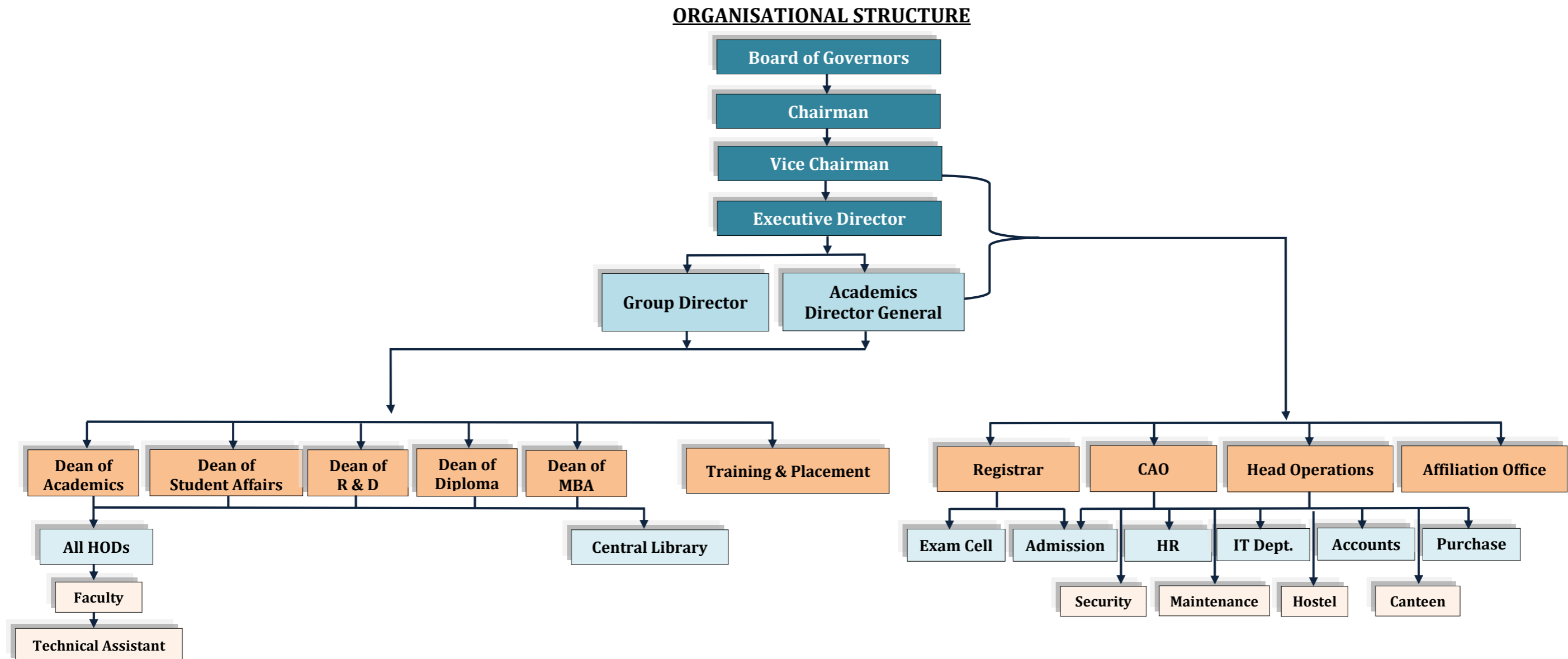




BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)
Nischintapur, Budge Budge, Kolkata-700137

Administrative structure of the Institute:

To foster a fruitful realization of the vision and mission of the college, it is highly desirable to have a well-knit organizational structure and we are proud to announce that BBIT has a strong one. The following tree represents the organizational structure of BBIT:





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II. The Administrative Set-up

We at BBIT believe in FAMILY KIND of work culture. Basically it aims at love and affection to each and every stake-holder of the institute. In particular, the concept of process owners, which facilitates a perfect decentralization of activities and delegation of authorities, has proven itself to be a key concept in the success achieved by the institute on different counts. The working methodology basically is student centric, which is the dearest and highly responsible element of the system.

Involvement of each and everyone in the decision-making at their respective levels is ensured through decentralization and delegation of powers. Hence there are various institutional committees consisting of faculty and staff members. Transparency associated therein also forms an important feature of the work culture. This is done through an institutional rule book and code of conduct document which is easily accessible by any one as the copies are available in the library, with the DGA, deans and the respective HODs.

The institute functions with perfect decentralized administration as depicted in Figure 2 that has complete transparency in the decision making process.

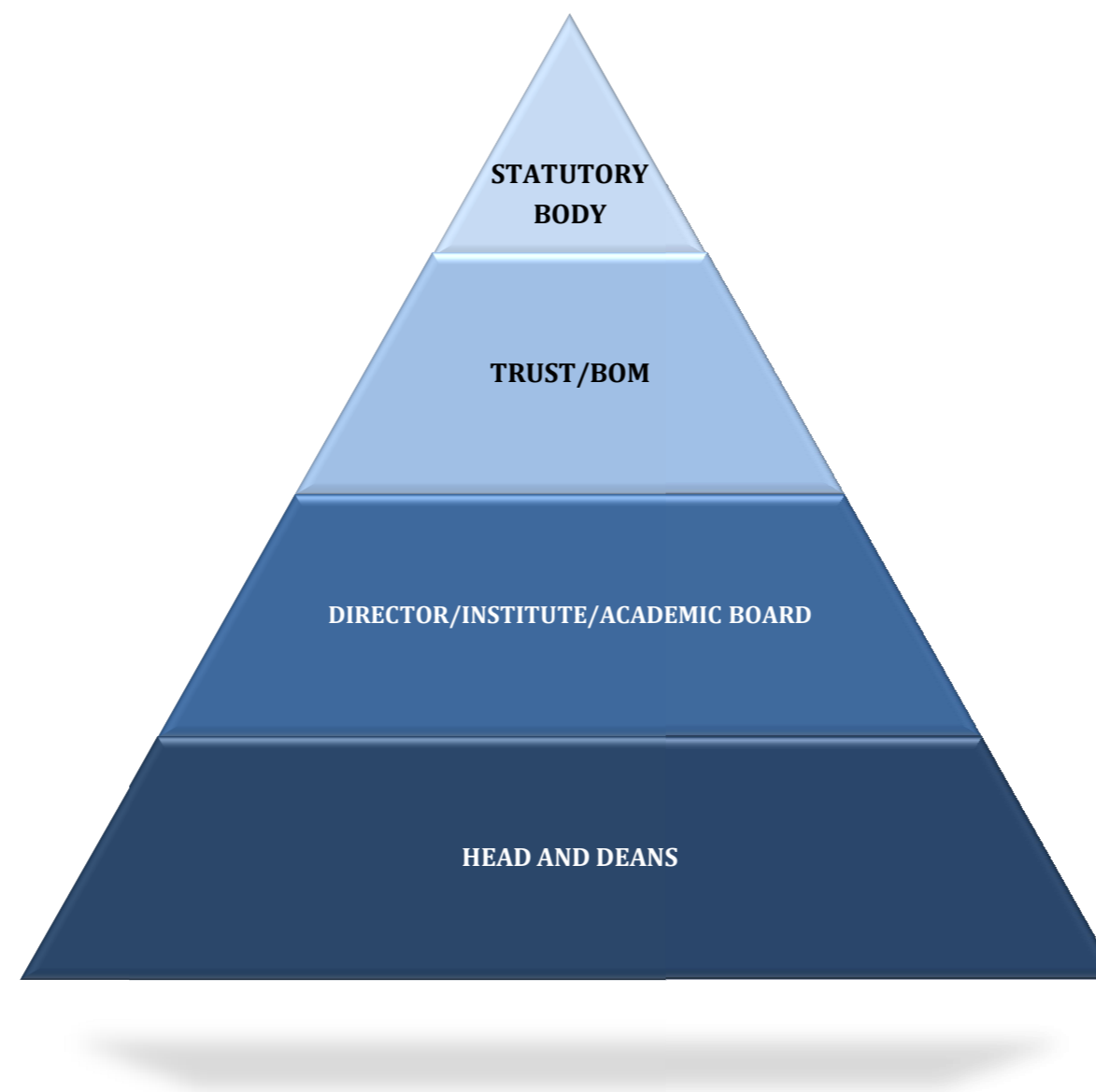


Figure 2. Decentralization in administration at BBIT



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Statutory Body Functions:

- **AICTE:** Programme Approvals, Increase in Intakes, Faculty positions, Cadre Ratios and others
- **MAKAUT:** Affiliation, Course Content, Degree Conferment
- **GOVERNMENT:** Admission permission, Reservation norms, Pay scales
- **SOCIAL WELFARE:** Scholarship, Fee payments of Reservation category students
- **FEE FIXATION COMMITTEE:** Fixation of fees
- **TRUST:** Purchase/ Budget, Committee formation, Recruitment and approvals, Appraisals and awards, Financial Transactions, Promotions, Campus upkeep

Functions of Key Administrative Positions:

The functions of various key positions are depicted in the Table below:

Position	Functions
Governing Council	<ul style="list-style-type: none">✓ Frame directive principles and policies✓ Amend and approve policies from time to time✓ Approve budgets
Chairman/ Chairman Rep i.e., Executive Director	<ul style="list-style-type: none">✓ To look after the overall development of the institute✓ Mobilize external resources to strengthen the institute✓ Plan & provide for necessary facilities / equipment for development✓ Instil confidence and devotion in every member of the institute
Group Director	<ul style="list-style-type: none">✓ Design & define organization structure✓ Define & delegate responsibilities of various positions in the organization✓ Ensure periodic monitoring & evaluation, of various processes & sub- processes✓ Ensure effective purchase procedure✓ Define quality policy and objectives✓ Prepare annual budget✓ Conduct periodic meeting of various bodies such as Governing Council, LMC, Standing Committee and Grievances Redressal✓ Manage accounts and finance✓ Employee recruitment process✓ Office Administration✓ Compliance with AICTE & Maulana Abul Kalam Azad University✓ Admission✓ Resource Generation✓ Internal and External examinations✓ Library Up gradation

**BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)**

Nischintapur, Budge Budge, Kolkata-700137

Director General - Academics	<ul style="list-style-type: none">✓ To discharge routine duty of Director during absence of Director✓ Annual Magazine✓ Resource Provision✓ Transport✓ Alumni interaction✓ Housekeeping including hostels✓ Prepare and execute academic calendar✓ Oversee the teaching-learning process✓ Carry out result analysis and submit corrective measures to Principal✓ Initiate supplementary teaching measures✓ Co-curricular activities✓ Formation of student council✓ Cultural activities✓ Sports activities✓ Student discipline✓ Student health care
Dean of Academics / Dean of Student Affairs / Dean of R & D/ Dean of Diploma / Dean of MBA	<ul style="list-style-type: none">✓ To provide effective academic leadership and management of the faculty✓ to develop, implement and maintain an academic plan for the faculty✓ to prepare and present the faculty's submissions for resources, and to administer the resources provided✓ to chair the Academic council✓ to represent the faculty in the University and externally✓ to ensure adherence to the policies of the University and the legal requirements placed on it✓ to encourage staff development and a high level of staff performance
Head of Departments	<ul style="list-style-type: none">✓ Plan and execute academic activities of the department✓ Maintain discipline and culture in the department✓ Maintain the department neat and clean✓ Pick and promote strengths of students / faculty / staff✓ Monitor academic activities of the department✓ Propose Department Budget
Examination Cell	<ul style="list-style-type: none">✓ Central time table✓ Monitoring of lectures and practical examinations✓ Conduction of internal examinations✓ Students feedback✓ Collective attendance of students

**BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)**

Nischintapur, Budge Budge, Kolkata-700137

Administrative Officer	<ul style="list-style-type: none">✓ Liaisoning with AICTE & Maulana Abul Kalam Azad University✓ College roster✓ Service Books✓ Faculty personal files✓ Recruitment process✓ Maintain minutes of meeting (all)✓ New proposals✓ Co – ordinate day to day activities of office✓ Purchase process✓ AICTE, MAKAUT committee preparation✓ Annual College budget
Training & Placement Officer	<ul style="list-style-type: none">✓ Liaison with industry✓ Student Training and Placement✓ Identify and provide for training needs of students✓ Arrange campus interviews✓ Proposing annual T & P budget
Librarian	<ul style="list-style-type: none">✓ Plan and execute modus operandi of routine activity of the library✓ Plan and propose expansion / development✓ Maintain library✓ discipline and culture✓ Prepare annual budget for the library
Counselling Cell	<ul style="list-style-type: none">✓ Facilitate career guidance to students✓ Assist students suffering from psychological disorders✓ Arrange for professional counsellors✓ Maintain record of counselling activities✓ Student academic council✓ Arrange remedial classes for weaker students
Alumni Association	<ul style="list-style-type: none">✓ Arrange periodic meetings of student council✓ Ensure alumni registration✓ Prepare alumni news letter✓ Proposing annual budget

The organogram is an administrative diagram of College that describes the decentralized structure of administration. College administration is a cooperative effort of DGA, deans, teaching, non-teaching staff and students with the cooperation and support of all stakeholders in pursuit of common objective. It is necessary that all aspects should be organized in order to attain the desired goals.

Various academic and administrative committees are constituted at the beginning of the year or as and when required and specific task is allotted to it as per the academic and administration plans of the college. The Committees are: Annual Cultural and Sports, Seminar, Students association, Examinations, Scholarships, Discipline, Hostel management, Admissions, Training & Placement, Welfare, Attendance, Library, Women Cell, Grievance Redressal, Anti-ragging, Cleanliness, etc.



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Nischintapur, Budge Budge, Kolkata-700137

The Department Heads are responsible for the overall working of their departments and coordinate with the Department Coordinators and faculty members for the smooth functioning of academic and administrative work. Exam Cell is responsible for coordinating, executing and implementing all procedures pertaining examinations. The exam Cell is headed by Exam Cell In-charge who is supported by a team of teaching staff members. Training and Placement Cell also operates as a unit to facilitate training of the students and help get them placement in the companies relevant to their fields. Library is also an independent unit which is supervised by the librarian, and assisted by other support staff members.

The administrative procedures and works are taken care of by the Administration Department which is headed by Manager Operations, who is supported by Heads of Accounts, CAO and Registrar. These offices are responsible for admissions, scholarships, fees, concessions, maintenance and all day to day administrative responsibilities.

The Grievance Redressal Cell was formed to address the student grievances. The Grievance Redressal Cell attempts to address genuine problems and complaints of students regardless of the nature of the problem. Students can use this platform to address academic and non-academic problems.

Account department deals with all the financial transactions in the college such as fees, semester fees, etc. Account department distributes salaries of the employees of the college. Payroll is a critical function of the accounting department and includes making sure all employees are paid accurately and timely. Proper data is prepared in the accounting software as well as prepare financial reports that can be used for budgeting, forecasting and other decision making processes.