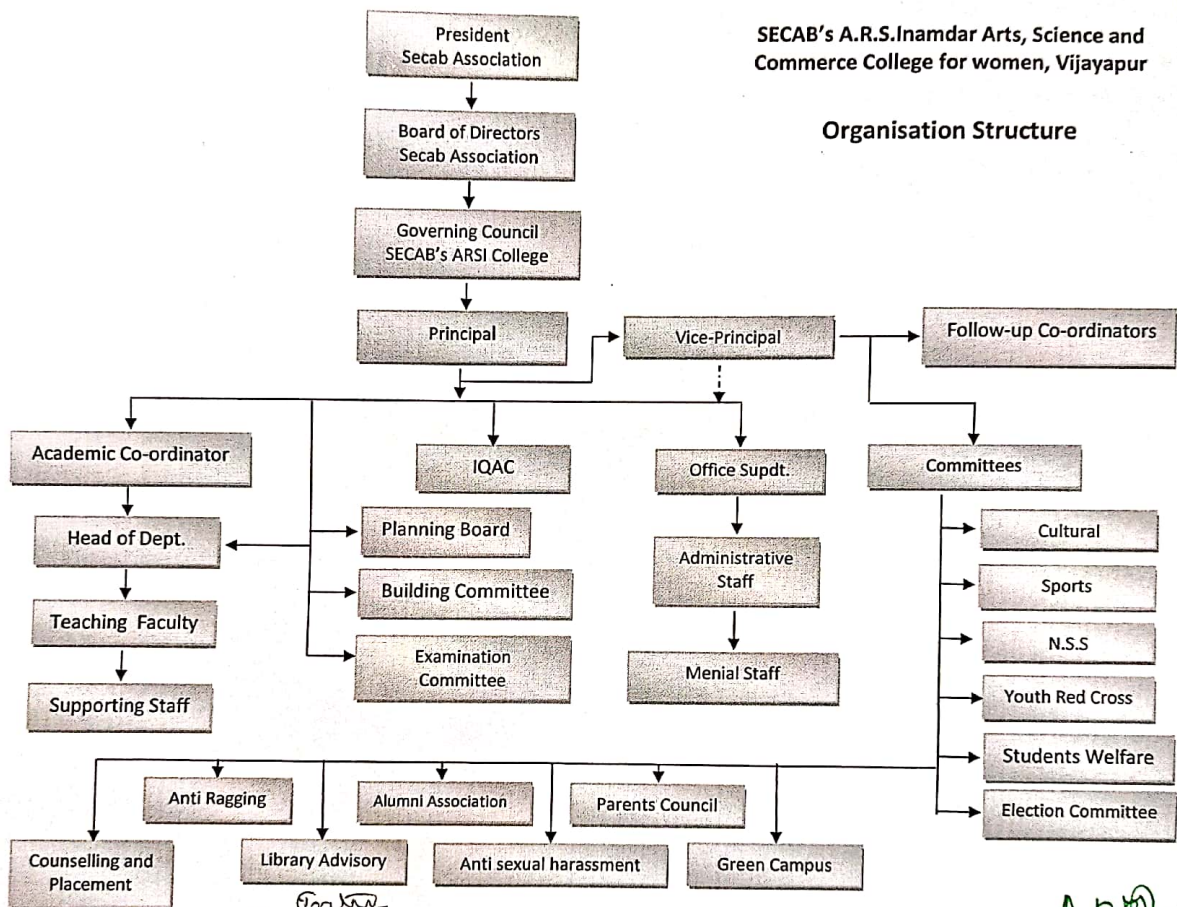




SECAB's A.R.S. Inamdar Arts, Science and
Commerce College for women, Vijayapur

Organisation Structure



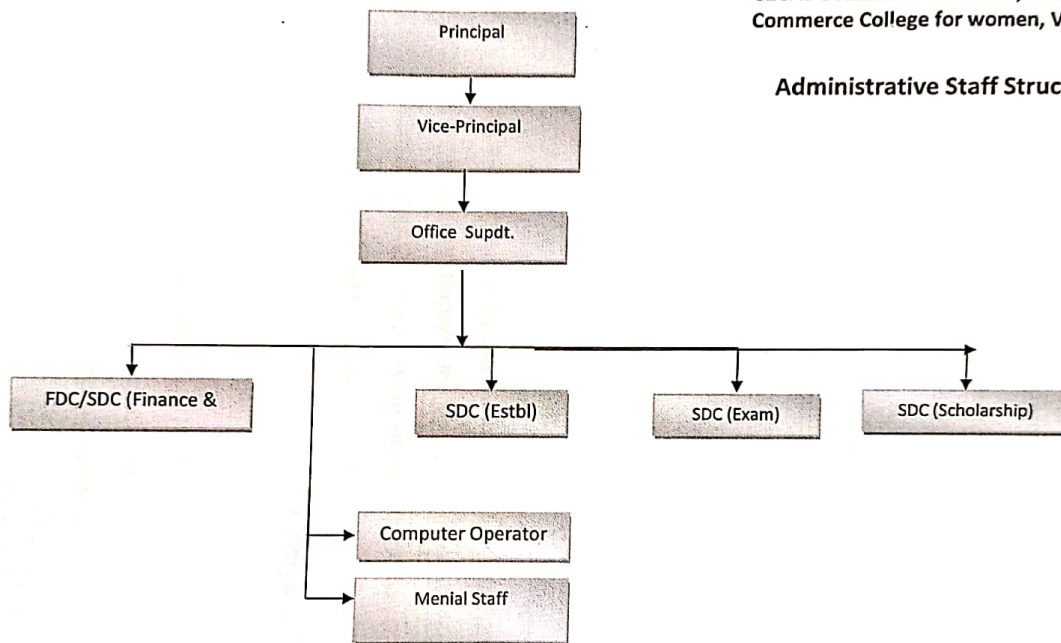
Co-ordinator,
Internal Quality Assurance Cell
SECAB Association's
A.R.S. Inamdar Arts, Science & Commerce College
for Women, Vijayapur

Principal,
SECAB's A.R.S. Inamdar Arts, Science &
Commerce College for Women,
VIJAYAPUR-586109.



SECAB's A.R.S. Inamdar Arts, Science and
Commerce College for women, Vijayapur

Administrative Staff Structure:



Batu
Co-ordinator,
Internal Quality Assurance Cell
SECAB Association's
A.R.S.I. Arts, Sci. & Com. College
for Women, BUJAPUR.

N.R.
Principal,
SECAB's A.R.S. Inamdar Arts, Science &
Commerce College for Women,
VIJAYAPUR-586109.

Duties and Responsibilities of the Administrative Staff



Office Superintendent:

He is responsible for the overall functioning of the administrative section of the office. He/She is the interface between the office and the Principal. All the correspondence is routed through Office Superintendent.


First Division Clerk (Finance):

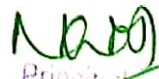
He/She will manage the finance of the college. He is the custodian of all cheques books, pass books, and Books of Accounts. He shall maintain the Cash books, Ledgers etc. he is responsible for getting all the accounts audited (Internal & External) by the person appointed by the Management and by the Chartered Accountant.

First Division Clerk (Examination):

He/She has the following responsibilities:

1. To notify the circulars of the University regarding examination to all the staff and students.
2. To assist Conduct of Internal/External Senior supervisors appointed by the University/Institute in smooth conduct of Theory and Practical Examinations
3. To assist students in filling the University Examination applications.
4. To make correspondence with the affiliated University, Registrar (Evaluation) regarding examination related matters like revaluation, re-totalling delay in receiving marks card, corrections in marks card etc.


Co-ordinator,
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SECAB Association's
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Commerce College for Women,
VIJAYAPUR-586109.



Role and Responsibility of the IQAC Coordinator

The IQAC shall have the following function

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format; Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

Follow up:

- The AQAR shall be approved by the statutory bodies of the Colleges for the follow up action for necessary quality enhancement measures.
- The Colleges shall regularly submit their AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies.
- All colleges shall submit AQARs and / or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for.

Batu
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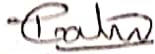
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- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.

The following are the roles and responsibilities carried by coordinator IQAC:

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.


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LIST OF DEPARTMENTS IN THE INSTITUTION

I. Language Departments:

1. Kannada
2. English
3. Hindi
4. Urdu
5. Arabic
6. Sanskrit

II. Social Science Departments:

1. History
2. Geography
3. Sociology
4. Political Science
5. Psychology
6. Economics
7. Education

III. Sciences Departments:

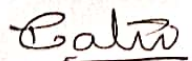
1. Physics
2. Chemistry
3. Mathematics
4. Zoology
5. Botany
6. Home Science


IV. Commerce Department:

1. Commerce.

V. Post Graduate Department:

1. English


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