

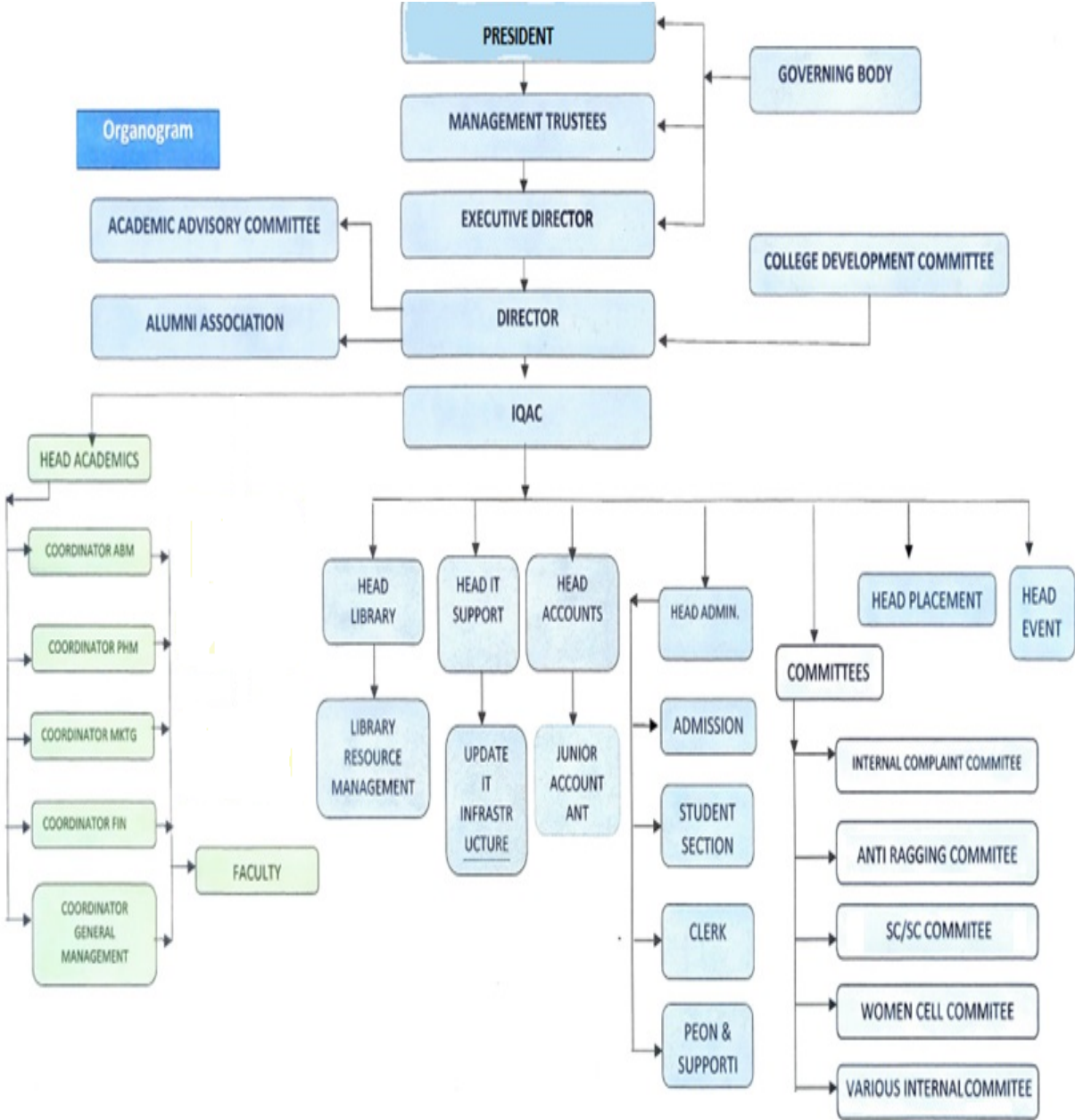


Criterion 6- Governance, Leadership and Management

Index Criteria-6 - 6.2.2

Sr. No.	Particular	Page No.
1	Organogram	2
2	Functions of Key Administrative Positions	3

Organogram



Functions of Key Administrative Positions:

POSITION	FUNCTION
GOVERNING BODY	<ul style="list-style-type: none">● Review academic and other related activities of the College● Consider new programs of study for approval of AICTE● Consider recommendations of the Principal regarding Promotions● Ratify Selections / appointments /medals and prizes● Pass Annual Budget of the College● Annual University affiliation
PRESIDENT	<ul style="list-style-type: none">● Looks after the Administration, development of education, growth & expansion of the institution.● He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.● He coordinates between the sponsoring Society, College Management and the other systems of the college.

<p style="text-align: center;">DIRECTOR</p>	<ul style="list-style-type: none"> ● To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. ● To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university ● To conduct internal, end and other examinations ● To initiate all the developmental activities, monitor the progress and report to the Governing Body ● To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year. ● To ensure the preparation of reports on various activities and also the annual report of SNTI ● To become responsible for the general amenities and arrangements for students and employees of SNTI
<p style="text-align: center;">COMMITTEES</p>	<ul style="list-style-type: none"> ● Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members. ● Committee In charge will look after the committees program and operation. ● These committees at college level assist the HODs in the

	<p>discharge of their duties and smooth functioning of the college.</p> <ul style="list-style-type: none"> ● These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department. ● Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management
<p style="text-align: center;">HEAD OF THE DEPARTMENT</p>	<ul style="list-style-type: none"> ● Department HOD prepares departmental workload as per the SPPU syllabus, Allocation of workload in prescribed formats. Coordinating with the library committee & Prepare, update and standardize the student Handbook / Lab manuals. ● Collect & Verify the course material to certify ● Coordinate with Library committee, Time Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams. ● Preparation of list of weak students in each class and conduct bridge classes, slip tests. ● Analysis results to conduct Remedial classes for failure students.

- | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">● Ensuring to arrange Club activities and Guest lectures, workshop & seminars.● Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books..etc |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|