

ST. JOSEPH'S DEGREE & PG COLLEGE

Autonomous, Affiliated to Osmania University

Re-accredited by NAAC with 'A' Grade with CGPA 3.49 (September 2019)

A Catholic Christian Minority Institution

Managed by Hyderabad Archdiocese Educational Society, King Koti, Hyderabad



DESCRIPTION OF THE ORGANOGRAM

- **Board of Management:** The Board of Management is the principal executive body of the Institution and, as such, shall have all powers necessary to administer the Institution. The Board of Management (HAES) 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. The Board of Management of a college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and discharge all such functions as may be necessary for the purpose.
- **Governing Body:** 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. It can develop the policies and deliberates on the Academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.
- **Academic Council:** The Academic Council is Academic body of the Institute and responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws. The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.
- **Finance Committee:** The finance committee is entrusted with protecting and renewing the institution's resources and assisting the board fulfilling its financial responsibilities. The committee ensures that the resources (human, material, information and financial) are secured, appropriately allocated and adequately protected and it is also responsible for supervision of the financial resources for academic & infrastructural facilities, student support, administrative and welfare activities. The committee reviews and prepares budget

proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval.

- **Board of Studies:**The Board of Studies (**BoS**) is the basic constituent of the academic system of an Institute. Its functions will include 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.
- **Chairman:** The role of chairman is recognized as a primary leadership position. In performing the duties of the position, it is assumed that chairman will exercise considerable discretion while complying with college policies and procedures and operating within the limitations imposed by the availability of resources. The Archbishop of Hyderabad is the chairman of the institution and the chairman of the HAES Society Hyderabad who along with the members appoints the principal to look into the day to day academic and administrative functioning of the institution.
- **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.
- **Dean-Academics:** Dean Academics occupy a unique place and is the academic administrator, facilitating link among Department's Head, faculty members and students. All academic activities and roles are undertaken in light of furthering the best interests of the students of the college.
- **Research Committee:** The College has a research advisory to monitor and address matters related to research promotion and ethics. The college aims to support and promote research and research training within and outside the college. The committee comprises of faculty

processing doctoral degree who are research inclined, motivated and talented to train minds for research inclination. The committee will endeavour to foster research within the college and encourage members of staff to apply for research grants.

- **Certificate Course Committee:** The committee offers oversees the value added courses to be offered to the students in different fields focusing on skills and entrepreneurship. Their role is to finalize the certificate courses in consultation with the Principal, follow procedures of having MoUs, scheduling and monitoring the conduct of courses, administering the feedback, generating reports and distribution of certificates to the students.
- **Curriculum Review Committee:** The committee is involved in collecting feedback from stakeholders in consultation with the IQAC of the college, prepare recommendations for review and prepare proposals for adding, expanding, deleting or modifying courses offered by the college. The committee play an important role in introducing new programmes.
- **Dean - Student Affairs:** Responsible for extra-curricular activities, discipline, monitoring attendance, grievance redressal in consultation with the Principle, Heads of the departments and convenors of various cells. Dean - Student affairs coordinates in organizing extra-curricular activities at college level, organizing the student counselling and give guideline to all HODs regarding student's affairs, administer student feedback and fulfilling additional responsibilities as assigned by Principal.
- **Student Support Services:** Assist students' by facilitating and engaging them for enhanced learning that support 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.
- **Counseling Cell:** The cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. In the changing scenario, counselling cell plays a vital role in an educational institution. Education stands for an overall development of a student. In this connection, as per UGC guidelines, college

established a Counseling Cell in the campus to support staff and students for their psychological well being. The Department of Counselling works with a vision to provide students with holistic knowledge on values, self-care, interpersonal skills and nurture self-efficacy. The genial environment created at the counselling cell, enables students to freely express and resolve their problems.

- **ST/SC/OBC Cell:** The College is committed to the welfare of students and provides an environment that promotes diversity and respect for everyone regardless of community and culture. While maintaining the diversity - SC/ST/OBC cell ensures the equal opportunities as per the provisions of constitution of India.
- **Alumni Committee:** The Alumni Committee was formed to strengthen the bond between alumni and the Alma Mater, which includes developing an active network of alumni across countries. The committee has been working on creating an alumni directory. The alumni committee has a Facebook group that has more than 300 alumni along with faculty members who are part of the alumni committee.
- **Gym:** The College has a gym facility to promote fitness of the students. Students are free to use the facility before and after regular college hours.
- **Entrepreneurship Development Cell:** The aim of Entrepreneurship Development Cell (EDC) is to promote and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures. The College provides infrastructure and technical support to the students having innovative ideas to transform into new products and services for the betterment of the society.
- **Website Committee:** The main objective of the website committee is to ensure that the college website is regularly updated, improved and well maintained. The members of this committee collect information about the latest events in the college, achievements etc. and get them posted on the website by way of write-ups and pictures etc. Updated

communications, notices, announcements are placed on the website for easy and wide access to all the stakeholders.

- **Library Committee:** The main function of Library Committee is to act as a channel between the library and its users. It looks after general maintenance of the library in terms of reading material and infrastructure. This committee effectively involves in seeking the requisition from departments for purchase of books & journals, fostering the reading habit of staff and students. The college library has a vast collection of texts and general books, International and National journals, online databases to cater to the needs of both UG and PG students. Separate sections for General, Reference books, Journals and Periodicals, Magazines are provided along with free Net browsing facility to access the online databases and academic information.
- **Wellness Centre:** The college provides health care facility to the students by providing First-aid and other basic facilities when required. A separate room is allotted for the said facility. Doctors are available on call whenever the need arises. Medical facility is also extended to the physical education department of the college at the time of matches like volleyball, cricket, table tennis etc.
- **Career Development Cell:** The Career development cell is an integral part of the student support facility. The committee plans for the pre-placement activities, career counselling, campus recruitment training programme, conducting training for competitive exams, organising placement activities etc. The Institution has a tie-up with Deloitte, a multinational US based company. Our students have been placed at Deloitte, Dell, IBM, Wipro, Infosys, HSBC, Tata Teleservices, Convergys, Transdyne, ADP, Apollo Health Street, Cognizant, ICICI Bank, Federal Bank, Kotak Mahindra, ICICI Prudential, GE, Bank of America, Du Pont, Good Year, JP Morgan, India Info Line, Value Labs etc. Job Fairs are conducted in the college where reputed companies participate. The cell also facilitates students to attend job fairs organized at different places in the city.

- **Physical Education and Sports:** The College has a good set of indoor and outdoor sports equipments. The facilities in the campus include Volley Ball and Basket Ball courts and Indoor games like Carroms, Chess and Table Tennis. As the ground for playing outdoor games is limited, the institution hires Osmania University and YMCA grounds for professional coaching and for holding competition.
- **Extra-Curricular Activities Committee:** The main objective of committee is to promote and arrange extracurricular activities to bring out the talents of students in the performing arts. The members of the committee are involved and are responsible for all intra and inter-collegiate cultural events in the college. They plan and schedule cultural events for the academic year. It involves in arranging events/programs for staff and students in coordination with Student coordinators.
- **Students Grievance and Redressal Cell:** The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It 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 solution to the grievances, using a fair approach.
The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.
- **Academic Department:** The academic department is the basic unit within the college organized to carry on all the academic, research, co-curricular and extra-curricular activities for the overall development of the students.
- **Head of the Department:** The primary role of the Head of a department is to provide strong academic leadership. The Head of the department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Planning all the overall activities of the department, monitoring the progress in

academic matters and appraising the same to the head of the institution. The department head is responsible for preparing an annual budget in consultation with other members of the department and responsible for the authorization of expenditures from budgeted departmental funds.

- **Program Coordinator:** Program Coordinators supervise the execution of the program and ensure team members have everything they need to complete their tasks. They are involved in curriculum review/redesign, administering feedback on curriculum, organize events or meetings related to the programme.
- **Teaching Staff:** Teaching staff include professional personnel directly involved in teaching students including classroom teachers and other teachers who engage with students' development. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the department and Principal.
- **Lab Maintenance:** The College has 05 full- fledged Computer labs with the latest state-of-the-art Hardware and Software, Physics Lab with attached Dark room is provided with most modern equipment needed for conducting practicals, SPSS lab, MassComm. lab with an Audio – Video Production Studio equipped with modern digital technologies provides the students knowledge on modern media production techniques, Well equipped with the various Psychological lab experiments, inventories consisting of scales and questionnaires and Mathematics Lab aims to provide students with improved methods of conceptualization. Labs are taken care by technically qualified staff and appraise the requirements as and when needed to the Head of the Department.
- **Exam Branch:** The Examination Branch of the college is headed by a Controller of Examinations. It works with the help of Additional Controllers, Computer Programmers and Office Assistants. The Examination Branch conducts the Examinations, declares the results and issues the relevant certificates to the student. It also maintains personal and academic record of all the students admitted to various programmes. The Branch carries its activities

keeping in view the guidelines recommended by UGC/ Parent University from time to time. The students are governed by the rules and regulations framed by the Examination Branch of and constantly disseminates examination related information and addresses student grievances promptly.

- **Controller of Examination:** The Controller of Examinations of the college is the Officer in-charge of all examinationrelated affairs of the college. It is also the duty of the Controller of Examinations to arrange for paper setting, moderation and printing of question papers and all other incidental matters connected with the smooth running of examinations. He is also responsible for arranging for evaluation of answer scripts and all other incidental matters connected with the publication of results.
- **Additional Controller of Examination:** The additional 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 to get performance of the candidates at the examinations properly assessed and to arrange for the timely publication of results of examinations and other tests.
- **Examination Branch Staff:** Examination Branch is a well established and maintained branch with committed staff members. Main duties of exam branch staff is to accept examination forms, to issue the hall tickets, record maintenance and administration etc.
- **Examination Committee:** The Examination committee shall conduct the internal and external examinations. They are responsible forpreparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the examinations. Any decisions concerning the smooth conduction of examinations are done in consultation with the Principal.
- **Result Review Committee:** The fundamental role of the result review is to verify the results of the examinations conducted.

- **Unfair Means Committee:** The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by college. They can decide quantum of punishment after reviewing nature of malpractices at theory, practical / project report examination
- **IQAC:** St. Joseph's Degree and P.G. College aims at continuous enhancement and sustenance of quality in education. The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution in January, 2009, for monitoring the quality parameters in the college. Every year, the college submits an Annual Quality Assurance Report to NAAC. The committee was formulated on the basis of the recommendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way. The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. She/he is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.
- **SQAC:** SQAC is the Student's Quality Assurance Cell, a part of the Internal Assurance Cell (IQAC). The SQAC functions under IQAC Co-ordinator. The aim of SQAC is to improve the academic and administrative performance of the Institution by incorporating student's perspectives in all academic matters. The student's members of the SQAC support the institution in all its academic endeavours, helps to create a learner-centric environment, internalise the quality culture and institutionalize the best practices that are followed by the Institution.
- **Staff Welfare Committee:** Welfare Committee aims for overall development of staff members by applying different welfare schemes. This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other. The main responsibility of committee is to build a healthy working environment and foster good relationships among the staff, Collection and compile database of faculty and staff working in the campus, to provide opportunities for attending various workshops, seminars,

symposiums and conferences conducted by various institutions and agencies in and outside the state and to plan and organize regular programs and activities for the development of faculty and administrative staff.

- **Grievance Appeal Committee:** The Appeal Committee desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It 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 solution to the grievances, using a fair approach.
- **Staff Grievance and Redressal Cell:** Enables the staff to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.
- **Administrative Department:** The admin department is a branch of the college employees responsible for the maintenance of the institution. The admin office is fully computerized with 24 hours broadband access. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration and all other educational needs. The office also offers services to staff members.
- **Admin Officer:** Admin Officer provides administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings and travel, filing, researching files and records, preparing and proof reading correspondence, reports and other documents as requested.
- **Office Assistant:** Office assistants handle organizational and clerical support tasks. This includes organizing files, scheduling appointments, writing copy, typing, filing, taking inventory, keeping records and sorting checks etc.

- **Reception:** The Reception area is located in the ground floor of the campus. The office staffs are available to assist with campus information and direct students to appropriate personnel or services who can further assist them with their needs.
- **Fee Counter:** College has an in-campus fee counter open for the students in all working days from 9.00 am to 4.00 p.m.
- **Accounts Office:** The College has accounts office which helps in billing statements, answer questions on different charges; assist with payments and to help with any other questions related to student account.