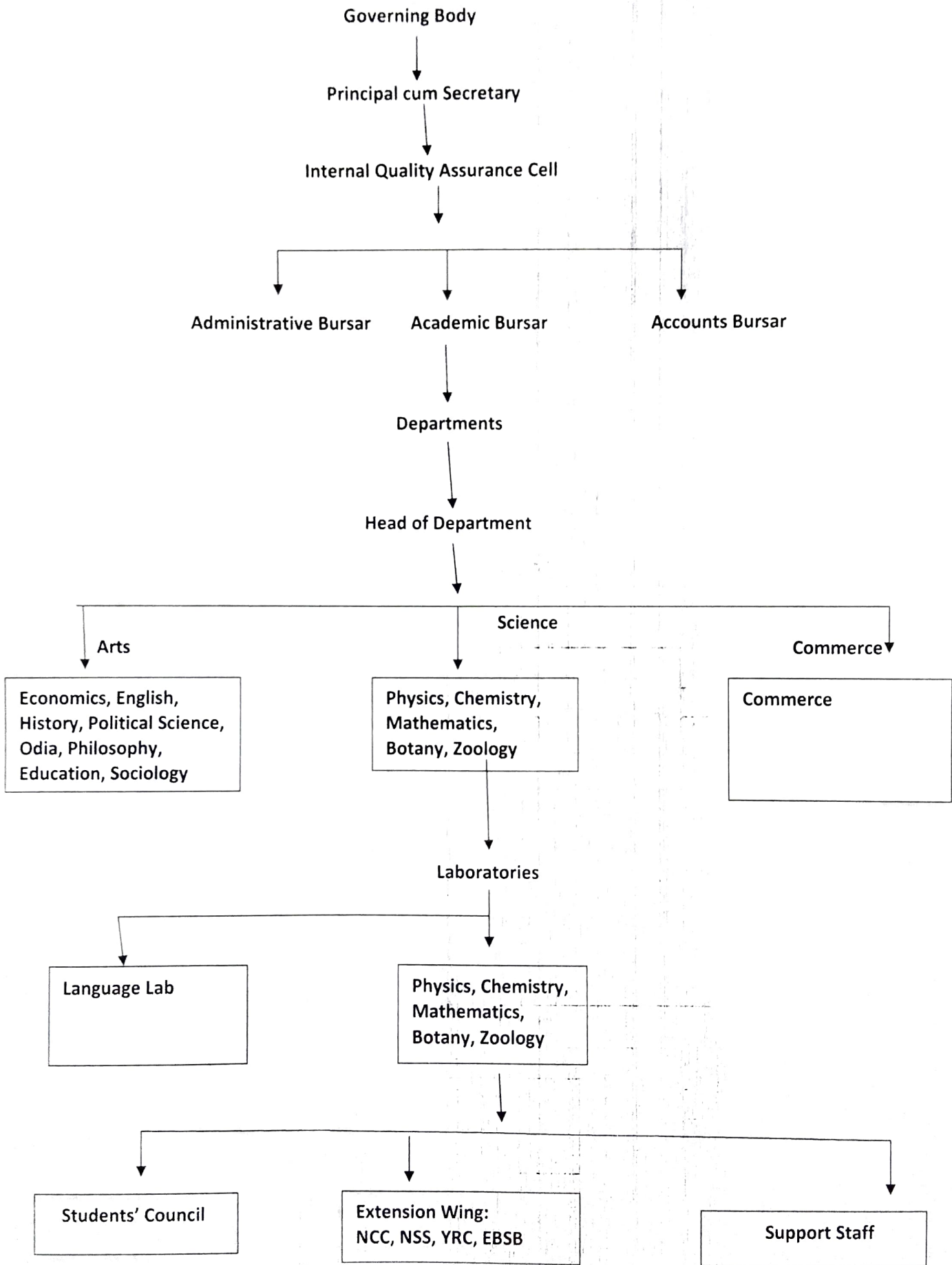


ORGANOGRAM OF PARADIP COLLEGE, PARADIP



ORGANISATIONAL STRUCTURE

Paradip College, Paradip is an Aided Institution under Govt. of Odisha, Department of Higher Education. It has its Governing Body to look after the development of the college. However, the administration of Paradip College, Paradip is the responsibility of the principal.

College Development Committee (CDC)

The College Development committee consists of a few members headed by the principal to make recommendations for the improvement and up gradation of existing academic, administration and infrastructure, extracurricular and curricular activities.

Principal

The Principal is involved in the implementation of the perspective plans of the college. The principal ensures that academic and administration functions effectively through different Departments and various committees constituted for the respective cause.

Internal Quality Assurance Cell

IQAC has been established in the college which meets regularly to assess the quality delivery of education in the institute leading to achieve the course and programme outcomes. The information about the achievements, co-curricular and extracurricular activities carried out, participation of students in various activities and their achievements and participation of teachers in National and Internal Conferences, seminars, workshops are taken up in IQAC.

Administrative Bursar, Academic Bursar and Accounts Bursar

The above three Bursar are entrusted with the responsibility of extending their cooperation to the principal in administrative, academic as well as the financial matters.

Heads of Departments ensure that the Academic Calendar provided by University/Govt. is implemented properly and efficiently. Heads are also responsible to administer respective Department, run academics as per plan, conducts curricular and extracurricular activities for the respective students.

Committees for specific task

Various academic and administrative committees are constituted at the beginning of the year or as and when required and specific task is allotted to it as per the academic and administrative plans of the college. The committees are Annual cultural & sports, students Association , Examination Committee, Discipline Committee, Purchase Committee, Admission Committee, Attendance Committee, Library Committee, Grievance Redressal Cell, Woman harassment prevention Cell, Anti-ragging cell, SC & ST Development Committee.

Office Superintendent (Establishment Head)

Office Superintendent is the head of Non-teaching Staff and ensures the administration of various sections run properly and efficiently as per the college plans and instruction of the principal.