

## The Institution's Organogram



### SIES College of Arts, Science & Commerce (Autonomous)

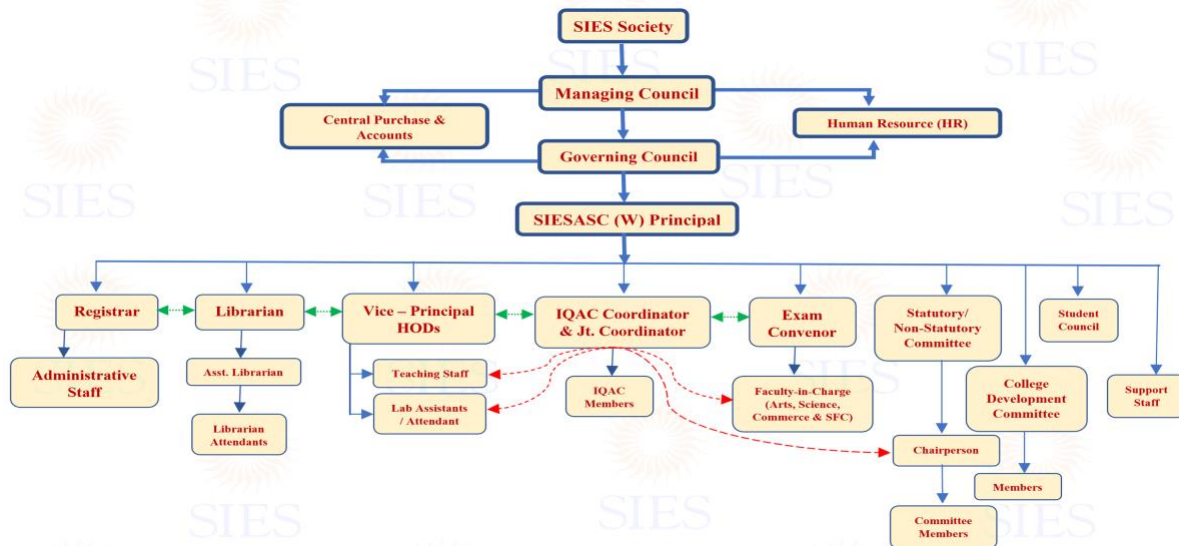
Sion (West) Mumbai - 400 022

#### Autonomous Statutory Body

- # Governing Council
- # Academic Council
- # Finance Committee
- # Board of Studies

#### Stakeholders

- # Students
- # Parents
- # Alumni



## The Organizational Structure

### Governing body:

The South Indian Education Society administers and manages the affairs of the Society and its institutions, through its office bearers. The Managing Council decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees. There are various committees working under the surveillance of Governing Body i.e. Recruitment committee, Purchase committee, Finance and accounting committee, Capital Expenditure committee, Grievance committee, Academic / Finance Audit committee etc.

### Human Resource:

The Society HR policy in place that includes recruitment of new teaching & non-teaching staff, all kinds of leaves, medical benefits. There is a Central IT Team and Central Training Department to support the institute in IT services and training programme. Central Training Department in coordination with the HR Department provide additional technical

and service excellence training required, based on individual job responsibility or as per the recommendation of the HOD/HOI.

**Service and Promotion rules:**

The service rules decided by the UGC, University of Mumbai and the State Government for the appointments and Promotions of the Teachers, Director of Physical Education and Librarian are followed.

For the non-teaching staff, the rules of the state government is considered. Maharashtra Public Universities Act 2016 is also followed carefully.

**College Development Committee:**

According to the Maharashtra Public Universities Act 2016, the Local Managing Committee has been replaced by College Development Committee. Members from the Management, expert from the field of education, research, society, industries, teaching, non-teaching staff and students are represented in this Committee. College Development Committee prepares an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth. It takes efforts to foster excellence in curricular, co-curricular and extra-curricular activities, the annual financial estimates (budget), financial statements of the college and an annual calendar. It takes decision regarding to introduce new academic courses and the creation of additional teaching and administrative posts, policy to encourage and strengthen research culture, consultancy, collaboration and extension activities in the college, the use of information and communication technology in teaching and learning process. The reports of the Internal Quality Assurance Committee are discussed and appropriate suggestions are communicated to the respective authority.

**Administrative Set-up:-**

**Head of the Institute (HOI):**

The Principal is the Head of the Institution , has complete responsibility and accountability for all the functions of the College. HOI takes decisions regarding academic, administrative, finance, promotion of co -curricular and extracurricular activities, motivate faculty for exploring new avenues for research projects, consultancy and publish research articles/books, foster industry linkage and consultancy in accordance with the policy matters as per the rule and regulation of State Government and University Grant Commission.

**Registrar:**

The Registrar is the Administrative Head is the custodian of the college office which includes three sections- Establishment, Accounts and UGC. Head clerk, senior clerks, junior clerks, assistants and non-teaching staff support them. Works like admissions, fee collection, scholarships and issue of various certificates, maintaining service records of the employees, keeping accounts and dealing with UGC schemes are maintained by the college office.

**Heads of the Department (HOD) and Course Co-ordinators:**

HOD and Course co-ordinators Work under the supervision, direction and the control of the HOI. Supervise the working of the teachers and the employees working in the Department. Review the Performance of the teachers and employees working in the Department and submit Confidential Reports to the HOI. Prepare the annual financial estimates of the Department, time table for theory and practical classes teaching and seminars/assignments and examinations and/or tests. Raise Purchase Requisition for the purchase of equipment, chemicals, and books etc. for the Department and submit the same to the HOI. Ensure smooth conduct of the examinations/tests and evaluation of papers within prescribed timelines.

**Teaching Faculty:**



Teachers engage and build their capacity to improve in academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. Conduct classes/lectures as per the prescribed timetable including additional class/lectures if necessary, within the guidelines prescribed by the affiliating body/Management. Avail of leave from work with prior permission or grant of leave, subject to exceptions prescribed as per the rules. Conduct Tutorials, Practical, Counseling etc. Conduct Invigilation duties and Evaluation of papers and assignments as instructed by the HOD/HOI. Attend extra-curricular, co-curricular activities organized by the college, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties of a teacher assigned by the HOI/HOD. Assist the college authorities to enforce and maintain discipline among the students.

#### **Non-Teaching Faculty:**

The Registrar regulates the work and conduct of the Non-teaching staff in accordance with the Act, Statues, Ordinances, Rules and Regulations. Non-teaching staff are the custodian of the records, the college seal and such other property of the College as the HOI may commit to his charge. Facilitate and ensure coordination between the teaching and non-teaching staff in all matters related to college administration. Maintain records of visitors to the college regarding courses being conducted, examination and admission rules and other allied matters. Ensure completion within necessary timelines of all work related to affiliation, extension of affiliation, approval/ extension of approvals, obtaining staff approvals and ensure compliance of all applicable rules and regulations in relation to appointments and college administration. Supervise and ensure smooth conduct of internal, external and university examinations and coordinate with the HOI and the HOD for distribution of all examination related work. Monitor the use, breakdown, maintenance and repairs of all office equipment and Machines including renewal of AMC's and submit a detailed monthly report to the HOI and Head – Administration. Perform the duties assigned by the HOI or the Management.

#### **The Internal Quality Assurance Cell (IQAC):**

IQAC very closely monitors the key indicators under the seven criteria listed by NAAC through periodic performance evaluations. Keeping in mind the changing trends, IQAC has spearheaded several quality initiatives for the institution in order to scale greater heights, such as, SIES Centre for Excellence, Prajnya Vision Centre, Value Lab, Jigyasa-Research Hub and Nirmitee Kendra. IQAC makes conscious efforts to organise Faculty Development Programmes to build its faculties' capacity, to upgrade their knowledge and skill sets. It organises Screening-cum-evaluation for promotion under CAS and does an internal screening. Constituted structured curriculum feedback system to be collected by all the departments and conduct annual Student Satisfaction Survey.

IQAC plans for development and application of quality parameters for the various academic and administrative activities. The IQAC has designed Excel sheets, created Google forms to collect Institutional data and to prepare reports. Cloud storage is used for collecting data and sharing information. It monitors teaching learning and evaluation processes. It also works for research promotion and a better student support. It coordinates between the management, the principal, the staff and the students.

#### **The Librarian:-**

The Librarian is a head of Library and Information Centre and is assisted by Assistant Librarian and Library Attendants. The Library Committee discusses the issues regarding the function of the library and information centre. The library committee meets regularly to monitor the purchase of books/ Journals and budget.

#### **Statutory and Non-Statutory Committees:**



Thirty one committees are constituted for smooth administration. The conveners/chairpersons of each committee plan, work and maintain report for the respective activities.

**Alumni:**

SIES Past Students' Association is registered under the Societies Act, 1860-BOM-422/77 and under the Bombay Public Trust Act. 1950-F-4644(Bombay). Its mission is to foster a spirit of adherence towards one's alma mater amidst the present student populace as well as its alumni and to promote the general welfare of the College. It aims to provide social and professional networking opportunities, facilitate and strengthen the ties between alumni, their alma mater and the community. The association continuously supports the institute in hosting various welfare activities.



Dr. Uma Shankar  
Principal