

Process for Defining the Vision and Mission of the Department

The steps followed for defining the Vision and Mission of the department are given below:

Step	Description
Step 1	A need-based committee is established by the HOD on receiving the notice from the Director to revise the Vision and Mission statements of the department.
Step 2	The committee prepares the draft version of the department's Vision and Mission. The committee carefully considers the Vision and Mission statements of the Institute while proposing the statements for the department.
Step 3	The Vision and Mission statements are then circulated and distributed among the stakeholders.
Step 4	As per the feedback received from the various stakeholders, the Vision and Mission statements are updated.
Step 5	The revised Vision and Mission of the Department are sent to the HOD, Dean and Director, for subsequent approval.
Step 6	Once approved by the HOD, Dean and Director, the final Vision and Mission statements are forwarded to the Governing Body for approval.
Step 7	Upon receiving the Governing Body's approval, the final Vision and Mission statements of the department are published and disseminated.

The flow diagram for the process of defining the Vision and Mission of the department is depicted below in Figure 1:

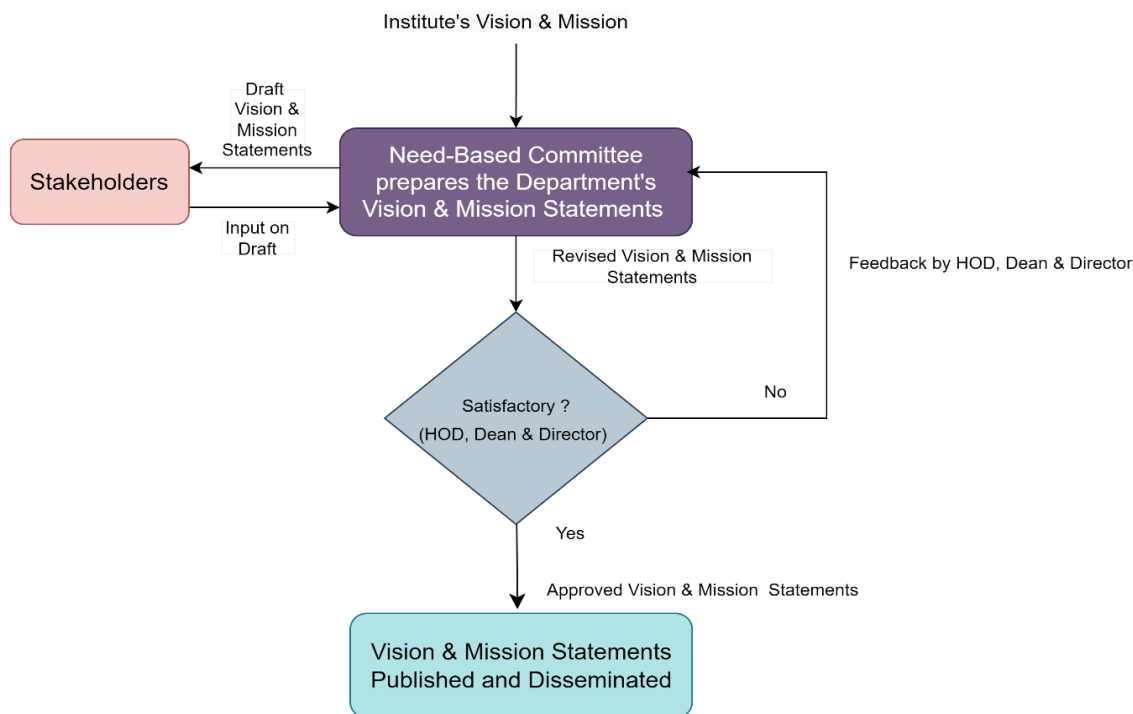


Figure 1: The flow diagram for the process of defining the Vision& Mission of the Department