**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.**

HBNI is a Grant-in-aid Institute (GIA) of the DAE. HBNI integrates and regulates the academic activities carried out under 4 DAE units and seven GIAs. Each of these institutions is an organisation of high repute, and most of these have been established well before the formation of HBNI. To provide a high level of autonomy to these institutions to pursue their mandates, and at the same time to ensure adherence to common academic policies, a unique organisational structure has been devised by DAE.

The apex body that oversees the functions of HBNI and provides overall guidance and directions, particularly in the domain of administration and finance is the Council of Management, headed by Secretary, DAE. This body ensures that the intent of formation of HBNI, and its adherence to Government guidelines and procedures, are ensured. To aid the Council of Management in the finance matters, a Finance Committee has been constituted, which is responsible for the budget of the institute and preparation of annual accounts, for submission to the Council of Management and thereafter to the Government.

The Academic Council, chaired by the Vice Chancellor, is the principal academic body of the Institute and is responsible for the maintenance of standards of teaching, research and training, approval of syllabus, according recognition to faculty, co-ordination of research activities, examinations and tests within the Institute. The Directors of all the Constituent Institutions and Off-campus Centre are members of this body, which ensures that the academic programs of HBNI have uniform and high standards.

The Planning & Monitoring Board is the main planning body of the Institute and is responsible for the monitoring of the development programmes of the Institute.

Board of Studies have been constituted for each major discipline to oversee various processes in the design and conduct of the academic programs. The BoS have members drawn from all CIs/OCC to ensure uniform implementation of academic policies.

The Vice Chancellor, Dean and Registrar are recruited as per recruitment rules specifically approved by Government. The other officers of HBNI are on the rolls of BARC and are given suitable designations to carry out HBNI functions. The service rules of the Government apply to these officers.

In general, the Rules/Regulations of the Government and clarifications issued by Government under these Rules from time to time are applicable to all the employees serving HBNI. These include tenure of service, promotion policies, Pay and allowances, pension rules, accommodation, leave rules, etc. The CCS (Conduct) Rules and CCS (CCA) Rules and the Govt. of India Orders/OMs/Clarifications issued under these Rules will be applicable to the employees of HBNI.

For addressing and redressal of grievance of students, a Grievance Redressal Committee exists in each of the CIs/OCC and also at the Institute level. A women’s cell has also been constituted at the CI level as well as Institute level.

The unique administrative and academic structure of HBNI has aided in its smooth functioning and promoted excellence in every sphere of its activities.