

INSTITUTIONAL ORGANOGRAM

Sharda Education Society's



**Anand Vishwa Gurukul
Senior Night College**

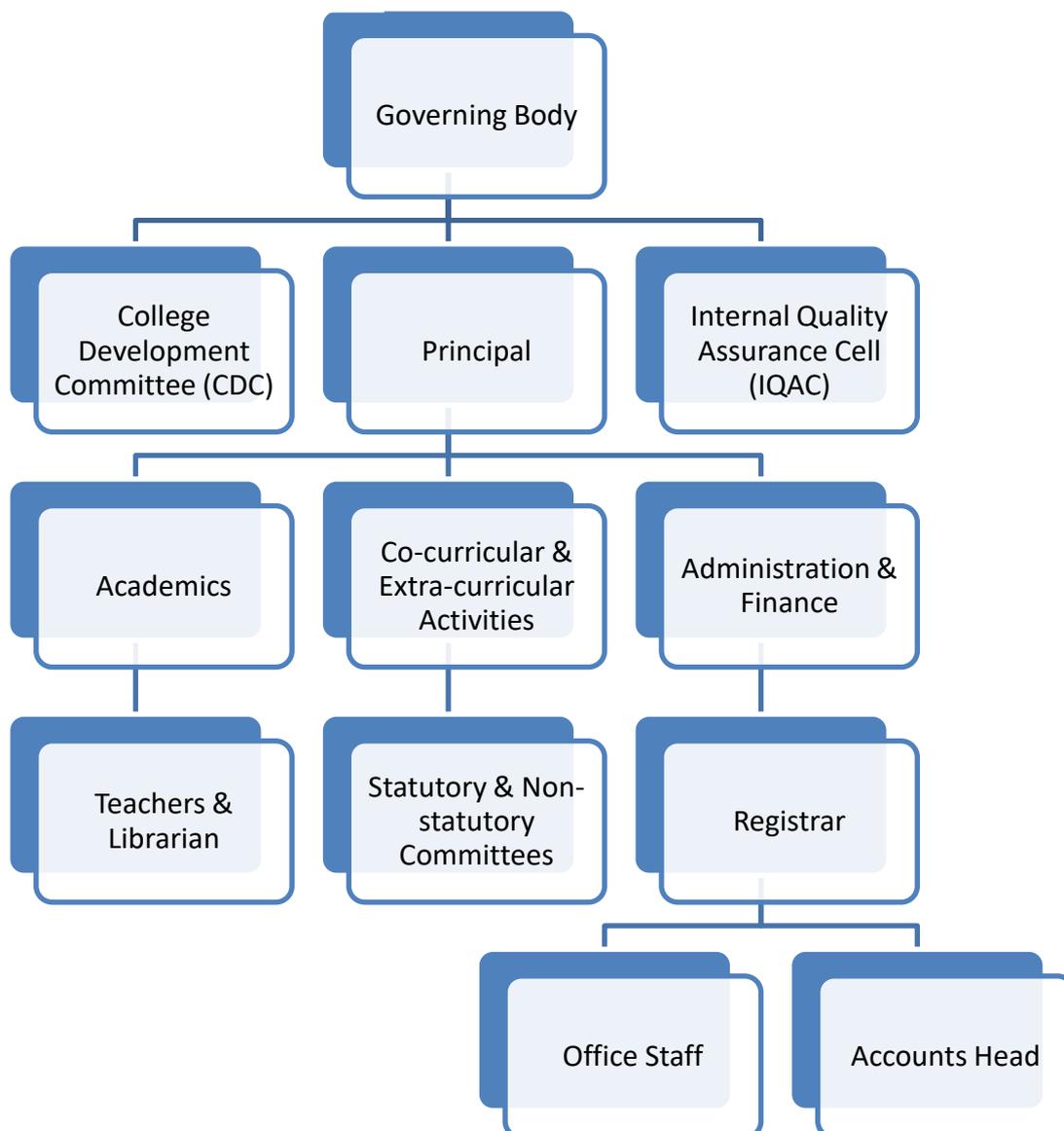
Raghunath Nagar, Next to Mittal Park,

Wagle Estate, Thane (W)

(Affiliated to the University of Mumbai, Mumbai)

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Governing Body:

Sharda Education Society (SES), the governing body, is the apex decision-making body. All major decisions pertaining to institutional development, financial deployments, development work, etc. are decided by the governing body in consultation with the CDC, IQAC and the Principal.

College Development Committee (CDC):

CDC consists of representatives from the Management, the Principal, teaching and non-teaching staff as well as student's representatives. CDC is a directive organ. All

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college activities are broadly discussed, approved and documented in the minutes of its meetings. Regular meetings of the CDC are conducted and minutised.

Internal Quality Assurance Cell (IQAC):

IQAC has been set up as per the guidelines issued by the NAAC, with the objective of bringing about qualitative improvements in the College. Regular meetings are conducted and proceedings are minutised and documented for undertaking various activities.

Principal:

The Principal is the Academic, Administrative and Financial Head of the Institution. She directs, guides and supervises the functioning of the college and exercises control over the teaching and non-teaching staff of the College.

Teachers and Library Staff:

Principal being the academic head, all teachers and Librarian and Library Staff directly report to the Principal.

Office Administration – Head Clerk and Other Staff

Head Clerk takes care of the administrative functions of the college. He is assisted by Junior Clerk who also looks after finance function. Salary, University and government related matters, maintenance of campus, and other routine matters are taken care of by the Office.

Committees:

Various statutory and non-statutory committees have been constituted with a teacher as its chairperson and some other teachers as members. Some committees also include non-teaching staff and students.
