

Management Committee

President

Principal

Managing Director

Director

Director

IQAC

Committees and their responsibilities

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| Report to | <ol style="list-style-type: none"> 1. Admission 2. Time Table 3. Infrastructure 4. Maintenance 5. Discipline 6. Purchase 7. Library 8. Internal audit 9. Anti-ragging 10. Examination 11. Wall Magazine 12. Sports 13. Cultural 14. Parking 15. Guidance & Counselling cell | <ul style="list-style-type: none"> : Takes care of online admission and completion of all formalities. : Preparation of college schedule with optimum use of infrastructure. : Requirement for augmentation, obtaining quotations and submission to IQAC : Takes care of day to day maintenance of the building, equipment and requirement : Maintains discipline in the campus. : Procures requirements submitted by the departments. : Obtains list of books etc. from faculty members and takes care of library facilities. : Conducts internal audit of the college. : Implements prohibition of ragging in the campus. : Takes care of preparations of term and final examination. : Takes care of maintaining, keeping record and changing the displayed material. : Supervises and takes care of sports activities in open air session. : Supervises and takes care of cultural activities in open air session. : Takes care of parking in the campus. : Guides, counsels and resolves students' problems in the campus. |
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Activities under Open Air Session are conducted through houses

Houses	1. Indira Sadan	2. Sarojini Sadan	3. Maitrayee Sadan	4. Gargi Sadan
	Captain	Captain	Captain	Captain
	Vice-captain	Vice-captain	Vice-captain	Vice-captain

All committees report their activities to the IQAC, IQAC reports to the Principal and Principal reports to the President of the Management committee. Financial approvals are obtained by the Principal through Managing Director, approval issued by the President. Managing Director takes care of overall infrastructure and reports to the President. Annual report is prepared by IQAC on the bases of reports submitted by the committees and is finalized by the Principal.