

SAI SHIVA EDUCATION TRUST'S

**ARUN MUCHHALA INTERNATIONAL COLLEGE OF
HOTEL MANAGEMENT**

ORGANIZATIONAL STRUCTURE OF THE INSTITUTION

SAI SHIVA EDUCATION TRUST'S

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL

GOVERNING COUNCIL

PRINCIPAL

CDC

IQAC

Departments

HOD

Associate Professors

Assistant Professors

Laboratory Assistant

Laboratory Attendant

Peon

Office

Office Superintendent

Head Clerk

Senior Clerk

Jr. Clerk/Accountant

Floor Peon

Peon

Sweeper

Library

Librarian

Library Attendants

Library Peon

Committees

Convener

Members

Student

ROLE OF ORGANIZATIONAL STRUCTURE

➤ **SAI SHIVA EDUCATION TRUST:**

Our college was established with the motive of making higher education available to all, facilitating the same through effective action. The currently much-promoted concept “EDUCATION FOR ALL” was thus envisioned, conceptualized and successfully implemented from the viewpoint of higher education for students a long time ago by our broad-minded forward, thinking Trust. Therefore, the establishment of this college plays a vital role in educating Students and contributes to the progress of Thane city and the Nation at large.

➤ **VISION:**

TO KINDLE THE LIGHT OF KNOWLEDGE

➤ **MISSION:**

To empower women students, especially of the middle and lower-middle classes and mould them to be socially, culturally, economically, environmentally, morally responsible and physically fit to face the challenges ahead with confidence and courage.

➤ **GOVERNING COUNCIL:**

The Governing Council (GC) is the executive authority and exercises general supervision and control of the affairs of the college. The commitment of the members of the management for the cause of higher education and their active involvement in planning and development helped for phenomenal growth and meteoric rise of the institution. The management and the principal ensure the active participation of all the staff members in realizing the policy statement and strategic plan. The management and affairs of the institution shall be administered, controlled and supervised by the Governing Council through the Hon. Chairmam of the Trust’s

➤ **COLLEGE DEVELOPMENT COMMITTEE: (CDC)**

The College Development Committee (CDC) is constituted as per the Maharashtra Act No VI of 2017, and representatives are from academia, industry, community, IQAC, teaching and non-teaching staff.

The Governing Council and CDC of the college have two meeting each term of the academic year and thoroughly discuss and chalk out the plan of action.

CDC and IQAC are instrumental in planning, monitoring and evaluating the administration and academic processes. The principal implements the policy decisions taken by the GC and CDC.

PRINCIPAL:

The principal is the Head of the Institution, Chief Executive and Administrator of the college who regulates and maintains a congenial and academic environment. He monitors the overall functioning and has powers for academic and administrative, decisions to foster the institute's growth. The Principal and the staff implement the decisions and policies of the management. The Principal and CDC members, IQAC Coordinator and Head of Departments prepare the action plan for implementation.

INTERNAL QUALITY ASSURANCE CELL (IQAC):

Established in the academic year 20016-2017. The quality assurance processes are as under

- Academic growth and excellence
- Monitors and reviews all the activities of the college
- Prepares report, analyze and write the future plan for the college
- Collects feedback from stakeholders, analyses and action is taken accordingly
- Works to promote research culture in the institution
- Motivates staff to enroll for PhD, publish research papers, apply for research projects, implement student-centric methods and innovative teaching methods
- Conduct workshops/ seminars for students and teachers to enhance quality
- Various quality parameters were communicated to all stakeholders
- Documentation of the various programs/activities of the College, leading to quality improvement

HEAD OF THE DEPARTMENT (HOD):

- The chief role of the Head of the Department is to provide strong academic leadership. They monitor and regulate activities of the departments and report directly to the Principal
- Overall responsible for the academic excellence and growth of the department
- Managing workload in a fair, flexible, and productive manner
- Responsible for the introduction of innovative teaching methods
- Responsible for ensuring that the correct syllabus is taught to students and is completed within the stipulated time with the proper teaching plan of the department staff
- Review the teaching-learning plan periodically
- Encouraging and facilitating professional development through various activities
- To take care of the departmental equipment's and accessories

- To procure laboratory equipments, glasswares,, maintaining records of academic activities, other activities conducted through the department
- To recommend the purchase of books of their subject for the library
- To ensure annual physical verification of equipments in the department is done