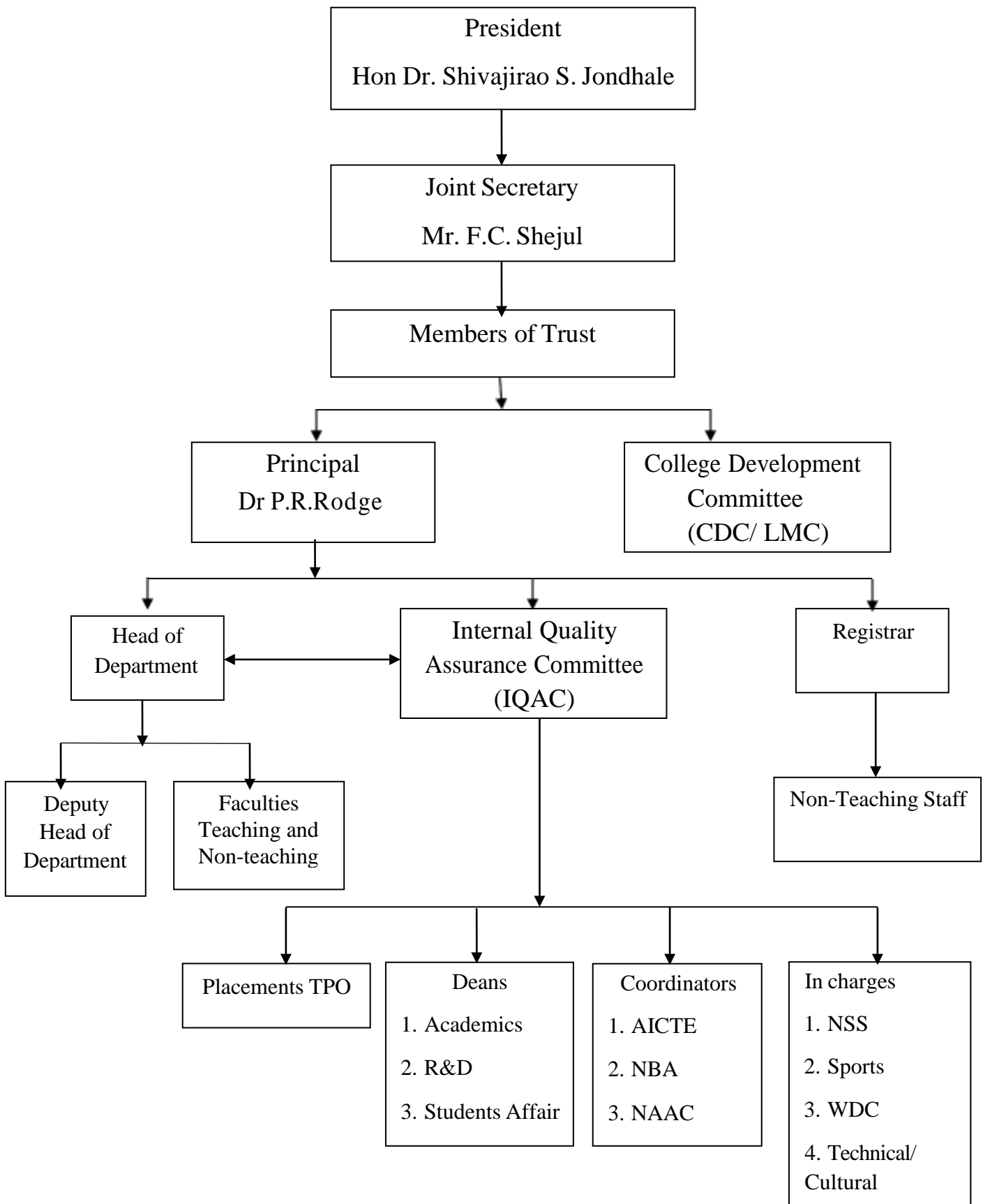


Organogram of the Institute



The institute has the various functioning bodies which look through the policies, administrative setup, appointment and service rules, and procedures effectively.

Functions and responsibilities of:

1. President:

- The Institute President is typically responsible to a governing board for the successful operation of the Institution.
 - The President gains the full trust and support of their boards, which allows them to establish and carry out a vision for the Institution.
 - The President must identify and be attentive to the strengths and weaknesses of the Institution
-
- The President is voice for the vision

2. Principal:

- The Principal is part of Administrative Team whose function is to support and assist the faculties and students in meeting the vision by the crafted mission of the institution
- Being an Liaison officer the aim of the Principal is to provide Academics leadership, direction and co-ordination within and outside the Institute
- The main focus should be to develop and maintain effective Educational program within the institute and to promote the improvement of teaching and learning
- The Principal shall strive to create an organization with a climate which fosters student and teachers growth.

3.Head of Department:

- The Prime role of Head of Department is to provide strong Academic Leadership
- The Head of Department is responsible and accountable for setting and advancing the academic strategy of Department in line with Faculty
- Head of Department must develop and sustain appropriate structure for Laboratory development, consultation, decision making and communication
- Head of Department ensures that all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring of all resources.

4.Registrar:

- A Registrar shall be the custodian of the records of the Institute/College as the higher authority assigned to him.
- A Registrar shall be directly responsible to the Principal of the College for the proper discharge of his duties.
- The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; builds secure student data files.
- He functions with the instructions given by the Head of the Institute and perform other duties as may be assigned to him.

5.Training and Placement Officer:

- Invite industry and prospective employers to organize campus interviews.
- Develop communication abilities by making students participating in GD's, mock interviews, also TPO enhance their technical skills by conducting Aptitude test.
- TPO prepare students for successful performance in competitive examinations like GATE, GMAT, GRE, and TOFEL.
- Training and Placement officer (TPO) emphasis in giving motivational skills, communication skills, interpersonal, leadership qualities, group discussions and interview techniques.

6.Deans:

Deans are appointed for Academics, Student Affairs and Research & Development. The Deans are liable for smooth functioning of the activities for which they are responsible.

7.Co-ordinators:

The AICTE, NBA and NAAC Co-ordinators, co-ordinates among the Principal and Department for the activities assigned to them.

8.In-charges:

The Institute has appointed In-charges for Examination, NSS, Sports, Cultural, Technical Events and Women's Development Cell