

ORGANOGRAM OF THE INSTITUTION

Management Committee

President → Secretary



Principal

Co-ordination Committee



COMMITTEES AND THEIR RESPONSIBILITIES

1. **Co-ordination committee** : Takes care of Academic calendar and coordinates with all the committees.
2. **Admission** : Takes care of online admission and completion of all formalities.
3. **Time Table** : Preparation of institutional time table with proper utilization of infrastructure.
4. **Infrastructure and Maintenance** : Takes care of requirement for augmentation and maintenance in the campus.
5. **Discipline** : Maintains discipline in the campus.
6. **Purchase** : Procures requirements submitted by the departments.
7. **Library** : Obtains list of books etc. from faculty members and takes care of library facilities.
8. **GRC and Anti-ragging** : Looks after the grievances of all stakeholders and checks ragging activities.
9. **Internal Examination** : Takes care of preparation of two term examinations.
10. **Wall Magazine** : Maintaining, keeping record and changing the articles timely.
11. **Open Air Session** : Supervises and takes care of cultural and sports activities in open air session.
12. **Guidance & Counselling cell** : Guides, counsels and resolves students' problems in the campus.

TO CONDUCT OPEN AIR SESSION, EIGHT HOUSES CONSTITUTED ARE:

Houses 1. Saraswati sadan 2. Radhakrishna Sadan 3. Rani Laxmi Bai Sadan 4. Maa Durga Sadan

HOUSE ACTIVITIES ARE TAKEN CARE OF BY RESPECTIVE HOUSE CAPTAINS AND VICE-CAPTAINS.