

The functioning of the Institutional bodies is effective and efficient as visible from policies, administrative set up, appointment and service rules, procedures, etc.,

Describe the Organogram of the Institution within a maximum of 500 words.

An organogram is a graphical representation of an organisation's structure. It's used to **show hierarchical relationships between top management and the people who report to them**, as well as departments.

Well defined organisational structure is the prerequisite for the success of an institution. Various authorities are involved in the administration of the institution. Authorities and responsibilities are also defined suitably so as to ensure uninterrupted functioning of the institution.

As the college is a government college, Higher education Secretary is the top most official. For arts and science colleges directions are given by him through the Director of Collegiate Education who in turn gives directions to the Regional Joint Directors. Regional Joint Directors have direct control over the colleges in the region. Accordingly, Regional Joint Director is the immediate superior to the Principal.

Principal is the top most authority at the College level. Principal takes vital decisions in consultation with the advisory council, which comprises all the heads of the departments. Heads of the Departments look after the academic activities of the department concerned. To take care of the interest of the students, for every class there is a tutor. These tutors apart from regular academic activities, guide and counsel the students.

Council- college council comprises all the Heads of the Departments. All the vital decisions are taken in the college council. Final approval of Academic calendar, conduct of various programmes, formation of various committees and all the other vital decisions are taken in the council after deliberate discussion.

Heads of the Departments- HODs are empowered to decide the department programmes and allocation of subjects to the faculty members and preparation of timetable for the concerned departments. They also look after admission process along with the department faculty members.

Various committees are formed to carry out different functions effectively.

Admission committee- to look after the under graduate and post graduate admission in accordance with the guidelines issued by the government of Tamilnadu periodically.

Academic Calendar Committee- the task of preparing the academic calendar- programmes to be conducted by various departments, schedule for internal assessment tests, common events are notified in the academic calendar.

Student redressal committee- to resolve the issues encountered by the students.

Anti-ragging committee- to ensure that the campus is a ragging free campus.

Sports committee- to organise and conduct various sports events.

Sexual harassment committee- to monitor that there is no sexual harassment cases.

Public Works Department- maintenance of college building vests with the Public Works Department. Annual budget allocation is made by the higher education department at the request of the college Principal. Principal discusses the requirements in the college council and presents the same to the Director Collegiate Education. After allocation of budget, Public Works Department takes up the responsibility of fulfilling the maintenance and provision of infrastructure facilities to the college.

