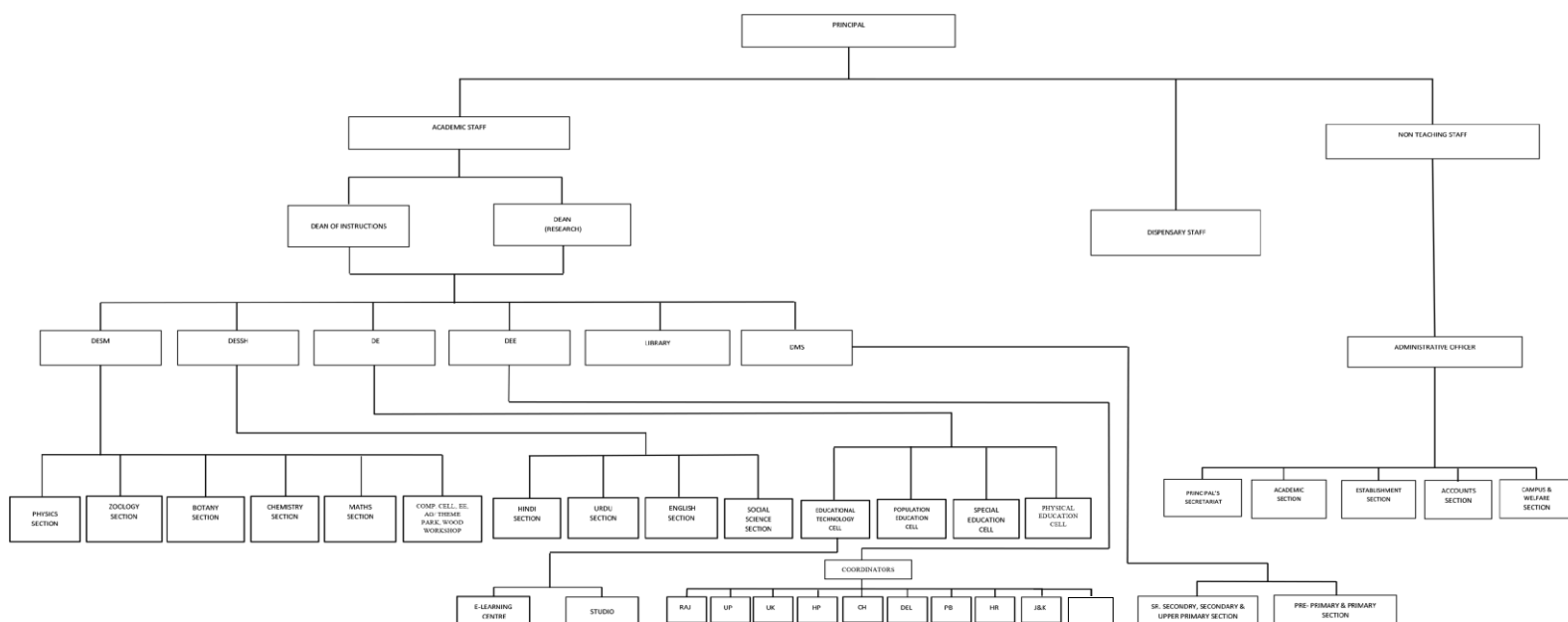


Organizational Structure

Decentralization in the Organizational structure

Decentralization is carried out both at academic and administrative level in order to ensure effective and quality working of the Institute. The below given organogram provides the details of how decentralization is being carried out.

ORGANISATIONAL CHART



The Principal of the Institute is the overall head. The administration of the Institute is managed through academic and administrative channels. The Dean of Instructions is the Head of Academics and works closely in association with Heads of the department. There are four Departments with their respective departmental Heads- Department of Education, Department of Extension Education, Department of Education in Science and Mathematics and Department of Education in Social Sciences and Humanities. Demonstration Multipurpose School is an integral part as a Department for conducting experiments pertaining to School education and Teacher education. Principal conducts regular meetings with Dean of Instructions and department Heads and faculty to discuss academic activities and other issues for the growth and holistic development of the Institute. Dean of Instructions and Heads of the Department also have regular departmental meetings for academic related discussions for quality improvement. Besides, there are section in-charges who look after the various section requirements and work for quality improvement of teaching-learning in various subjects of the Institute Programmes (B.A. B.Ed., B.Sc. B.Ed., B.Ed., and M.Ed. etc.). Collaborative efforts of faculty and staff members continue to innovate and remain committed to academic excellence to meet the current and future challenges to provide quality education to nurture teachers and teacher educators who would be an asset for the Nation. RIE, Ajmer, caters the educational needs of the States and

UTs of northern region (Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab, Rajasthan, Uttarakhand and Uttar Pradesh) in the areas of research, training, development and extension. To liaison with the States/UTs faculty members are appointed state coordinators for each state and union territory. Institute has Institute Advisory Board (IAB) and Management Committee (MC). Principal is the Chairperson of the Institute Advisory Board and Vice-Chancellor of the affiliating university (MDS University Ajmer) is the Chairperson of Management Committee of the Institute. IAB and MC are constituted by the competent authority of NCERT in consultation with Ministry of Education, Govt. of India. IAB and MC recommends the In-service programmes for imparting training to teachers/teacher-educators/key resource persons/state resource persons to present before the Programme Advisory Committee (PAC) for final approval. Pre-service programmes of the Institute are affiliated with MDS University for examinations and degree awarding purpose and recognized by NCTE. Recruitment of faculty members of the Institute is done at Headquarter level (NCERT) as per the guidelines of NCTE and UGC.

Role and Functions of the Institute

- To act as resource centre for conducting research, training and development of school education and teacher education.
- To prepare quality teachers and teacher educators at all levels of school education. This is done through various pre-service courses i.e. four year integrated B.A. B.Ed., B.Sc. B.Ed., two year B.Ed., two year M.Ed. and Diploma in Guidance and Counseling and in-service teacher training programmes conducted throughout the year.
- To undertake pilot studies and research projects on all aspects of school education.
- To conduct in-service training programmes for teachers, teacher educators, supervisors and administrators concerned with school education and according to the needs of the States/Union Territories of the northern region.
- To provide necessary help to the state agencies concerned with school education.
- To act as support system for institutions like SCERTs/ DIETs/ CTEs/ IASEs/ Block Education Centers of the northern region.
- To produce instructional material for school education.
- To advise state departments of education on policies and programmes related to various aspects of school education.
- To act as monitoring and co-ordination agency for effective implementation of centrally sponsored schemes in the field of school education.
- To provide consultancy services/extension programmes at national/international level.

Institutional Activities

Participative management is an integral part of working at Regional Institute of Education, NCERT, Ajmer. This ensures enhancing the morale, commitment and enthusiasm among the faculty members in realizing of Institutional goals. Responsibilities are delegated in the beginning of each academic year to various committees that are set up for smooth and quality carrying out of various activities of the Institute. There is a committee for looking into admission related procedures, conducting of university examinations, liaising with affiliating university (MDS University Ajmer) and other activities in the States/UTs of northern region. There are committees for literary, science, cultural and games & sports activities. Besides, there

are house advisors to guide students of each house (Bhabha House, Tagore House, Vivekananda House and Vishvesvaraya House) for preparing and organizing different activities of the Houses under the guidance of Students' Advisor and Joint Students' Advisors. Grievance Committee and anti- ragging committee has been setup to look into the problems of students. Similarly, an internal complaint committee has been set up to resolve any issues of faculty members.

The Institute internship committee looks after the smooth organization of internship programmes of the students conducted in KVs, JNV's and other government & public schools. Placement cell organizes campus placement activities with the schools. Internal Assessments of the students are conducted and performance of the students is shared with them regularly through Internal Assessment Committee. Library Committee ensures procurement of quality books and journals. Academic Monitoring Committee ensures the regularity of students in their classes. Other Committees are also constituted on regular basis every year. For example Committees constituted vide revised office order for the session 2023-24 is as under:

REGIONAL INSTITUTE OF EDUCATION, NCERT, AJMER
LIST OF COMMITTEES FOR THE YEAR 2023-24

- 4 JUL 2023

No. F. 1-3/PA/2023 /1629-1678 **Revised Office Order**

Dated: 04.07.2023

In partial modification of the office order of even number dated 25.5.2023, following Committees are hereby constituted/reconstituted for the year 2023-24 in reference to smooth conduction of IQAC and Institute Activities:

S.No.	Name of Committee	Composition	Chairperson/Coordinator/Convener
1.	Internal Quality Assurance Cell(IQAC)	Principal Dean of Instructions Prof. B. Barthakur Prof. P.K. Chaurasia	Chairperson Coordinator Co-Coordinator Co-Coordinator
2.	Staff Council	Prof. Rajesh Mishra Dr. Meenakshi Meena	Secretary Jt. Secretary
Curricular Planning and Implementation			
3.	Curricular Aspects Committee	Dean of Instructions All Heads Prof. P.C. Acharya Dr. A. K. Arya I/c Academic Section	Chairperson Members Convener Co-convener Member
4.	Art & Aesthetic Education Committee and Committee for organization of Arts and Aesthetics Workshop	Dean of Instructions	Chairperson
		Prof. Ayushman Goswami I/c Studio Dr. Meenakshi Meena	Convener (M. Ed. & B. Ed.) Member Member
		Dr. Sneha Sudha Dr. B.K. Jha Sh. Magan Lal Meena, DMS	Convener (B. A. B. Ed.) Member Member
		Dr. O. P. Meena Dr. Rana Pratap Sh. Devendra Kumar Yadav, DMS	Convener (B. Sc. B. Ed.) Member Member
Teaching Learning and Evaluation			
5.	CEE Committee	Prof. K. Chandrasekhar Prof. R.B. Pareek Dr. Albert Horo I/c Academic Section Sh. Dinesh Chand Jangid	Nodal Officer Convener Member Member Co-convener
6.	Admission, Examination, Liaison with University Committee	Dean of Instructions I/c Academic Section Dr. Patanjali Sharma Sh. Dinesh Chand Jangid	Chairperson Convener Member Co-convener
7.	Time-Table & Institute's Activities Calendar Committee	Dean of Instructions I/c Academic Section All Heads Dr. Albert Horo Dr. V.P. Arya Dr. Patanjali Sharma Dr. Rajeev Ranjan Sh. Gopal Lal	Chairperson Member Members Member Member Convener Member Co-convener
8.	Internship Committee	Dean of Instructions	Chairperson
	Sub-Committee for M.Ed. Programme	Prof. K. Chandrasekhar Dr. Muzammil Hasan	Convener (M. Ed. II) Convener (M. Ed. I)
	Sub-Committee for B.Ed. Programme	Dr. Meenakshi Meena Dr. Rajiv Ranjan	Convener Member
	Sub-Committee for B.A.B.Ed. Programme	Dr. Albert Horo Dr. Sneha Sudha	Convener Member
	Sub-Committee for B.Sc. B.Ed. Programme	Dr. Rana Pratap Dr. A.K. Gupta Dr. O.P.Meena Dr. Patanjali Sharma Mr. J.P. Narayan	Convener Member Member Member Member
9.	Internal Assessment cum Examination Committee	Dean of Instructions Dr. Albert Horo I/c Academic Section Dr. Patanjali Sharma Dr. Rajiv Ranjan Dr. Sneha Sudha	Chairperson Member Convener Member Member Member

10.	M.D.S. University Practical Examination Committee	Dean of Instructions Head DE Head DESSH Head DESM	Chairperson Convener (B.Ed. & M.Ed.) Convener (B.A. B.Ed.) Convener (B.Sc.B.Ed.)
11.	Academic and Administrative Audit & Monitoring Committee	Dean of Instructions All Heads Two external faculty members I/c Botany Section I/c Chemistry Section I/c Academic Section I/c Language Lab I/c Geography Lab. I/c Physics Section I/c Mathematics Section I/c Zoology Section I/c Psychology Lab Administrative Officer	Chairperson Members Members Member Convener Member Member Member Member Member Member Member Member
12.	Students' Satisfaction Survey Committee	Dean of Instructions Head DE Head DEE Head DESSH Head DESM	Chairperson Member Member Member Convener
Research, Innovation and Extension			
13.	Research Committee	Prof. P.K. Chaurasia All Heads Prof. P.C. Acharya Prof. K. Chandrasekhar	Chairperson Members Member Convener
14.	Academic Forum Lecture Series Committee	Dean of Instructions Prof. P.C. Acharya Head DEE I/c ICT Dr. Meenakshi Meena HM DMS Sh. Ratan Singh	Chairperson Member Member Convener Member Member Co-convener
15.	NEP & NCF Committee	Dean of Instructions Head DE/DESM/DESSH Head DEE Dr. A.K. Nainawat Dr. Rana Pratap Dr. V.P. Arya Dr. O.P. Meena Dr. R.K. Sharma Dr. Patanjali Sharma Dr. Muzammil Hasan HM, DMS I/c Primary Section, DMS	Chairperson Members Convener Member Member Member Member Member Member Member Member Member
16.	State / UT Coordinators	Dr. A.K. Nainawat Dr. Rana Pratap Dr. V. P. Arya Dr. R.K. Sharma Dr. Patanjali Sharma Dr. O.P. Meena Dr. Muzammil Hasan	Uttarakhand Rajasthan Himachal Pradesh Jammu & Kashmir and Ladakh Chandigarh & Punjab Delhi and Haryana Uttar Pradesh
17.	Collaboration with other Institutions Committee	Dean of Instructions Head DE, DESM, DESSH Head DEE Deputy Librarian Headmaster DMS Sh. Shailesh Agarwal	Chairperson Members Convener Member Member Co-convener
18.	Population Education Cell	Head DE Dr. Meenakshi Meena Dr. A.K. Gupta Dr. O.P. Meena HM, DMS Sh. Sartaj Singh, DMS Sh. Devendra Kumar Yadav, DMS Ms. Neha Verma, DMS	Chairperson Member Convener Member Member Member Member Member
19.	Extension Lectures Committee	Head DEE Sh. J.P. Narayan Dr. Muzammil Hasan Sh. Shailesh Agarwal	Chairperson Member Convener Co-convener

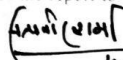
Infrastructure and Learning Resources			
20.	Green Audit, Greening of Campus, Swachhata, Campus Development, Beautification & Theme Park Maintenance Committee	Dean of Instructions Head DE/DESM/DESSH Head DEE Prof. B. Barthakur Prof. P.K. Chaurasia Chief Warden Dr. A.K. Gupta Dr. V.P. Arya Dr. O. P. Meena HM, DMS Administrative Officer Accounts Officer S.O. (C&W) Care taker Sh. Amit Kumar Awasthi, DMS Dr. Vineet Kumar Sharma	Chairperson Members Convener Member Member Member Member Member Member Member Member Co-Convener Member Member Member
21.	Planning, Development, Maintenance and Monitoring Infrastructure Committee for Institute's & School's Buildings, Hostels and Campus	Principal Dean of Instructions All Heads Prof. B. Barthakur Prof. P.K. Chaurasia Prof. K. Chandrasekhar Deputy Librarian Chief Warden I/c Guest House HM, DMS Administrative Officer Accounts Officer S.O. (C&W) I/c Physical Education Care Taker	Chairperson Member Members Member Member Member Member Member Member Member Member Convener Member Member
22.	Water Harvesting & Management Committee	Chief Warden Medical Officer HM, DMS Administrative Officer Accounts Officer SO (C&W) Caretaker	Chairperson Member Member Member Member Convener Co-convener
23.	Education Technology & ICT Cell	Head DE I/c ICT Dr. V.P. Arya Dr. Muzammil Hasan Sh. Love Srivastava, DMS SO (C&W) Sh. B.C. Kumawat Sh. Rajesh Sharma I/c Primary Section, DMS	Chairperson Convener Member Member Member Co-convener Member Member Member
24.	Committee for Purchases through GeM	Concerned Head Administrative Officer Accounts Officer SO (C&W)	Chairperson Member Member Convener
25.	Library Committee	Prof. B. Barthakur All Heads Dr. B.K. Jha	Chairperson Members Convener
26.	Printing & Publication Committee	Concerned Head HM Administrative Officer Accounts Officer SO (C&W) SO (Academic) SO (Estt.) Concerned Store Keeper	Chairperson Member Member Member Convener Member Member Co-convener
Students Support and Progression			
27.	Anti-Ragging Committee & Proctorial Board	Dean of Instructions All Heads Chief Warden Deputy Chief Warden All wardens Students' Advisor Joint Students' Advisors NCC officer	Chairperson Members Member Member Members Member Members Member

		I/c Physical Education SO (Academic Section) Security Supervisor	Member Convener Member
28.	Students' Grievance Redressal Committee	Dean of Instructions All Heads Chief Warden Deputy Chief Warden All wardens Students' Advisor Joint Students' Advisors NCC officer Dr. Patanjali Sharma I/c Physical Education SO (Academic Section) One nominated student each from B.A. B.Ed. IV year, B.Sc. B.Ed. IV year B.Ed. II year, M.Ed. II Year	Chairperson Members Member Member Members Member Members Member Convener Member Co-Convener Members
29.	Women's Cell & Committee Against Sexual Harassment (CASH)	Dr. Meenakshi Meena Dr. Bharti Prakash, Department of Zoology, SPC Govt. College Ajmer Dr. Sneh Sudha Dr. Priyanka Chaturvedi, DMS Legal Advisor Administrative Officer SO (Estt.) Ms. Champa Matai Sh. D.R. Yadav	Chairperson Member Member Member Member Member Convener Member Member
30.	Scholarship Committee	Dean of Instructions All Heads Dr. Albert Horo Students' Advisor NCC officer I/c Academic Section Dr. Patanjali Sharma I/c Physical Education Sh. Dinesh Chand Jangid	Chairperson Members Member Member Member Convener Member Member Co-Convener
31.	Students' Advisory Committee	Dr. A.K. Nainawat Dr. Meenakshi Meena Dr. V.P. Arya	Students' Advisor Jt. Students' Advisor Jt. Students' Advisor
32.	Inter-House Activity Committee	Vishveshvariya House Dr. Patanjali Sharma Dr. Rajiv Ranjan	House Advisors
		Bhabha House Dr. O.P. Meena Dr. Sneh Sudha	House Advisors
		Vivekanand House Dr. A.K. Gupta Dr. Mujammil Hasan	House Advisors
		Tagore House Dr. Rana Pratap Sh. J. P. Narayan	House Advisors
33.	Science & Mathematics Activities and Science & Mathematics Day Celebration Committee	Head DESM Prof. B. Barthakur Dr. V.P. Arya Dr. A.K. Gupta Sh. J.P. Narayan Dr. O.P. Meena Dr. Patanjali Sharma Sh. Babulal Mali, DMS Sh. Satyendra Verma, DMS	Chairperson Member Convener Member Member Member Member Member Member
34.	Cultural Committee	Prof. Ayushman Goswami Prof. P.C. Acharya Dr. Meenakshi Meena	Chairperson Member Convener
35.	Games & Sports Committee	Dr. Albert Horo Dr. A.K. Nainawat Dr. Vineet Kumar Sharma	Chairperson Member Convener
36.	Literary Activities Committee	Head, DESSH Prof. P.C. Acharya Dr. Ram Niwas	Chairperson Member Convener

37.	Placement Cell and Student Progression Cell	Dean of Instructions All Heads Dr. Albert Horo Dr. Ram Niwas Students' Advisor Joint Students' Advisors I/c Academic Section SO (Academic Section) Sh. Bhupinder Singh One nominated student each from B.A. B.Ed. IV year, B.Sc. B.Ed. IV year B.Ed. II year, M.Ed. II Year	Chairperson Members Member Member Convener Members Member Member Co-convener Members
38.	NSS Activities	Dr. Albert Horo Dr. Sneh Sudha Dr. Vineet Kumar Sharma Administrative Officer Accounts Officer Sh. Nirmal Kumar	Chairperson Convener Member Member Member Co-convener
39.	NCC Activities	Dr. A.K. Nainawat Administrative Officer Sh. Sanjay Singh Rawat, DMS Sh. Nirmal Kumar	Chairperson Member Convener Co-convener
40.	Alumni Engagement Committee	Dean of Instructions All Heads of Department Dr. Anand Kumar Arya Students' Advisor Joint Students' Advisors I/c Academic Section Sh. Shailesh Agarwal	Chairperson Members Convener Member Members Member Co-Convener
Governance, Leadership and Management			
41.	Institute Empowerment & Financial Management Committee	Principal Dean of Instructions All Heads HM AO ACO	Chairperson Convener Members Member Member Member
Institutional Values and Best Practices			
42.	Institutional Values & Social Responsibilities Committee	Principal Dean of Instructions All Heads All Professors	Chairperson Convener Members Members
43.	Best Practices & Institutional Distinctiveness Committee	Dean of Instructions All Heads All Professors	Convener Members Members
44.	Hindi Cell	Dr. Ram Niwas Dr. Sneh Sudha Sh. Guman Singh, DMS Sh. Hariom Sharma, DMS Ms. Neelam Bhadhauria, DMS Sh. Manish Kalwani	Chairperson Convener Member Member Member Co-convener
45.	Minority Cell	Dr. Albert Horo Dr. Muzammil Hasan Sh. Sartaj Singh, DMS	Chairperson Convener Member
46.	Inclusive Education and Guidance & Counseling, Manodarpan Cell	Prof. K. Chandrasekhar Prof. P.C. Acharya Dr. Meenakshi Meena Dr. Rana Pratap Dr. Muzammil Hasan Dr. Rajiv Ranjan HM, DMS Ms. Kumari Meera Sinha I/c Primary Section, DMS	Chairperson Member Member Member Member Convener Member Member Member
47.	Newsletter/Institute Magazine Committee	Dr. A.K. Arya Dr. Ram Niwas Students' Advisor Dr. Sneh Sudha Sh. Hariom Sharma, DMS Sh. Guman Singh, DMS Ms. Gayatri Jagatyani, DMS Ms. Neelam Bhadhauria, DMS Sh. Deepak Kumar, DMS I/c Primary Section, DMS	Convener Member Member Member Member Member Member Member Member Member

48.	Samagra Shiksha Cell	Prof. K. Chandrasekhar Dr. Albert Horo Dr. Rana Pratap Dr. Rajiv Ranjan Sh. Magan Lal Meena, DMS Ms. Neha Verma, DMS Ms. Monika Saini, DMS Ms. Neha Sharma, DMS	Nodal Officer Member Member Member Member Member Member
49.	Working with Community Committee	Dean of Instructions	Chairperson
		Dr. Albert Horo Dr. Muzammil Hasan Dr. Sneha Sudha	Member Convener (B.A. B.Ed.) Member
		Dr. O. P. Meena Dr. Rana Pratap Dr. Patanjali Sharma	Convener (B.Sc. B.Ed.) Member Member
		Dr. Meenakshi Meena Dr. Muzammil Hasan Dr. Rajiv Ranjan	Convener (B.Ed.) Member Member
50.	Legal Cell	Administrative Officer Legal Advisor S.O. (C&W) S.O.(Estt.) Security Supervisor Dealing Clerk	Chairperson Member Member Convener Member Member
In-charges of various sections/labs etc.			
	Mathematics	Prof. P.K. Chaurasia	
	Botany	Prof. B. Barthakur	
	ICT (Audio-Video Studio, e-Learning Centre & Computer Lab)	Prof. R.B. Pareek	
	Guest House	Head DEE	
	Geography & Language Lab	Dr. Albert Horo	
	Chemistry	Dr. A.K. Nainawat	
	Electrical Lab and Innovation Hub	Dr. V. P. Arya	
	Zoology	Dr. A.K. Gupta	
	Physics	Dr. Rana Pratap	
	Psychology Lab	Dr. Rajeev Ranjan	
	Academic Section	Dr. R.K. Sharma	
	Physical Education	Dr. Vineet Kumar Sharma	

Chairpersons/conveners/co-conveners/members of different committees are requested to forward a copy of the report to Coordinator IQAC immediately after completion of their respective activities.


 4.7.2023
 Principal & Chairperson IQAC

Copy to the following for information/necessary action:

- Dean of Instructions
- All Heads of Department – for circulation amongst all faculty members of respective Department
- Chairpersons, Conveners of all the committees and all individual concerned.
- Chief Warden /Deputy Librarian/Wardens/Students' Advisor / Joint Students' Advisors
- Dr. Bharti Prakash, Department of Zoology, SPC Govt. College Ajmer
- HM DM School, I/c Primary Section, DM School
- Medical Officer, Administrative Officer, Accounts Officer, APC (P)
- SO (Academic C&W and Estt. Sections)
- S.O (Estt.) for circulation and e-mail to all concerned.
- Security Supervisor
- Dispatch Clerk, Establishment Section (to send this notice by e-mail to all concerned)
- IQAC file.
- Guard File