


### **ADMINISTRATIVE SETUP:**

College has a broad Vision and Mission that focuses on innovative approach for quality teaching and research in basic and applied science so as to bridge the gap between the industry, society and academia. The institute follows a democratic and participatory approach of governance for achieving its goals. All stakeholders participate actively in the administration of institute. The college has a well structured administrative and academic setup to consistently improve the quality and standard of education transmitted and to achieve excellence.


With the hands-on experience of the college, the college is designed in a scientific way with transparency to get the optimum results out of it. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.

### **Functions of Key Administrative Positions:**

Position	Function
PRINCIPAL	<ol style="list-style-type: none"><li>1. To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li><li>2. To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li><li>3. To conduct internal and other examinations</li><li>4. To initiate all the developmental activities, monitor the progress and report to the Governing Body</li><li>5. To ensure and receive all departmental budgets in the prescribed form for every calendar year &amp; for the next academic year.</li><li>6. To ensure the preparation of reports on various activities and also the annual report of college</li><li>7. To become responsible for the general amenities and arrangements for students and employees of college</li></ol>
	<ol style="list-style-type: none"><li>1. Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.</li></ol>

  
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<p><b>COMMITTEES</b></p>	<p>3. These committees at college level assist the HODS in the discharge of their duties and smooth functioning of the college.</p> <p>4. These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.</p> <p>5. Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.</p>
<p><b>HEAD OF THE DEPARTMENT</b></p>	<p>1. Department HOD prepares departmental workload as per the JNTU H syllabus, Allocation of workload in prescribed formats. Coordinating with library committee &amp; Prepare, update and standardize the student Handbook / Lab manuals.</p> <p>2. Collect &amp; Verify the course material to certify</p> <p>3. Coordinate with Library committee, Time Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.</p> <p>4. Preparation of list of weak students in each class and conduct bridge classes, slip tests.</p> <p>5. Analysis result to conduct Remedial classes for failure students.</p> <p>6. Ensuring to arrange Club activities and Guest lectures, workshop &amp; seminars.</p> <p>7. Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books..etc</p>

  
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