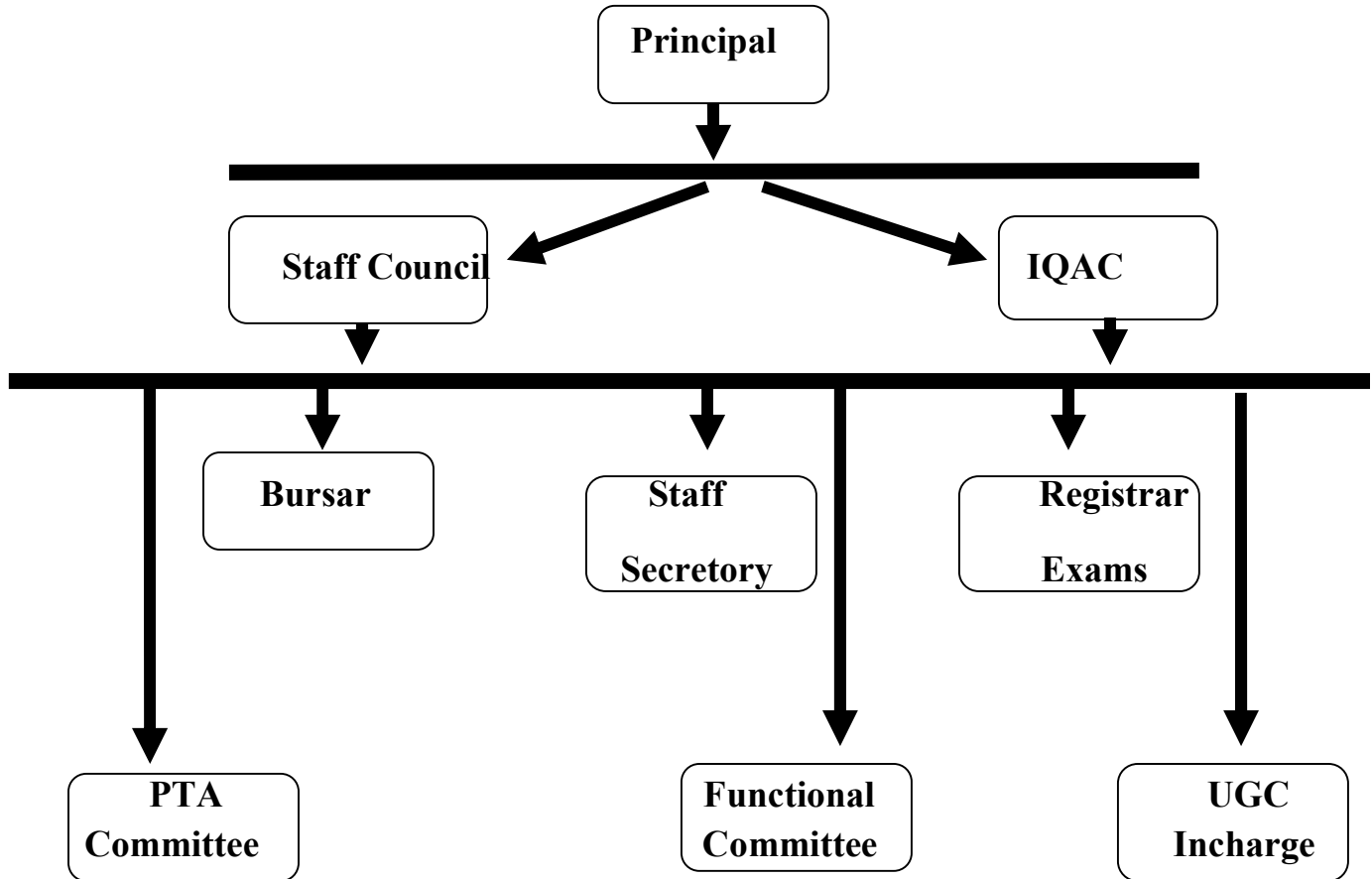


## ORGANOGRAM OF INSTITUTION

Sanmati Government College of Science Education and Research, Jagraon



• **College/Staff Council:** It consists of 6 faculty members and helps the Principal in the administration, policy making, creating and maintaining conducive teaching learning environment in the campus and in maintaining discipline as well. It also acts as a bridge between the faculty and the administration.

• **IQAC:** IQAC consists of Principal as the chairperson, staff council, Bursar, Registrar (exams), UGC in charge, NSS in charge, Campus in charge, Computer in charge, Placement cell in charge, members from PTA, Office superintendent and. Meetings are held in the beginning of the session and at the end of the session to adopt ways and means to improve quality in academics, campus development, and faculty development and over all administration. The goals are set and responsibilities are then assigned to the teachers individually. The conveners (who are mostly from IQAC) play a significant role along with the Principal to carry out the work and monitor the progress.

- **Bursar:** Senior faculty member act as bursar for government funds and non-government funds. They check the college accounts and monitor the utilization of grants from different agencies.
- **Staff Secretary:** The Staff Secretary maintains the minutes of the staff meetings held during the session by the Principal. She also acts as a bridge between the Principal and the faculty members.
- **Registrar Exams:** The Registrar Exams with examination committee members conducts house exams (courses which were running annually), university exams, in addition to keeping and maintaining the record of internal assessment and university exam results.
- **PTA:** Parent Teacher Association is an important and integral body of this institution. The PTA comprises of the Principal as President, Vice- Principal as Vice-President, along with Joint Secretary and Treasurer from college lecturers, democratically elected office bearers (Senior Vice-President and Secretary) and members from the parents of students studying in the institution. The PTA is instrumental in handling the PTA funds by allocating and effectively utilizing the funds for the welfare of students.
- **UGC Committee:** The committee prepares proposals according to UGC schemes after taking inputs from the departments concerned. The UGC in charge is also the member of the IQAC.
- **Functional Committees:** The administration has formulated functional committees which are working hard for providing facilities and maintaining the quality of these facilities like building new structures and repair, sanitary work, electric work, purchasing new items, distributing scholarships to needy students, Campus committee, Hostel committee, Canteen committee, etc. Departmental heads, Library in charge, Office superintendent and staff, Lab staff are important components.