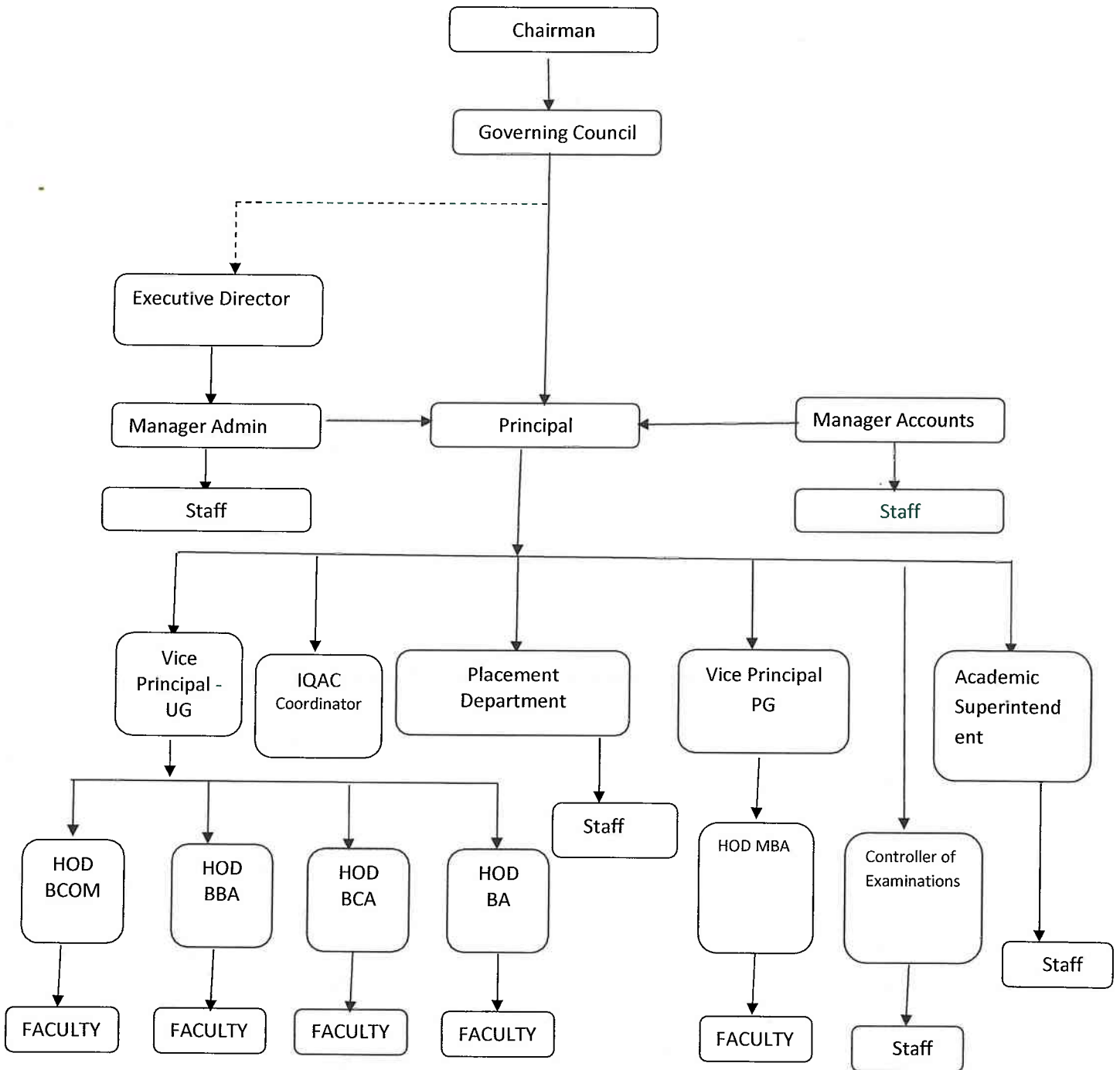


The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional strategic/perspective / development plan


Organogram



T. Jann

IIBS recognizes the importance of participatory management and power of decentralization in day-to-day operations. This is accomplished through establishing an effective organizational structure that helps in enhancing student's overall holistic development through curriculum development and also through participation in extra-curricular, co-curricular, and administrative activities. Chairman of the institution holds a major position. Governing council stands at the apex level after chairman. Executive Director and Director reports to Governing Council. Academic director is in charge of all the academics activities, he/she receives updates about different departments through the institution's Principal. Principal is assisted by Vice Principals for PG for UG courses. All heads of the departments, Controller of examinations, placements department, Academic superintendent operates within the purview of Principal's instructions. Faculty members of various departments report to their respective department heads in terms of communicating their work progress as well as to get a roadmap on academic operations. The librarian reports to principal of the institution. Administrative manager of the institution reports to Executive Director on the nature of work assigned as per the department. Reception, Hostel and canteen, Office staff, maintenance, security staff, drivers and IT departments come within the purview of administrative department. Various committees have been formed for the smooth functioning of the institution. The institution's strategic perspective plan is designed and executed in the direction of realizing its vision and mission. A detailed employee manual consisting of various policies related to employment was designed and implemented in the process of realizing the vision and mission of the organization. The strategic plan of the institute focusses on the overall development of student and the institution as well. The perspective plans are designed and implemented in line with the vision and mission of the institution and helps in improving the quality of education. The strategic plan deployment is evident through

1. Curriculum
2. Admissions, Teaching, Learning and Evaluation
3. Research & Consultancy
4. Extension activities
5. Entrepreneurship development
6. Governance and leadership
7. Student support and progression


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Decentralization:

The Institution's administration is well structured and operates in a decentralized manner by delegating functions to various Committees. The Head of the Department in consultation with the members of the Staff identifies class coordinators to monitor the performance of the students. Teachers are delegated administrative functions to facilitate decentralization of administration.

Participative management:

Principal nominates all faculty, students and non-teaching staff as members of various committees for effective results. Committees such as Finance Committee, Academic Council, Academic Planning & Infrastructure Development Committee, Examination cell, **Research and Development Cell**, Training and placement Committee, Library Committee, **Disciplinary Committee**, **Anti-Ragging Committee**, **Prevention of Sexual harassment (POSH) committee** and **Grievance Redressal Cell** etc. are successfully established in the institution. Principal monitors the functioning of the above Committees/Cell. Each of the cells meet regularly and ensure effective functioning. The committees also provide an opportunity for the staff and students to participate in decision making.

Principal:

Principal is the head of the institution and is responsible for overall performance of the institution both academic and administrative. He acts as a bridge between management and employees in realising institutional goals and objectives.

Heads of the Departments:

HOD is responsible for monitoring and conducting the flow of departmental activities both academic and curricular. Head of the Department looks after conduct of classes, discipline, focus on development of department by initiating various activities, interaction with stakeholders etc. They plan and conduct seminars, guest lectures, workshops with the involvement of staff and students.

IQAC Coordinator:

IQAC Coordinator is responsible for Initiating various mechanisms and activities for improving quality standards in curriculum delivery. IQAC cell initiates and promotes the culture of better delivery of curricular aspects.


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Placement department:

Placement department assists the students in their career planning and provides information that helps students to give a direction to their aspirations and interests. Placement department also helps in career counselling and arranges training sessions such as group discussions, mock interviews, experiences shared by industry people and eminent personalities, helping the students to understand their potentialities with the help of aptitude tests, personality tests etc. Placement department is supported by full time placement director and placement officer that focusses on placing the students in good organizations. This department also invites companies for campus placements and facilitates the entire process of campus recruitment.

Librarian

Librarians promote quality resources and innovative services to stimulate creativity, intellectual curiosity and to facilitate lifelong learning research within the communities. They provide the information to students what they need to achieve their highest academic potential and help them to acquire research skills necessary for life long learning. Library supports teaching faculty and administrative staff to participate in interactive information to exchange within the wider library / educational community. Librarian is assisted by Two assistant librarians for smooth functioning of library department.

Manager accounts

Accounts department plays a major role maintaining different types of accounts for the institution. This department summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement sheet and other reports, substantiates financial transactions by auditing documents. The statement of actual income and expenditure of a year will be classified under appropriate head. The annual statement will be audited by the Chartered Accounts and statement is submitted to the Governing Council of the institution along with the auditor's report.

Service Rules

Service rules of the institution are kept in the college website and also published in the form of faculty hand book. The service rules cover various employment issues such as recruitment and selection, promotion, performance appraisal of the staff, code of conduct to be followed, employee benefits, leave rules etc.


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