



SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

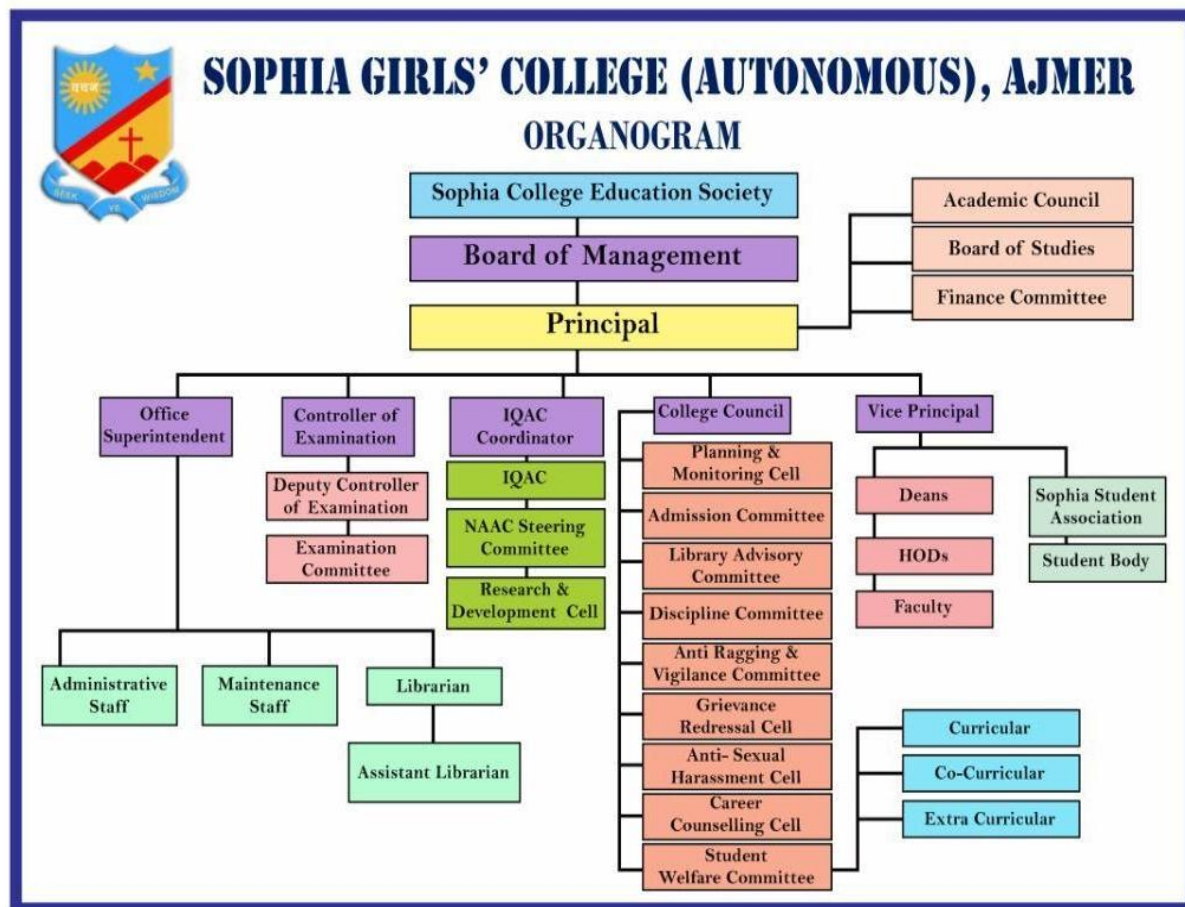
Session 2022-23

**Criterion
VI**

**Governance, Leadership and
Management**

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.

ORGANOGRAM



Sophia College Education Society: The Governing Body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements and developments.

Board of Management: The Board of Management is the apex body which is involved in framing the strategic plans, policies and decision making body in consultation with the Governing Body of the Institution.

Academic Council: The Academic Council is responsible for the maintenance of standards of education, teaching, training, maintaining the standards of education, approval of syllabi, approval of new programmes, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.

Principal: The role of a Principal is to provide strategic direction in the College . Principal looks into the standardization of curricula, assess teaching methods, monitor student progress and achievement, encourage parent involvement, revise policies and procedures, administer the budget, hire and evaluate staff and oversee facilities with the help of the senior faculty who are delegated with roles and responsibilities.

Board of Studies: The Board of Studies (**BoS**) is responsible for framing the content of various programmes / courses, reviewing and updating the content from time to time, introducing new programmes / courses of study etc. It reviews and revises the curriculum and matters related to academics. The recommendations are forwarded to the Academic Council for approval.

Finance Committee: The committee ensures that the resources (human, material, information and financial) are secured, supervised, appropriately allocated and adequately protected. The committee reviews and prepares a budget proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval.

Office Superintendent: The Office Superintendent is responsible for monitoring the day to day administrative functions of the College and governs the Administrative Staff, Maintenance staff and Library. The OS oversee that the students and staff records are properly maintained and to take appropriate administrative decisions.

Administrative staff:The Administrative staff is responsible for maintenance and upkeep of all the records related to students, staff members, salary, sponsorships, projects etc.

Maintenance Staff: The Maintenance Staff are required to assist in the maintenance of the campus like, proper functioning of classrooms, systematically placed seats, availability of resources and inducing cleanliness in the campus.

The Librarian: The Librarian ensures the smooth overall functioning of the library by maintaining adequate seating facilities, arrangement of books systematically and most importantly, maintaining proper records of movements of books.

Assistant Librarian: The Assistant Librarian maintains the day to day functioning of the library and is responsible for the decorum and management of the books. She also recommends the purchase and updates of various books for the library.

Examination Department: The Examination Department conducts the Examinations, declares the results and issues the relevant certificates to the student. It also maintains the academic record of all the students admitted to various programmes. The Department carries its activities keeping in view the guidelines recommended by UGC/ Parent University from time to time.

Controller of Examination: The Controller of Examinations is the Officer-in-charge of all examination related affairs of the College who arranges for paper setting, moderation and printing of question papers and all other incidental matters connected with the smooth running of examinations.

Deputy Controller of Examination: The Deputy Controller of Examinations has responsibilities to assist COE in preparing and announcing in advance the calendar of examinations, to arrange for printing of question papers, to arrange assessment and declaration of results.

Examination Committee: The Examination Committee is responsible for preparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the examinations.

IQAC Coordinator: The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance the institute. The coordinator is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.

IQAC: The Internal Quality Assurance Cell of Sophia Girls' College , Ajmer is dedicated towards monitoring quality parameters in the College and developing a quality system for conscious, consistent and catalytic programmed action to improve the overall academic and administrative performance of the Institution.

NAAC Steering Committee

The NAAC Steering Committee has been established for adapting the academic culture of the Institution to the Vision, Mission and the Aims of NAAC to assure quality higher education to the students.

Research and Development Cell: The Research and Development Cell of the College is committed towards promoting excellence in research and investigation through its well-defined policy framework, efficient procedures and funding mechanisms. The committee also promotes applied and experimental research efforts to address significant societal problems and expanding the scope of interdisciplinary research.

College Council: The responsibilities of the College Council members are to assist the Principal in all academic and administrative matters.

Planning and Monitoring Cell

The Planning and Monitoring Cell reviews the budget requirements of various Departments as well as the minutes of the Department Meetings and all other committees. It also regulates the academic calendar as per the UGC Guidelines. This Cell evaluates and plans the curricular and extracurricular activities.

Admission Committee: The committee is responsible for conducting and monitoring the admission process. It organizes and conducts counseling sessions for students and guides them through the admission process that include collection of forms, documents etc.

Library Advisory Committee

The main function of the Library Committee is to look after general maintenance of the library in terms of reading material and infrastructure. This committee is effectively involved in seeking the requisition from departments for purchase of books & journals, fostering the reading habit of staff and students.

Discipline Committee

The Discipline Committee works with the Student Association to ensure that the students conscientiously follow the code of conduct laid down by the College. The Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by College.

Anti Ragging and Vigilance Committee

The Anti-Ragging and Vigilance Cell has been established so that no student experiences the ragging and conducts regular counseling sessions for the benefit of students. The Cell sensitizes the students about the ill effects of ragging and the legal proceedings involved for those found guilty of this crime.

Grievance Redressal Cell: The Grievance and Redressal Cell attends to the grievances and complaints registered by anyone with regard to the activities of the Institution and in particular, those made by students. The cell ensures effective solutions to the grievances, using a fair approach.

Anti-Sexual Harassment Cell: The Anti-Sexual Harassment Cell promotes measures for achieving removal of sexual harassment, gender bias and other acts of gender based violence by organizing various awareness programmes. The Cell assures that all complaints are kept confidential and treated with dignity and respect.

Career Counseling Cell

The Career Counseling Cell works towards guiding students towards their interests and also aims at developing entrepreneurial and innovative minds for which it regularly conducts talks and sessions by prominent speakers in the field.

Student Welfare Committee

The Student Welfare Committee works to remove any hurdle that might come in the path of a student's learning process with the goal being to develop the students' proficiency at par with national and international standards.

Vice Principal: The Vice Principal is responsible for the smooth implementation of all the rules and regulations of the College. The Deans, HODs, Faculty and the Student Body are guided by the Vice Principal.


Deans: Deans provides leadership, working with the faculty to achieve the mission of the College in the areas of teaching, scholarship and service

Head of the Department: Head of a Department provides strong academic leadership which is required to manage and develop the Department to ensure it achieves the highest possible standards of excellence in all its academic activities.

Faculty: The Teaching Staff are personnel who are directly involved in teaching students. Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences and Faculty Development Programmes.

Sophia Student Association: The Sophia Student Association is responsible for extra-curricular activities, discipline, grievance redressal in consultation with the Principal, Dean of Student Affairs, Heads of the Departments and co-ordinators of various cells.

Student Body: Assist students' by facilitating and engaging them for enhanced learning that supports in achieving the potential in educational and overall development. Support services also build partnerships with community services to meet the needs of students and society for their health, wellbeing and learning goals. The Student Body also assists in carrying out all curricular, co-curricular and extra – curricular activities.


Dr. Sr. Pearl
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER