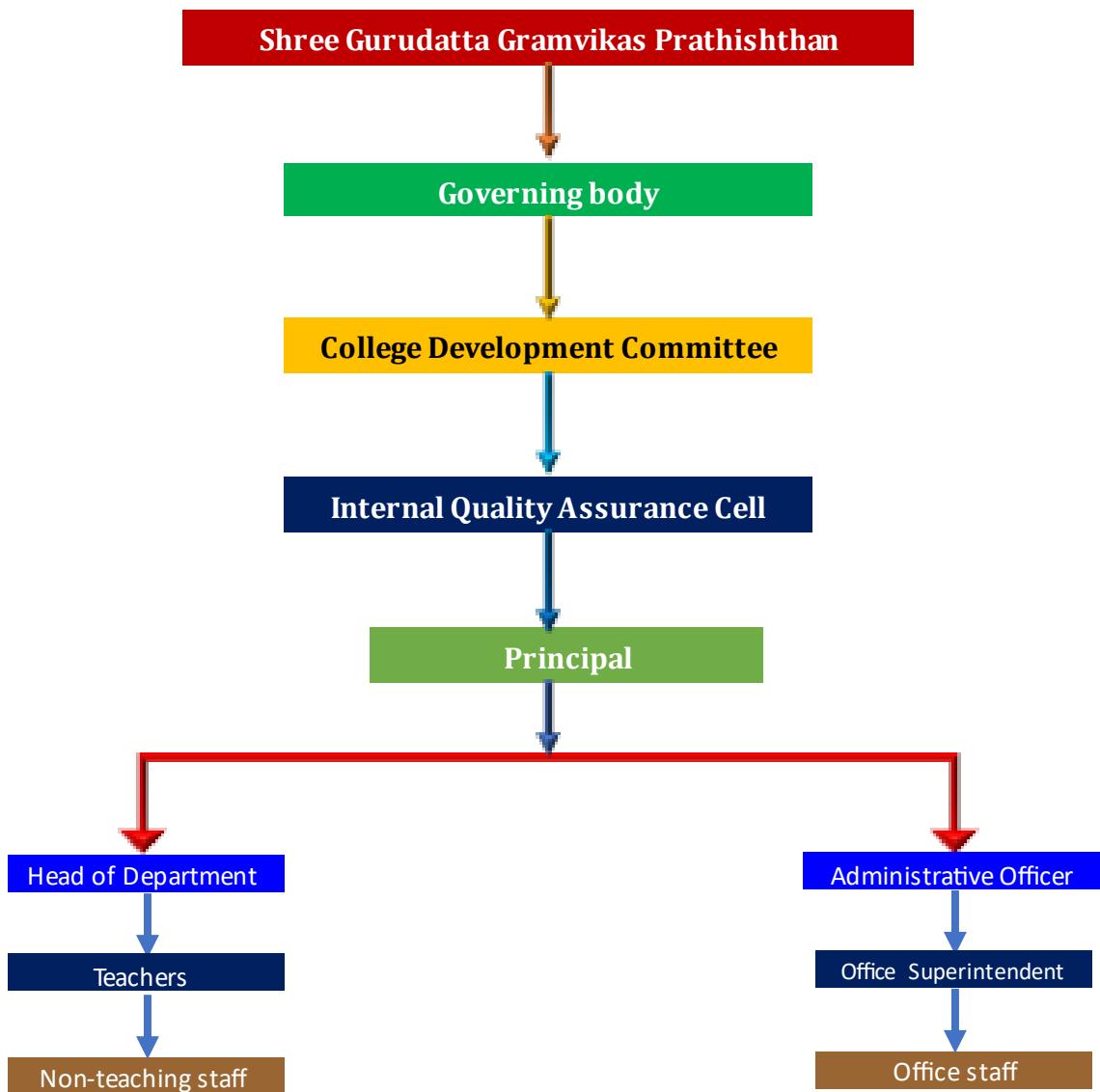


**Shree Gurudatta Gramvikas Prathishtha's
JIJAMATA SENIOR COLLEGE
Jategaon Bk., Tal. Shirur, Dist. Pune 412208**

Organogram



Shree Gurudatta Gramvikas Pratisthan

Jijamata Senior College, Jategaon BkII, Tal- Shirur, Dist-Pune is established by Shree Gurudatta Gramvikas Pratisthan in the year 2008 with motto तपस्यः सर्वही साध्यम् means “Austerity is Possible”.

Vision:

To become an reputed institute in Technical, Professional & Value based education. To provide well balanced affordable quality education & provide opportunities for students to realize their full potential & identify hidden & talents & mould them into future leaders, Entrepreneurs, knowledgeable, Enlighten & responsible citizen to build a strong India.

Mission:

- I) To lead the students of mofussil area from darkness to light
- II) To provide high quality compassionate & comprehensives education.
- III) To equip with latest technologies to be globally competitive professionals.
- IV) To upgrade skills of students to Universal standards through significant industry involvement
- V) To prepare youth for a productive adulthood through Entrepreneurship technology & Life skills education.

Administration of the college

Management:

The management consists of

- (1) President
- (2) Vice president
- (3) Treasurer
- (4) Secretary
- (5) Members

Role of management:

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff.
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (e) Assessment of requirement of new programs to be started.



Local Administration of the college is as follows:

College Development Committee:

The College Development Committee was constituted as per Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of the Shree Gurudatta Gramvikas Prathisthan. The following are the members of CDC:

- (a) Chairperson of the management or his nominee ex-officio Chairperson;
- (b) Secretary of the management or his nominee;
- (c) One head of department, to be nominated by the Principal
- (d) Three teachers in the college, elected by the faculty members out of whom at least one shall be woman;
- (e) One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) 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;
- (g) Co-coordinator, Internal Quality Assurance Committee of the college;
- (h) President and Secretary of the College Students' Council;

Functions of College Development Committee:

- (1) Prepare an overall comprehensive development plan of the college for academic, administrative and infrastructural growth.
- (2) Decide about the overall teaching programmes or annual calendar of the college;
- (3) Recommendation to the management about introducing new academic courses;
- (4) Take review of audit and finance of the college;
- (5) Recommendations to the management to encourage the use ICT in teaching and learning process;
- (6) Recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- (7) Prepare the annual financial estimates (budget) and financial statements of the college.
- (8) Recommendations regarding the students' and employees' welfare activities in the college or institution;
- (9) Discussion on Internal Quality Assurance Committee functions and make suitable recommendations;

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- (10) Frame suitable admissions procedure for different programmes by following the statutory norms
 - (11) Planning of major annual events in the college, such as annual day, sports events, cultural events, etc.;
 - (12) Discussion and recommendation regarding the discipline, safety and security issues of the college or institution;

Internal Quality Assurance Cell:

The Internal Quality Assurance Committee in the university is constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

- The IQAC is responsible for the
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Dissemination of information on the various quality parameters of higher education
- Quality improvement in the teaching and learning process
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Principal:

The Principal of the college is the head of the institution and always caters to offer essential direction to the system. Role of the principal is as follows:

- Admission process and maintenance of discipline in the College.
- Implement decision of management and college development committee
- Correspondence with government, university, management and other bodies
- Formation of different committees for different activities in the college
- Receipts, expenditures and maintenance of accounts and reporting to the Management and College Development Committee.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.

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- Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
 - Supervision of the College and Examinations and related work.
 - Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
 - Safe-guard the interests of teachers/non-teaching staff members and the management.
 - Any other work relating to the College as may be assigned to him by the management from time to time.

Head of the Departments:

The Heads of the departments act as frontrunners of their departments. They monitor activities of the departments and report directly to the

Principal:

- They are responsible for the overall management of the department(s).
- Manage the day-to-day functioning of the department.
- Propose and administer the development of new courses
- Organize the periodic review of courses.
- Coordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- Monitoring CO-PO attainment and mentoring of students

Librarian:

The College Librarian ensures the monitoring of the following functions of the college Library.

- Prepare budget for purchase of books and journals for each department as per the norms and forward to the principal and management
- Purchase books and journals
- Ensure cataloguing, assembling and indexing databases of library materials, helping
- students and the staff to locate the information that they need.
- Monitoring the Book Bank Scheme.

Physical Director:

The Physical Director has the following responsibilities for the Sports and the Gymkhana section

- Training students for various sports and forming teams.
- Monitoring students' coaching, ground preparation, purchasing sports material and scheduling of the games.

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- Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
 - Planning for the participation of students at university/regional/state/national level sports events.
 - Organizing Annual Sports Day at the End of the Academic year.

College Committees:

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees monitoring and governing various activities: -

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Time table Committee
- 3) Students Grievances Redressal Cell
- 4) Campus Discipline Committee
- 5) Library Committee
- 6) Examination Committee
- 7) N.S. S Committee
- 8) Gymkhana Committee
- 9) Cultural Activities Committee
- 10) Student Welfare Committee
- 11) Anti-harassment committee for women.
- 12) Committee for Protection of interests of other backward.
- 13) Competitive exam.

Administrative Officer:

The AO has following responsibilities:

- Coordination of administrative work in office; Student admission, registration, examinations, student records.
- Records (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline.
- Management of the administrative staff within the college. All the administrative staff such as office superintendent, head clerk, senior clerks, junior clerks, etc. work under the supervision of the Administrative and complete their tasks.

Office Superintendent:

The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.



Administrative Staff :

Administrative Staff comprises of Head clerk, Senior clerk, Junior clerks and manual staff who works under the guidance of the office superintendent and the Registrar.