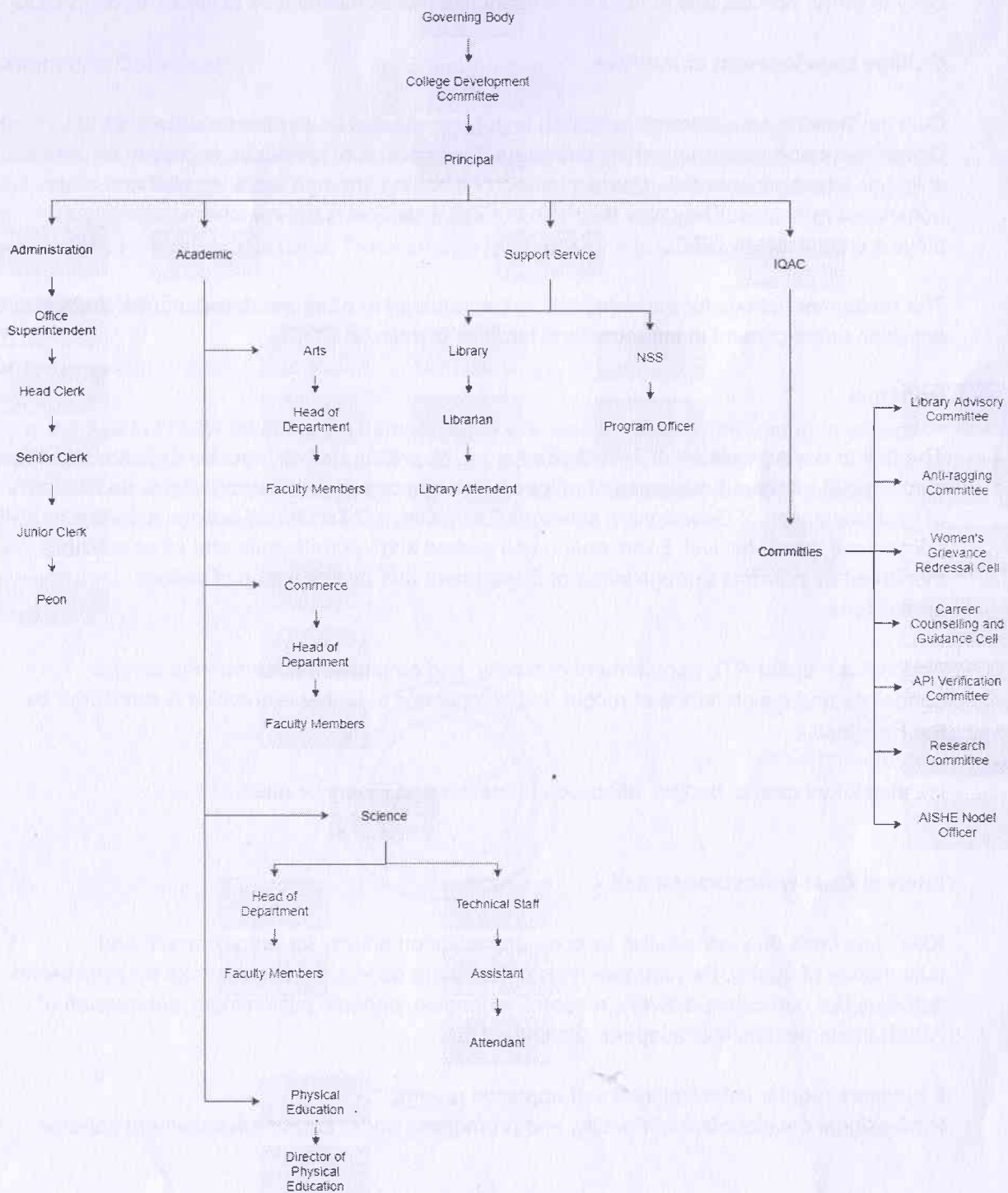


Shikshan Prasarak Mandal's
S. P. M Science and Gilani Arts Commerce College
Ghatanji Dist. Yavatmal
Affiliated to SGB Amravati University Amravati

ORGANOGRAM



S. P. M Science and Gilani Arts Commerce College
Ghatanji Dist Yavatmal

Organizational Structure

Shikshan Prasarak Mandal Management

The institution is run by management of Shikshan Prasarak mandal which has its Governing body to frame policies and monitors the academic and administrative activities through CDC

College Development committee

College Development Committee (CDC) is duly constituted as per the provisions of Government and parent university directions. It comprises of president, secretary of shikshan Prasarak, mandal, representatives of teaching and non teaching staff and other nominated members. They play their role in CDC. Principal is the member - secretary and plays a crucial role in CDC..

The recommendations for improvement, upgradation of existing academic, administrative activities enhancement in infrastructural facilities is made in CDC.

Principal

The day to day administration is looked after by the principal of college. He ensures smooth, efficient and effective functioning of office as well as academic departments. He takes care of implementation of Government schemes Extension, academic and cultural activities, admissions, youth festival, Examination and games and sports events and other activities monitored by principal through Head of Department and by Formation of various committees.

Applications under RTI, appointment of faculty, and employees adherence to service conditions and maintenance of record and compliance to higher authorities is monitored by the Principal.

He also takes care of budget, allocation, utilisation and Financial audit.

Internal Quality Assurance cell -

IQAC has been duly constituted as post- accreditation activity for enhancement and sustenance of quality. Regular meetings of IQAC are conducted to undertake measures and activities like curriculum delivery, research extension, periodic assessment, submission of AQAR implementation of academic calendars etc...

It monitors regular submission of self appraisal reports
Professional development of Faculty, and promotions under career advancement scheme

Head of Department

The head of department ensure the preparation of annual teaching plan, as per academic calendar. He monitors academic, remedial and research activities of department. He ensures department's participation in academic, extension and cultural activities.

Head of concern department ensures transparent implementation of internal assessment scheme and gives feedback to the head of institution.

Committee Coordinator


Head of the Institution constitutes various committees under his Chairmanship. The coordinator / Incharge of committees for admission, youth festival games & sports Cultural and extension activities ensure proper implementation of the activity. Specific committees like anti-ragging committee, women's grievance redressal cell, student counselling and guidance cell are duly constituted. The Incharge looks after the task assigned.

Nodal officer takes care of online data submission for AISHE

Office Superintendent

He is the head of Non- Teaching staff and ensures effective & efficient functioning of various sections of office. He monitors the enrollment, scholarships office compliance & correspondance with Govt. & university authority as per the instructions of the Principal. He is responsible for maintenance of office records.




Principal
S.P.M. Science & Gilani
Art Commerce College Ghatanji