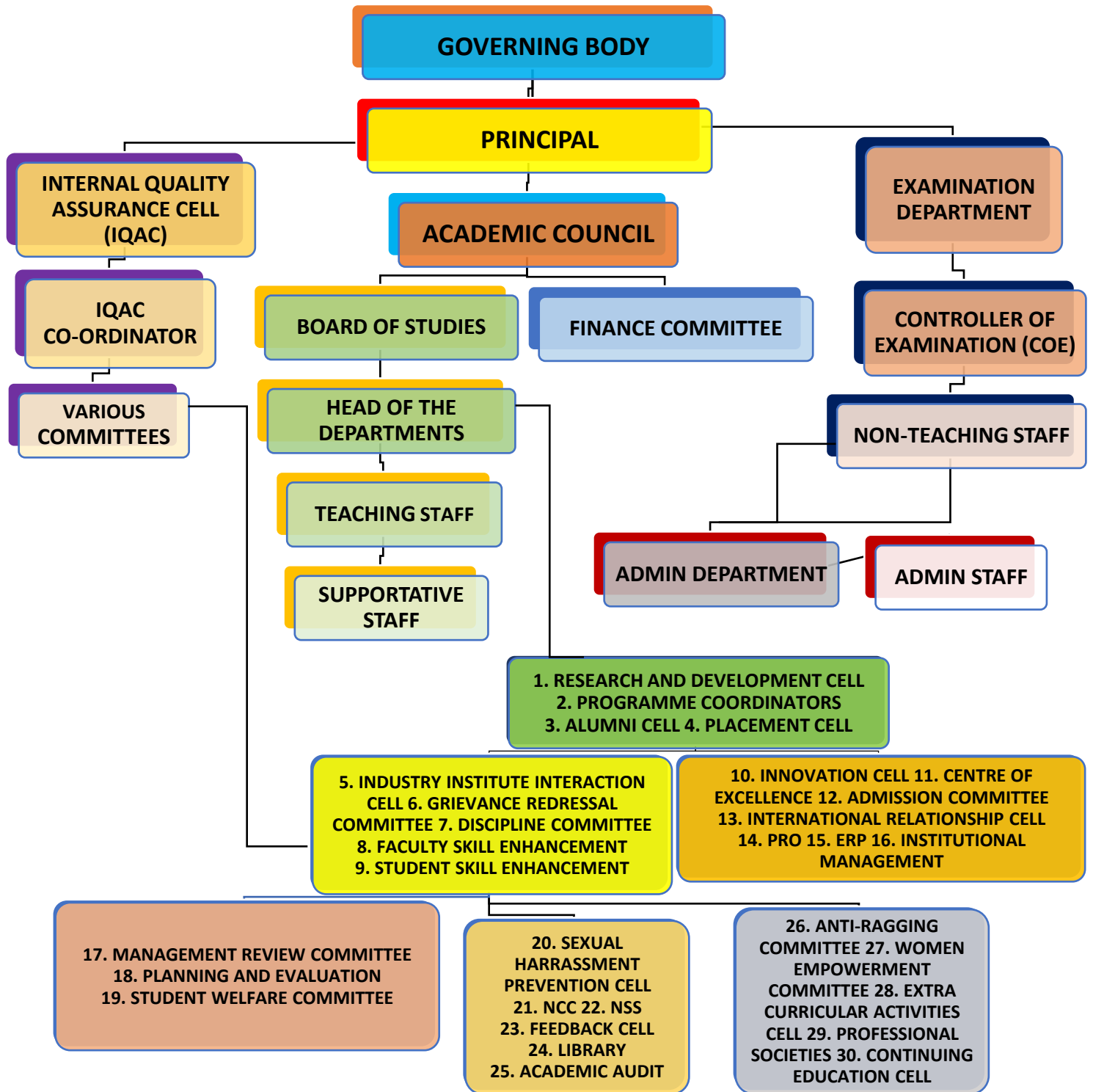




# N S PATEL ARTS (AUTONOMOUS) COLLEGE, ANAND ORGANOGRAM



NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)

**N S PATEL ARTS (AUTONOMOUS) COLLEGE,  
ANAND**

Awarded status of "College with Potential for Excellence" by UGC Phase II

The First Arts Autonomous College of Gujarat

Managed by Sardar Patel Education Trust

Affiliated to Sardar Patel University, Vallabh Vidyanagar

**ORGANOGRAM OF THE**  
**INSTITUTE**

**YEAR: 2021-22**

## DESCRIPTION OF ORGANOGRAM

- **Governing Body:** The Governing Body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies and deliberates on the academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.
- **Principal:** The role of a principal is to provide strategic direction in the college. Principal looks into the standardization of curricula, assess teaching methods, monitor student progress and achievement, encourage parent involvement, revise policies and procedures, administer the budget, hire and evaluate staff and oversee facilities with the help of the senior faculty who are delegated with roles and responsibilities.
- **Academic Council:** The Academic Council is Academic body of the Institute is responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws. The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.
- **Finance Committee:** The finance committee is entrusted with protecting and renewing the institution's resources and assisting the board fulfilling its financial responsibilities. The committee ensures that the resources (human, material, information and financial) are secured, appropriately allocated and adequately protected and it is also responsible for supervision of the financial resources for academic & infrastructural facilities, student support, administrative and welfare activities. The committee reviews and prepares budget proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval.
- **Board of Studies:** The Board of Studies (**BoS**) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various

programmes / courses, reviewing and updating the content from time to time, introducing new programmes / courses of study etc. It reviews and revises the curriculum and matters related to academics. The recommendations are forwarded to the academic council for approval.

- **IQAC:** N S Patel Arts (Autonomous) College's aims at continuous enhancement and sustenance of quality in education. The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution in 2007, for monitoring the quality parameters in the college. Every year, the college submits an Annual Quality Assurance Report to NAAC. The committee was formulated on the basis of the recommendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way. The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. She/he is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.
- **Examination Department:** The Examination Branch of the college is headed by a Controller of Examinations. It works with the help of Senior Supervisors, Computer Programmers and Office Assistants. The Examination Branch conducts the Examinations, declares the results and issues the relevant certificates to the student. It also maintains personal and academic record of all the students admitted to various programmes. The Branch carries its activities keeping in view the guidelines recommended by UGC/ Parent University from time to time. The students are governed by the rules and regulations framed by the Examination Branch of and constantly disseminates examination related information and addresses student grievances promptly. The Examination committee shall conduct the internal and external examinations. They are responsible for preparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the examinations. Any decisions concerning the smooth conduction of examinations are done in consultation with the principal.

- **Controller of Examination:** The Controller of Examinations of the college is the Officer in- charge of all examination related affairs of the college. It is also the duty of the Controller of Examinations to arrange for paper setting, moderation and printing of question papers and all other incidental matters connected with the smooth running of examinations. He is also responsible for arranging for evaluation of answer scripts and all other incidental matters connected with the publication of results.
- **Head of the Department:** The primary role of the Head of the department is to provide strong academic leadership. The Head of the department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Planning all the overall activities of the department, monitoring the progress in academic matters and appraising the same to the head of the institution. The department head is responsible for preparing an annual budget in consultation with other members of the department and responsible for the authorization of expenditures from budgeted departmental funds.
- **Program Coordinator:** Program Coordinators supervise the execution of the program and ensure team members have everything they need to complete their tasks. They are involved in curriculum review/redesign, administering feedback on curriculum, organize events or meetings related to the programme.
- **Teaching Staff:** Teaching staff include professional personnel directly involved in teaching students including classroom teachers and other teachers who engage with students' development. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the department and Principal.
- **Administrative Department:** The admin department is a branch of the college employees responsible for the maintenance of the institution. The admin office is fully computerized with the broadband access. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration and all other educational needs. The office also offers services to staff members.

- **Office Assistant:** Office assistants handle organizational and clerical support tasks. This includes organizing files, scheduling appointments, writing copy, typing, filing, taking inventory, keeping records and sorting checks etc.
- **Fee Counter:** College has an in-campus fee counter open for the students in all working days from 9:00 am to 5:00 pm.
- **Accounts' Office:** The College has accounts office which helps in billing statements, answer questions on different charges; assist with payments and to help with any other questions related to student account.