

## **SUMMARY OF THE INSTITUTIONAL POLICIES etc. OF GOVERNMENT AIZAWL WEST COLLEGE**

### **Policies of the College**

The guiding principles of the college administration has been laid on the foundation of democratic consensus: democratic supervision alongside collective participation to enable utilization of all possible talents of all stakeholder in providing effective guidance and teaching- learning mode to the students to make them not just bachelor degree holders but also to become responsible citizens in all walks of life. Which clearly indicated, the effort of the institution on it's strive towards excellence.

### **Administrative Setup:**

Hierarchical structure of administration has been followed since the time of inception, with a well-defined duties and responsibilities for each level. At the top, there is, the Office of the Principal with a role of overall coordination and supervision. Assisted by Vice-Principal who is in turn supported by the teaching and non-teaching faculty is in full operation. And the existence of Internal Quality Assurance Cell with different Sub-Cell helps in providing and maintaining quality of the entire institution as per the requirement of University Grant Commission.

### **Appointment and Service Rules:**

Recruitment and appointment of all regular faculty, teaching and non-teaching staff are done by the State Government Recruiting Agency/Commission as per University Grant Commission Regulations, and adopted and modified from time to time by the State Government. However, engagement of Casual Faculty in both teaching and non- teaching is done with internal rules made by the College authorities. Arrangement of necessary programme on quality improvement is constantly organized for efficient and effective performance of the Institution.

### **Procedures:**

The Principal coordinate, supervise and monitor all activities within the institution. Under his guidance Head of different department are entrusted to see to the completion of syllabus and curriculum development. Apart from activities of various departments, several committees are formed to implement programmes and policies of the institution to fulfill the vision and goals of the college. Final report of every action undertaken is submitted to the Principal for approval. Students in their various capacities are engaged for inclusive participation.