**6.2.2*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc. (515 Words)***

***Responses:***

MITAoE is a multi-disciplinary autonomous engineering institute that functions under the aegis of MAEER. The Director is the executive head of the institute. He chairs the position which is the authority on all academic matters. He is also a member secretary of Governing Body and Chairman of the Academic Council. Three Deputy Directors (Academics, Corporate & Administration) and four Deans (Faculty and Staff Affairs, Research and Development, Dean Students Affairs) assist the Director in his executive roles. The Registrar and senior officials in specific areas (Academic Affairs, Estate Management, Materials Management, Human Resource Management, Finance and Accounts, Administration, Students and Autonomy, Personnel Training and Development, Research Publications and Public Relations, etc.) perform other administrative functions. In addition to academics and research, Deputy Director (Academics and Research) takes care of the library and digital infrastructure related to academics. Deputy Director (Corporate) takes care of industry institute interaction, training and placement activities, entrepreneurial activities, overall placement, and higher studies and international collaborations. Deputy Director (Administration) takes care of all functions related to accounts, stores & purchases, estate & infrastructure development, student admissions, electrical maintenance, housekeeping, security, etc.

In addition to the governing body, there are several statutory and other committees(such as the Board of Studies, finance committee, Planning and Evaluation Committee, Institute Development Committee, Internal Complaint Committee, Examination Committee, Anti-ragging, and Disciplinary Committee, Caste Grievance Committee, Internal Quality Assurance Committee, etc.) placed to administer various activities related to academics, administration and extension activities. A considerable amount of work of the authorities is organized through these committees. Some are advisory, whereas others are constituted for a special purpose to deal with a particular matter under the guidance of various administrative heads. The examination committee monitors the evaluation procedures under the guidance of the Controller of Examination. A few committees scrutinize and examine a proposal and formulate and bring up concrete issues for consideration. These committees also support the development through planning and execution, budget, performance reviews, and policymaking.

Grievance Redressal Committee is constituted to prevent unfair practices and provide a mechanism for their Grievances. It is constituted in case any student, faculty, staff, etc., intends to report personal or professional Grievances.

There are seven heads of the department (viz., Chemical, Civil, Computer, Electronics, Electronics & Telecommunication, Information & Technology & Mechanical). Heads of the departments decentralize the responsibilities for the design of the curriculum, conduct BoS meetings, smooth planning of the semesters, Academic-calendars, the conduct of theory classes and laboratories, faculty and student development programs, co-curricular and extracurricular activities for students, the conduct of feedback from all stakeholders, taking corrective and preventive actions for continual improvement.

To enhance the interdisciplinary culture in the institution, the related departments/programs are merged to form schools.

There are six schools viz., School of Chemical Engineering, School of Computer and Engineering Technology (Computer & IT), School of Electrical Engineering (E & TC and Electronics), School of Mechanical and Civil Engineering, School of Design, School of Humanities and Engineering Sciences.