

6.2.2: Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Institution was established by the Sultan ul Uloom Education Society in the year 1980. The Society has its Governing Body headed by the Chairman and supported by the Vice Chairman, Honorary Secretary, Joint Secretary, Treasurer & members. The Board of Governors of SES is constituted as per the provisions of Society act, Government of Telangana. The Governing council is the highest decision making body at the college level. It deliberates on various academic and administrative issues and makes recommendations to the Board of Governors. The Advisor cum Director of the institution is the convenor of the Governing council. The college administration is decentralized by delegating power to the Advisor cum Director, Principal, Deans, Heads of the Departments, and Head of the Sections. They are authorized to make all academic decisions as per the rules and regulations stipulated by the Osmania University and the Society. Interdepartmental issues are discussed in the Heads of the Departments meetings prior to arriving at a decision. Any changes in the governing rules and regulations are communicated to all the Heads of the Departments through notices. The Heads of the Departments in turn communicate them to their respective teaching and non-teaching staff.

Functions of various bodies

Board of Governors, Sultan ul Uloom Education Society

The Board of Governors is the highest decision making body of the Society. It has full powers of management of the society and its subordinate and affiliate institutions and is responsible for the day to day business.

The following are the functions and the responsibilities of the Board of Governors SUES:

1. To guide and monitor the development and growth of the institution in all areas of functioning.
2. The day to day affairs of the society shall be managed by the Board of Governors and it shall meet once a month if not oftener.

Governing Council

The Governing council is the highest decision making body at the college level.

The following are the functions and the responsibilities of the Governing Council:

1. Deliberate on various academic and administrative issues and make recommendations to the Board of Governors.
2. To make the policies and procedures on academic matters.

Recruitment and Promotion Rules:

The Institution follows the rules, procedures and policies in recruitment and promotion as stipulated by AICTE, Osmania University and UGC from time to time.

Service Rules, Leave Rules, Conduct Rules:

The service rules, leave rules, conduct rules, classification control and appeal rules are based on Sultan ul Uloom Education society with effective from 9th September 2002.

Grievance Redressal Committee:

The Grievance Redressal committee is intended to undertake the processes of attending to the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee shall take into consideration all the redressal criteria and rules and regulations of the AICTE, UGC and Osmania University.

The Women Grievance and Redressal cell is responsible to sort out the issues/Complaints raised by women staff and Girls students.