Bajkul Milani Mahavidyalaya

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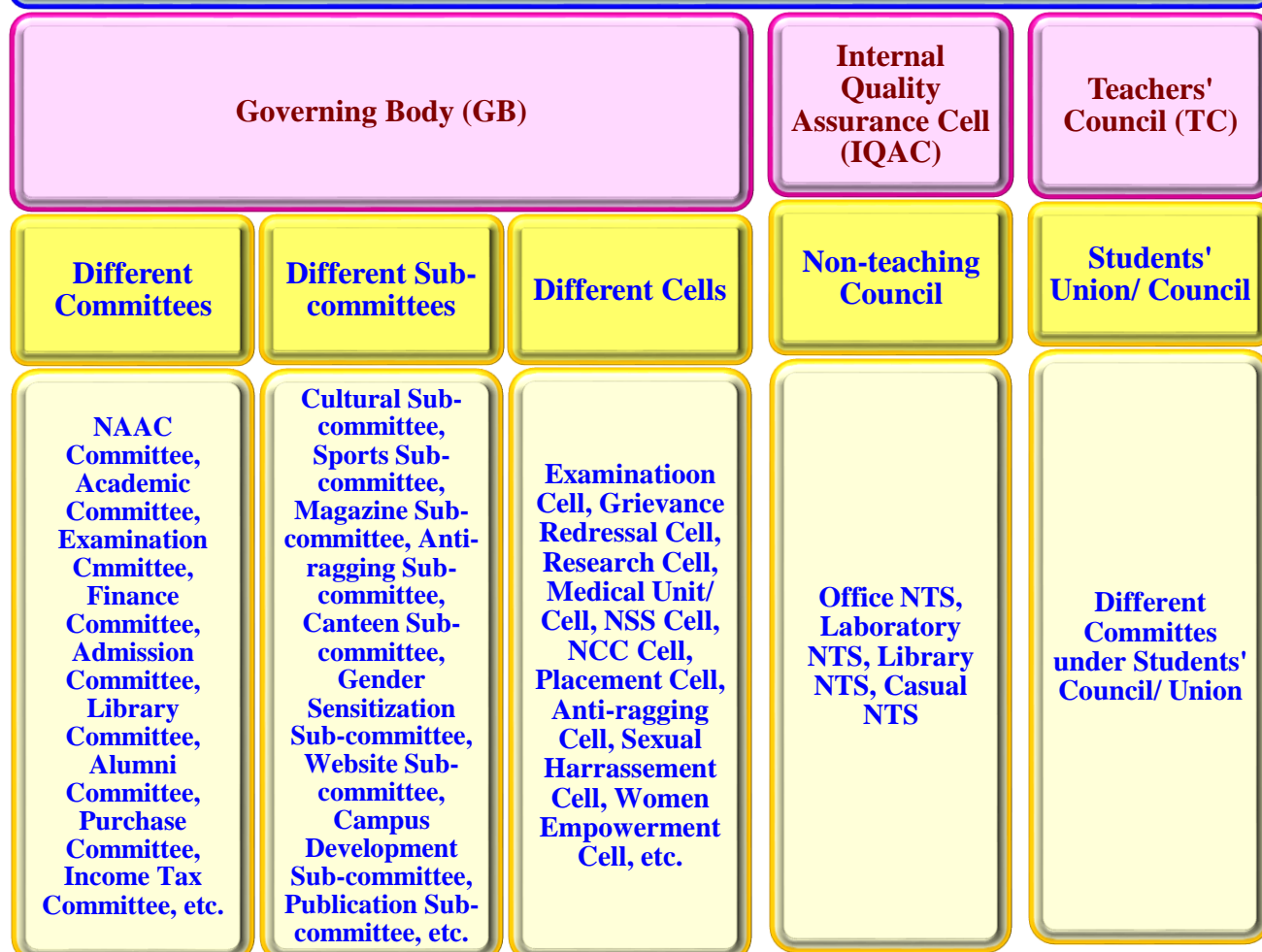**P.O.-Kismat Bajkul●Dist.-Purba Medinipur●Pin Code-721655**

Web: www.bajkulcollege.org

E-mail: bajkul_college@rediffmail.com

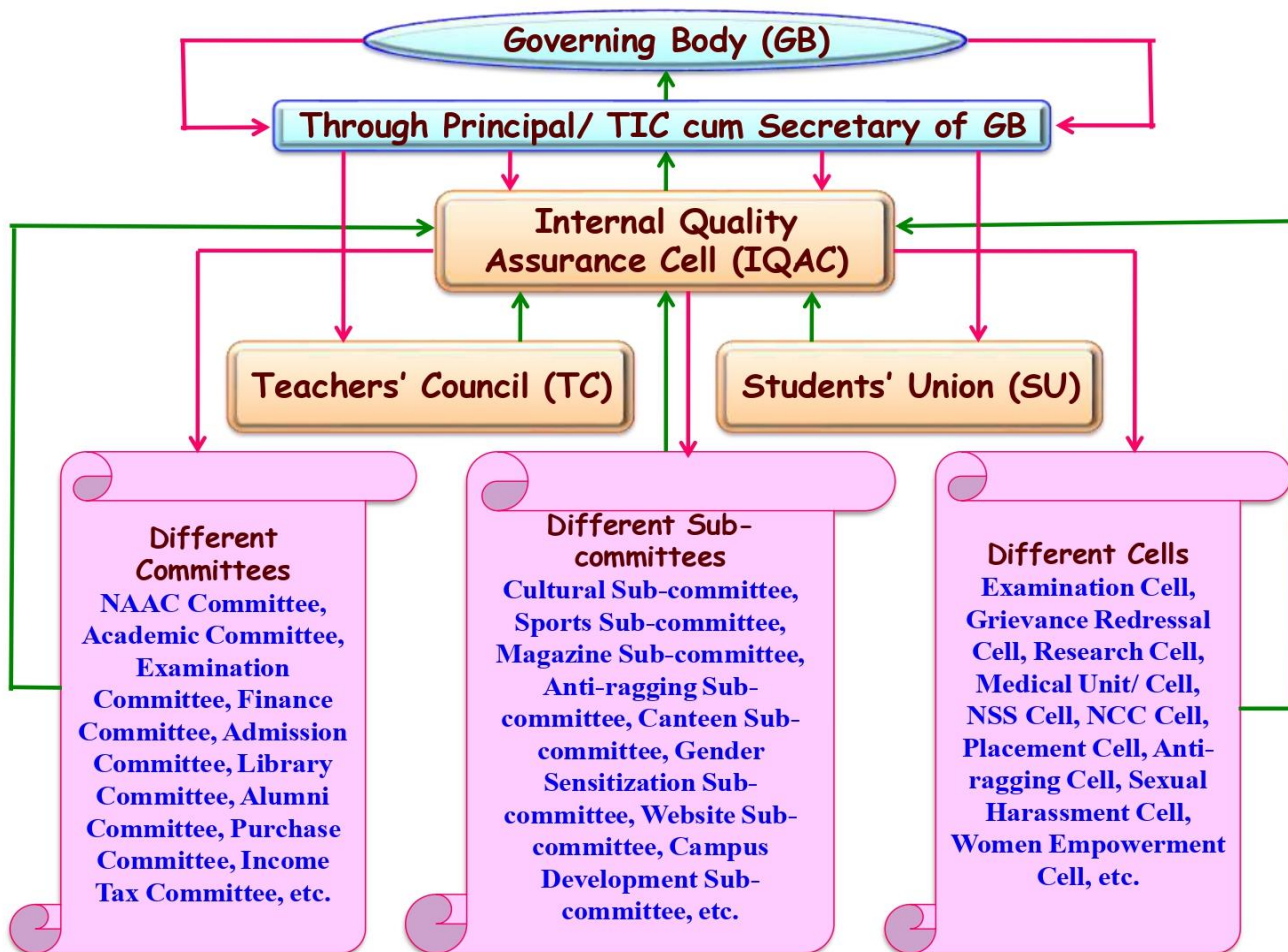## Management Information System (MIS)

Major Important Characters for Management Information System in the Institution

Governing Body (GB)			Internal Quality Assurance Cell (IQAC)	Teachers' Council (TC)
Different Committees	**Different Sub-committees**	**Different Cells**	**Non-teaching Council**	**Students' Union/ Council**
NAAC Committee, Academic Committee, Examination Cmmittee, Finance Committee, Admission Committee, Library Committee, Alumni Committee, Purchase Committee, Income Tax Committee, etc.	Cultural Sub-committee, Sports Sub-committee, Magazine Sub-committee, Anti-ragging Sub-committee, Canteen Sub-committee, Gender Sensitization Sub-committee, Website Sub-committee, Campus Development Sub-committee, Publication Sub-committee, etc.	Examinatioon Cell, Grievance Redressal Cell, Research Cell, Medical Unit/ Cell, NSS Cell, NCC Cell, Placement Cell, Anti-ragging Cell, Sexual Harrassement Cell, Women Empowerment Cell, etc.	Office NTS, Laboratory NTS, Library NTS, Casual NTS	Different Committes under Students' Council/ Union

Institution is featured by a well designed Management Information System (MIS) whereas Governing Body plays the pivotal role with its initial and final responsibilities along with decision making power. IQAC

has the most important role to influence, manage and assess the internal quality of the institution. Different committees, sub-committees, cells, units, teachers' council, non-teaching council, students' union, etc. are the important characters in whole of the information management system. The comprehensive information management system is conducted in following way:

- Governing Body of the institution is formed as per election/ selection at 5-years interval having teaching, non-teaching and students' representatives from the college and other nominees from university, higher education, local administration, donors, etc.

- Different committees, sub-committees, cells and units for smooth running and management of the institution are formed as per UGC and Higher Education norms and university rules and regulation. The processing of these committee, sub-committee and cell formation is done at the table of Teachers' Council organized by TCS and recognizing those are placed in the meeting of GB by its Secretary cum HOI. Finally, all of the committees, sub-committees and cells are approved by Governing Body (GB) decorating with recognized teaching, non-teaching and student representative members.

- IQAC, this pivotal cell is formed, recognized and approved by Governing Body as per UGC and Higher Education norms. IQAC is headed by one selected Co-ordinator. All the proposals and actions taken by different committees, sub-committees, cells, TCS, students Union, etc. are submitted to IQAC and these are deposited to the Principal/ TIC/ HOI through IQAC. Finally, the recognized proposals and actions are placed on the table of GB in form of agenda made by GB Secretary/ Principal/ TIC/ HOI. GB takes the final decision about the proposals and actions recognized by different bodies from different corners of the institution.

- Hence, the academic, financial, infrastructural, developmental, planning and management related information generation, flow and formulation from different corners by different ends are justified and assessed by the institutional supreme body, GB and proceeded through proper decision making for implementation in self of development and management of the raising facts/ proposals/ actions in the institution.

Flowchart for Management Information System in the Institution