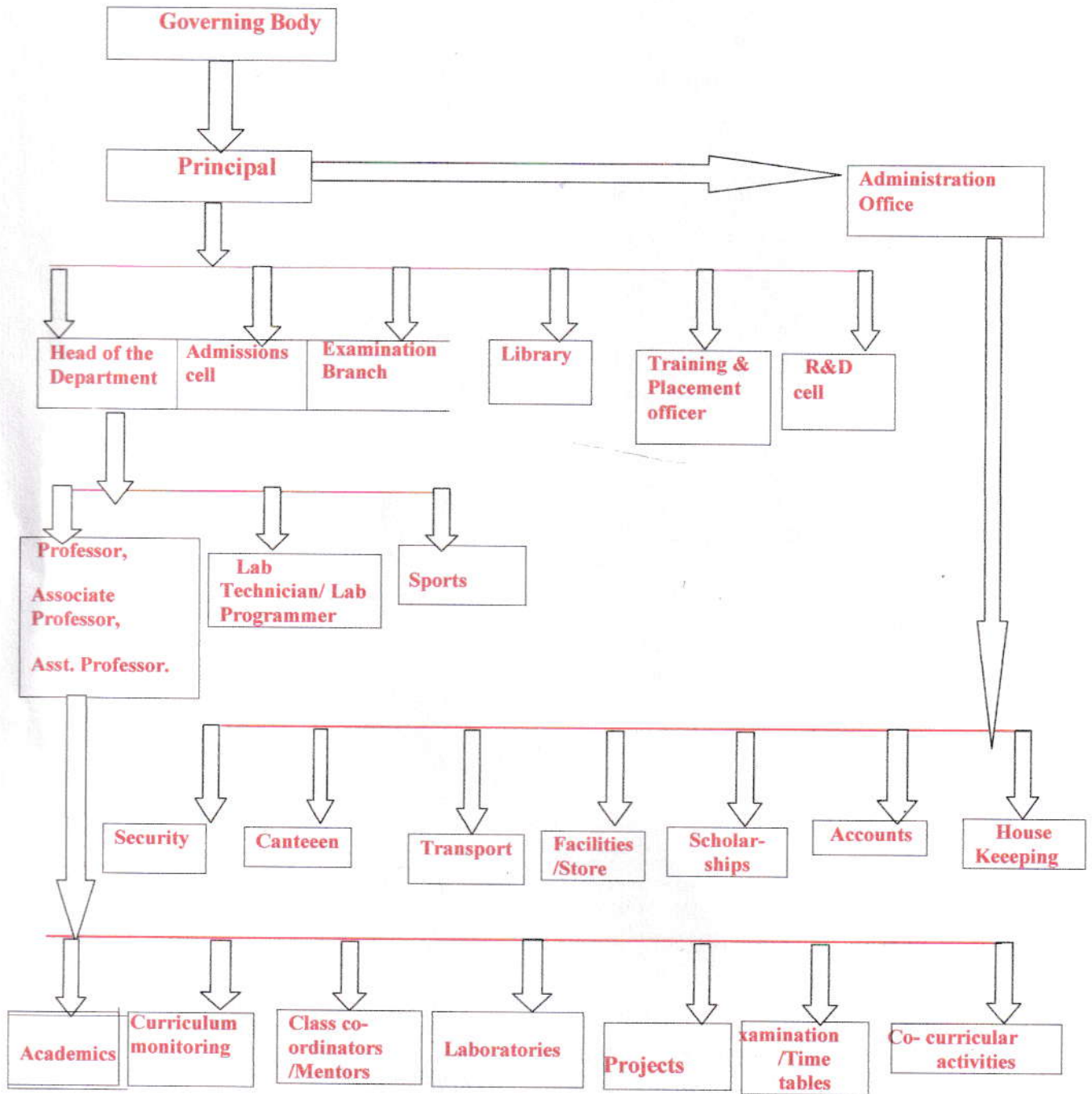
The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

## ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

Eastern Dooars BEd Training College has been established in 2005. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.

## ORGANIZATION CHART OF EDBDTC



The over-all structure of the Institutional Management is categorized as “ACADEMICS” and “ADMINISTRATION”. Keeping in view all the stakeholders more on students an effective administrative system is structured.

## Functions of Key Administrative Positions:

POSITION	FUNCTION
<b>GOVERNING BODY</b>	<ul style="list-style-type: none"> <li>• Review academic and other related activities of the College</li> <li>• Consider new programs of study for approval of NCTE</li> <li>• Ratify Selections / appointments</li> <li>• Pass Annual Budget of the College</li> <li>• Annual University affiliation</li> </ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>• Looks after the Administration, development of education, growth &amp; expansion of the institution.</li> <li>• He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.</li> <li>• He coordinates between the sponsoring Society, College Management and the other systems of the college.</li> </ul>
<b>PRINCIPAL</b>	<ul style="list-style-type: none"> <li>• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li> <li>• To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li> <li>• To supervise internal, end and other examinations</li> <li>• To initiate all the developmental activities, monitor the progress and report to the Governing</li> </ul>



	<p>Body</p> <ul style="list-style-type: none"> <li>• To ensure the preparation of reports on various activities and also the annual report of EDBDTC</li> <li>• To become responsible for the general amenities and arrangements for students and employees of EDBDTC</li> </ul>
<p><b>COMMITTEES</b></p>	<ul style="list-style-type: none"> <li>• Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.</li> <li>• Committee In charge will look after the committees program and operation.</li> <li>• These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.</li> <li>• These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.</li> <li>• Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.</li> </ul>
	<ul style="list-style-type: none"> <li>• Department HOD prepares departmental workload as per the WBUTTEPA syllabus, Allocation of workload in prescribed formats. Coordinating with library</li> </ul>

**HEAD OF THE  
DEPARTMENT**

committee & Prepare, update and standardize the student Handbook / Lab manuals.

- Coordinate with Library committee, Time-Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Analysis result to progress for the students.
- Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books..etc

**DEPARTMENT  
CO- ORDINATOR**

- Every Department has a HOD to monitor the, Time Table, Class In- charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges.
- All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony.

### **Governing Body:**

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

### **Governing Body Functions:**

1. To ratify the decisions of the academic advisory committee.
2. Approval of new courses recommended by the academic advisory committee
3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. To monitor and evaluate the teaching programs in the institute and suggest remedial measures
7. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
8. Approve institution of new programme of study leading to degrees
9. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives

### **List of Governing Body Member**



<b>Bimal Roy</b>	<b>President</b>
<b>Dr. Sanatana Tripathy (Principal)</b>	<b>Principal/Secretary</b>
<b>Applied For</b>	<b>University Nominee</b>
<b>Dilip Kumar Saha</b>	<b>Treasurer</b>
<b>Ashit Ghosh</b>	<b>Academician</b>
<b>Ratan Sarkar</b>	<b>Academician</b>
<b>Indranil goswami</b>	<b>Academician</b>
<b>Shib Shankar Ray</b>	<b>Teacher's Representative</b>
<b>Moumita Banarjee</b>	<b>Teacher's Representative</b>
<b>Guan Shekhar Naidu</b>	<b>Non- Teaching Staff Representative</b>
<b>Sushama Roy, Pradhan, Bhatibari G.P.</b>	<b>Local P.S. Nominee</b>

The Institute has IQAC and the functions of IQAC are given below:

**IQAC Functions:**

- IQAC is responsible for fixing quality parameters for various academic and administrative activities

- Monitoring the organization of class work and related academic activities.




- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/sustenance.

### **Recruitment of Faculty/Supporting Staff.**

- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by the affiliating university
- Preference is given to relevant qualifications, teaching, research and industrial experience.
- A demonstration is taken from each person to understand the teaching capabilities and competency.
- The guidelines of the university and NCTE are followed during the recruitment of the faculty.
- The selected candidates are required to attend the university ratification process.



  
Principal  
Prof. (Dr.) Sanatana Tripathy  
Eastern Dooars B. Ed. Training College