



Nanded Education Society's

**N.E.S. SCIENCE COLLEGE,
NANDED**

Affiliated with S.R.T.M. University, Nanded

Re-accredited with 'A' Grade by NAAC with CPGA 3.38,

CPE Status,

Recipient of DST-FIST & Best College Award

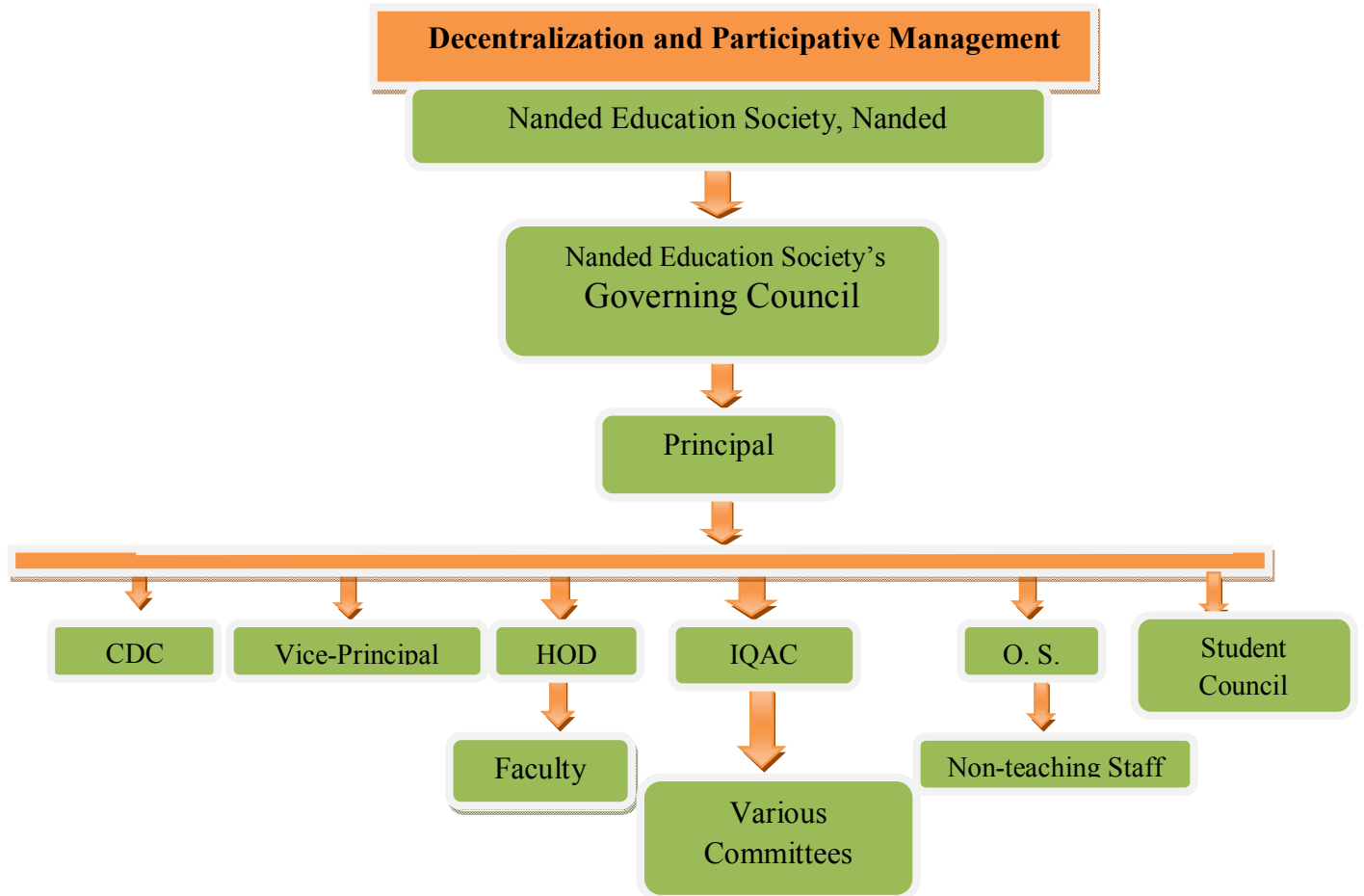
Website: <http://www.sciencecollegenanded.org/>

Institutional Organogram

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- 1) **Governing Council:** The governing council appoints the Principal for administration of the college. It takes part in financial, academic and administrative decisions and conducts regular meetings for policy and decision making.
- 2) **College Development Committee (CDC):** College development committee participates in financial, academic and administrative decisions. It empowers college administration by contributing in formation of policies and procedures and takes part in decision making.
- 3) **Principal:** The Principal of college is an administrator and employer of the teaching and non-teaching staff as well as Chairman of the IQAC. He takes financial, academic and administrative decisions Governing Council, IQAC, Teaching and non-teaching staff.
- 4) **Vice-Principal:** Vice- Principal supports Principal for decentralization of administration.
- 5) **Head of the Department:** Head of the departments manages controls the departmental activities like time-table preparation, workload distribution, as per the directives of the Principal.
- 6) **Convener of Committee:** The different committees are constituted by the Principal, Vice Principal, IQAC Coordinator and staff secretary of the college for smooth functioning of college. The convener of the respective committee conducts the meetings and performs various activities according to guidelines provided by the Principal.
- 7) **Office Superintendent:** Office Superintendent administers and monitors the official activities related to students and staff. It helps the stakeholders for financial and academic matters.
- 8) **Non-teaching Staff Level:** Non teaching staff is represented in College Development Committee as well as in the IQAC. The college also helps the non-teaching staff to improve their skill to perform better and also promote participative management.
- 9) **Students Level:** Students are selected on different committees of college with the help of respective committee Conveners. These students involve in Cultural, Literary, Students' welfare, and Science Association activities. They also help to organize Lecture series and Remedial coaching, Anti-ragging, etc.

Organogram of the Institution



College Committees

- | | |
|-----------------------------------------------|-------------------------------------------------------|
| 1. Internal Quality Assurance Cell | 25. Prize Distribution Committee |
| 2. Admission Committee | 26. Tutor-Ward Committee |
| 3. Time-Table committee | 27. College Magazine Committee |
| 4. UGC Committee | 28. N.S.S. Committee |
| 5. NET/SET/GATE Committee | 29. N.C.C. Committee |
| 6. Research Committee | 30. Internet Resource Centre Committee |
| 7. College Exam Committee | 31. Anti-Raging Committee |
| 8. Consultancy Committee | 32. Infrastructure Maintenance Committee |
| 9. Attendance Committee | 33. Purchase Committee |
| 10. Students Progression Committee | 34. Website Committee |
| 11. Staff and Students Welfare Committee | 35. Students Feedback Committee |
| 12. Library Committee | 36. Environmental Project Committee |
| 13. Health Committee | 37. Campus Development Committee |
| 14. Remedial Coaching Committee | 38. Eco-Friendly Activities and Green Audit Committee |
| 15. Sports Committee | 39. Scholarship Committee |
| 16. Career Guidance and Placement Cell | 40. Canteen Committee |
| 17. Alumni Association Committee | 41. Grievances and Redressal Cell |
| 18. Women's Grievances Committee | 42. Result Analysis Committee |
| 19. Teacher- Parent Committee | 43. Womens Hostel Committee |
| 20. Science Association | 44. Earn and learn committee |
| 21. Cultural Activity Committee | 45. Discipline Committee |
| 22. Debate and Literary Association Committee | |
| 23. Girls Activity Committee | |
| 24. Publicity Committee | |

College Development Committee:

MAHARASHTRA ACT No. VI OF 2017 (First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

(13) "College Development Committee" means the College Development Committee constituted under section 97 of this Act;

Section 97

1. There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely:-
 - **Chairperson** of the management or his nominee ex-officio Chairperson;
 - **Secretary** the management or his nominee;
 - **one head of department**, to be nominated by the principal or the head of the institution;
 - **three teachers in the college** or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
 - **one non-teaching employee**, elected by regular non-teaching staff from amongst themselves
 - **four local members**, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
 - **Co-coordinator**, Internal Quality Assurance Committee of the college;
 - **President and Secretary** of the College Students' Council;
 - **Principal** of the college or head of the institution - Member - Secretary.
2. The College Development Committee shall meet at **least four times in a year**.
3. Elected and Nominated members shall have a **term of five years** from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
4. **The College Development Committee shall,-**
 - prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
 - decide about the overall teaching programmes or annual calendar of the college;
 - recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
 - take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
 - make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

- make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;
- make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;
- prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- make recommendations regarding the students' and employees' welfare activities in the college or institution ;
- discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- frame suitable admissions procedure for different programmes by following the statutory norms ;
- plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- Recommend the distribution of different prizes, medals and awards to the students.
- prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Functions of the IQAC (as given by NAAC)

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution
- Dissemination of information on various quality parameters of higher education
- Organization of workshops and seminars on quality related themes and promotion of quality circles
- Documentation of various programmes / activities leading to quality improvement
- Acting as a nodal agency of the institution for quality-related activities
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Duties and Responsibilities of Superintendent Working in a College

The Superintendent is head of the office and controls the functioning of assistants working under him. The duties and responsibilities of superintendent working in a college are as follows.

- He directs the Principal with correct and latest rule position on the subject and Assist them in taking correct decision.
- He supervises the movement of files going to the Principal and back from them.
- He allocates current numbers to each and every paper received by him.
- He observes that the assistants, working under him are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
- The Superintendent supervises the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He helps the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.
- He conducts the Principal in the operation of the Government budget, special fee collection and the funds and grants received from any other agency.
- He assists the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- He manages the maintenance of all records pertaining to accounts, stocks, cash books, etc.,
- The superintendent remains present at to the inspection parties and audit parties visiting the college and helps the principal interviewing them every month and sending replies to the commissioner.
- The superintendent supervises the reconciliation of accounts from the treasury and the banks.