

SNMV COLLEGE OF ARTS & SCIENCE
AND
INSTITUTE OF MANAGEMENT
(SHRI NEHRU MAHA VIDYALAYA)
Approved by AICTE, New Delhi & Affiliated to Bharathiar University
Re-Accredited (3rd Cycle) with "A" Grade by NAAC



6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram of the institution is the pictorial presentation of the organizational structure followed in the institution. The organizational structure of the institution is designed in such way that it provides proper guidance to all members of the institution towards the flow of responsibility, authority, power and accountability at various levels. It also establishes the official reporting relationships and workflow from the top to bottom. The Organizational structure clearly defines the roles of every member in the institution. The structure is broadly categorized based on academic, support system and administrative functions. The structure is designed in a way that it allows decentralization and participative management. The institution has made the structure as flat as possible in order to bring in effectiveness in communication, flexibility and agility to the institution. The roles, job description, responsibilities of individual members and functions of various committees and centers are described in separate documents in the form of service rules, code of conduct, committee lists and its functions.

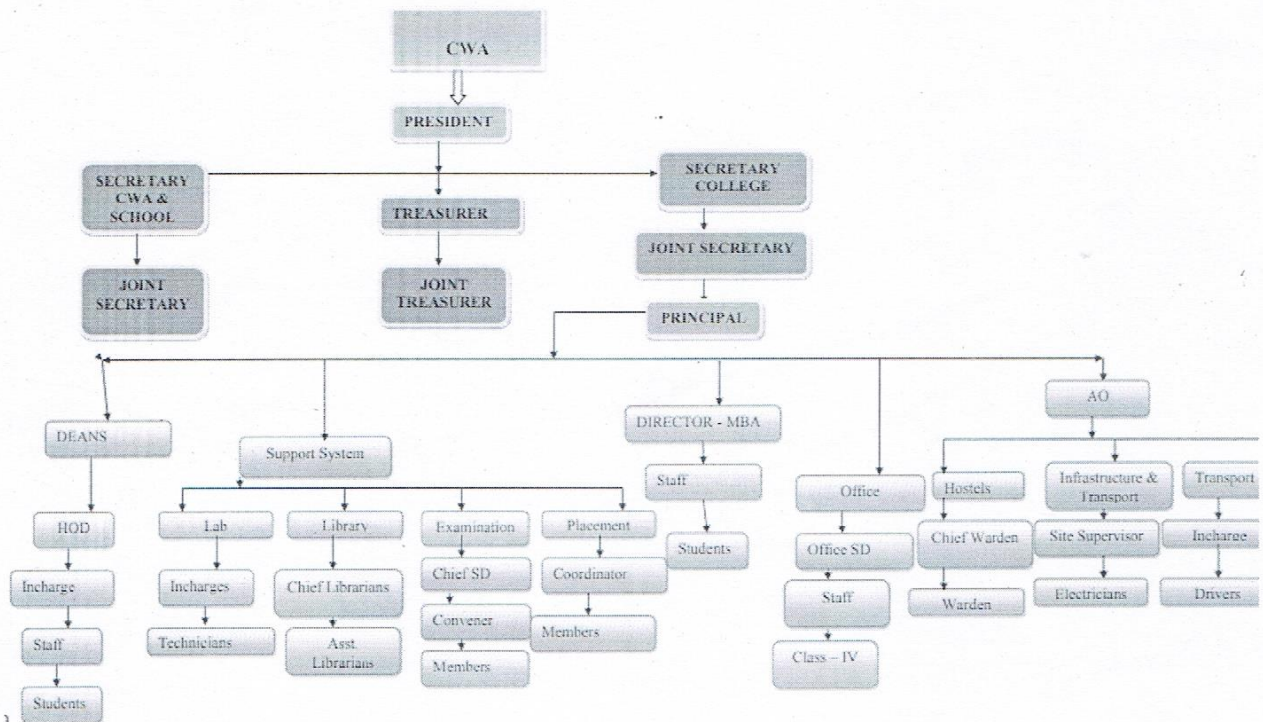




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Organizational Chart



The Governing Council and the Office Bearers of CWA

The Management of the College is vested with the Governing Council, which is headed by its President. As a collective body, the members of the Governing Council, the office bearers of the CWA and the College Committee holds the authority and responsibility to ensure the fulfilment of the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under the direct perusal of the Management. They take ultimate responsibility for the overall progress of the college.

Besides, they review the educational program on a continuing basis and effect necessary changes that will improve the quality of services offered and enhance student success. They conduct





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meetings with the Principal, Director, Deans, Heads and Staff Members to ensure the execution of the annual action plan.

The Members of Faculty and students are given freedom to express their ideas and suggestions to the Management through the Head of the Institution. This is followed by discussion and implementation of productive purposes.

Academic Head - The Principal

The Management gives empowered leadership to the principal, who in turn leads the college towards the fulfilment of the vision and mission. He takes care of the effective administration of the college and executes all the university and academic requirements. The principal also provides effective leadership and valuable guidance to the teaching and administrative staff members. He gives counseling to the staff members whenever necessary. He plays a major role in formulating the Future Plans for the institution after discussing with the Management.

The principal convenes meetings and delegate authority to the academic and administrative staff to carryout the assigned task within the stipulated time with expected outcome. The Meetings are held in a democratic fashion. The tasks are assigned only after detailed discussions. A Convener and a Core Committee is formed to carry out each mission, as a regular practice.

The principal monitors and gives necessary suggestions and support to the committee all through the job and makes sure that the outcome matches the mission. He also reviews the academic and co-curricular activities periodically for coordination and improvement.

IQAC

All the academic and non-academic activities undergo systematic process to ensure quality outcome. There will be proper planning, regular monitoring and periodic review to ensure





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quality at each level of performance. IQAC plays an active role in the conduct of these processes. SNMV has a proactive IQAC with a Senior Faculty Member as the Coordinator, the Principal, Faculty Members, Administrative Staff, Technical Staff, External Experts, Alumni, Student Representatives, Stakeholders and Community Representatives. The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. This is done with the help of Academic and Administrative Audit (AAA) by Internal and External experts. It sensitizes the staff regarding the prominence of NAAC.

Proper planning, regular monitoring and periodic review ensure quality at each level of performance. In all the plans of the College, IQAC plays a prominent role. Proper planning, regular monitoring and periodic review ensure quality at each level of performance. In all the plans of the College, IQAC plays a prominent role.

The Director-MBA

The Director-MBA steers all the activities of SNMV Institute of Management. Besides, he renders his full support to the various activities of the college by all the possible means. He arranges numerous seminars, conferences, guest lectures, inter-collegiate meets, personality development programmes with well-planned class schedules indulging students in brisk activities like debates on business trends and updates on global business developments.

Deans

There are two Deans in the college. The Department of Commerce Streams, is headed by Dean - Commerce and the Languages stream is headed by Dean- Languages. They advise, mentor and motivate the Heads of Departments to do their job efficiently. Their functions include ensuring the smooth conduct of the academic and co-curricular activities of the departments, supervising the implementation of the academic policies in relation to specialization and recommending changes and assisting in getting seminar grants from various funding agencies. They also





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participate and give suggestions in the meetings conducted by the principal with the various committees.

Heads of the Departments

The Heads of the Departments ensures the smooth and effective functioning of their respective department. They facilitate goal setting and lay down the action plans for each semester, after discussion with the staff. HoDs allocate courses/papers to their members of faculty based on the competency mapping. They ensure that all the staff in the department accomplishes the academic schedules within the prescribed time. They prepare various reports like Weekly and Annual Reports on the events organized at the department level. They organize co-curricular activities like Guest lectures, Seminars and Industrial Visits to provide overall exposure to the students. The HODs and Deans may visit classes and observe the teaching methodology of each faculty. They convene Class Committee Meetings with the students at the end of the three Continuous Internal Assessment Tests in order to collect feedback about the staff from the students. Corrective measures are taken wherever it is necessary.

Faculty Members

The Members of faculty are actively involved in the teaching-learning process. The Class Tutors ensure the regular attendance of students and remedial measures are taken as and when needed. They communicate to the parents about their wards' progress. Teachers involve in the activities of the Department and the College by contributing to the Seminars, Guest lectures, Workshops and other major functions organized.

Examination Committee

The Examination Committee of the college is a well-structured one and they ensure the smooth conduct of the Internals and University Examinations. The Examination Committee headed by the principal, formulates the Examination Planner in the beginning of the semester based on the University Schedule. Time schedule for the internal examination in the year planner helps the





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staff and student to plan and progress. The University correspondences related to examination are taken care of by the Examination Committee.

Various Committees

Various committees and cells are functioning in the college, each with specific objectives in justification of the establishment of the same. Curriculum Review Committee reviews and put forth necessary recommendations to the Board of Studies of the University; Internal Complaint Committee addresses the issues pertaining to Anti-Sexual Harassment, Anti-Ragging Committee curbs the menace of ragging in the institution, Student Grievances Redressal Committee wipes out the students' grievances, IQAC contributes to the incorporation of best practices, Entrepreneurship Development Cell caters to the entrepreneurial instincts and Fine Arts Club showcases the talents of the student community.

Administrative Staff

The entire administration-related activities of the college are under the responsibility of the Administrative Officer of the Institution. The major functions include ensuring the required amenities in the entire institution, obtaining corporation approvals, establishing laboratories and other structures.

Principal

PRINCIPAL
SHRI NEHRU MAHA VIDYALAYA
COLLEGE OF ARTS & SCIENCE
SHRI GAMBIRAN DAFNA NAGAR,
MALURMANGALPATI
COIMBATORE - 041 050

