



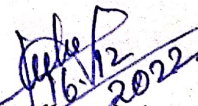
**GOVERNMENT OF TRIPURA
OFFICE OF THE PRINCIPAL
SWAMI VIVEKANANDA MAHAVIDYALAYA
Mohanpur, West Tripura, India
NAAC Accredited with Grade 'B'
UGC recognized under 12(b) & 2(f)
(Affiliated to Tripura University-A Central University)
E-mail ID: svm.mnp@gmail.com**

No.F.5(8)/SVM-MNP-NAAC/22/ 215 B

Dated, 16th December 2022

ORGANOGRAM OF THE COLLEGE

1. Organizational structure: Major policy decisions are taken by the Director of Higher Education, Govt. of Tripura. At the College level the, Principal is the apex authority who is assisted by the Secretary of Teachers' council, Conveners of different subcommittees, and all HODs.
2. Functions of the Principal: The Principal effectively implements all the Academic guidelines received from Tripura University and Administrative guidelines from the DHE.
3. Service rules: All the employees of the college follow Tripura Civil Services (Conduct) Rules, 1988.
4. Procedures: Standard Administrative Procedures and Office Procedures are followed.
5. Recruitment Policy: Recruitment examinations of Regular faculty and non-teaching staff are conducted through TPSC. Recruitment of Guest Faculties is done following the UGC Rules. Supporting staff are outsourced through the Co-operative Society.
6. Promotional policies: The career Advancement Scheme (CAS) of the regular Faculty Members are done by the DHE. Promotion of Non Teaching & Non-UGC Staff is done as per the policies of the Govt. of Tripura.
7. Grievance Redressal Mechanism: The College has Grievance Redressal Cell, Committee Against Sexual Harassment (CASH), Internal Complaint Committee (ICC), and Anti-Ragging Committee. All Grievances are sincerely addressed. The college website has a dedicated space for recording online complaints.


(Dr Haradhan Saha)

Principal

Swami Vivekananda Mahavidyalaya, Mohanpur