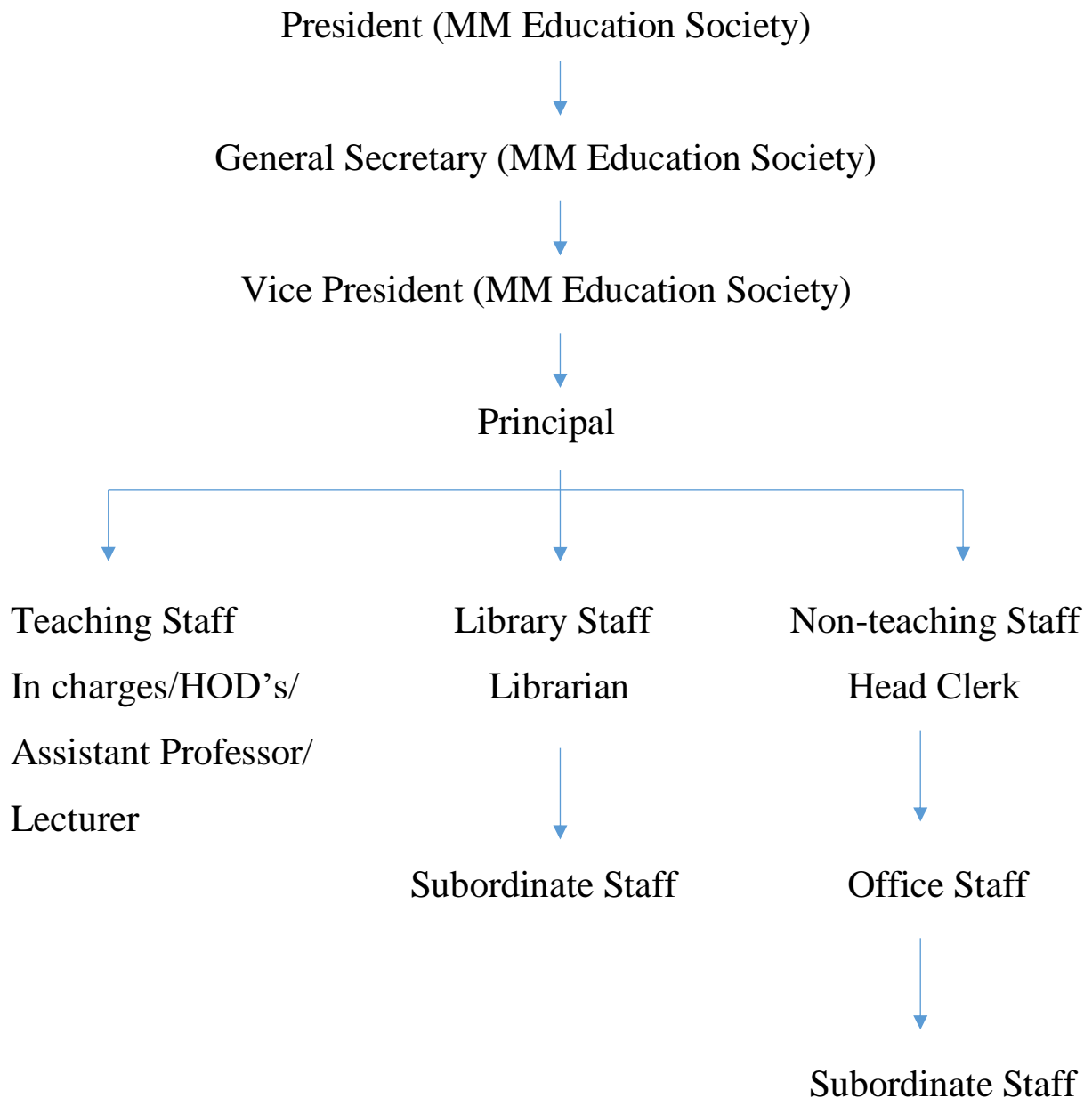


An organogram is organisational structure of institution. It's used to show hierarchal relationship Management and Principal and College staff. An organogram is a useful tool for organisations to both visualize reporting relationship. An organization is a group of people who was together or act of forming or establishing something. Organograms provide a clear representation of an organization's structure making it easier for employees to understand the reporting lines, role and relationship with in the organization. The organizations created the structures to coordinate the activities of work factors and control the member performance organizational structure is shown in organizational chart.

MANOHAR MEMORIAL COLLEGE OF EDUCATION FATEHABAD

Organogram: The organizational and administrative structure of the institution is as follows:



The President's Primary responsibility is to provide vision of the college and positive leadership and direction for the planning of all aspects of the college programs. The presidents shall have a general control over all the efforts of the society.

Presidents leads, develops and implements a comprehensive strategy that builds and expands upon the existing success of the college. His responsibilities are varied and unbounded.

Role of President in Institution

- To participate in setting institutional goals.
- Collaboration with their society member and college principal.
- To raise money and balance the budget.
- To work with the faculty to create an environment that encourages learning for both faculty and students
- To recruit (University norms) and maintain a high quality of faculty.
- The most important step is to find the place on the campus for a team of individuals who are professionals in the design of learning environments.

The General Secretary is a leader. A good leader listen to entire team and gets everyone's opinion on a particular manner and only then will take an appropriate decision for the welfare of the institution. He works closely with the president and assumes all the duties of the president in his absence or when officially requested by the president.

Role of General Secretary in Institution

Act as secretary for and at meeting of general body. He shall prepare and distribute the agenda and keep the minutes of all meetings of which he is secretary. A secretary is an administrative professional who plays an integrate role in organization.

- To maintain and organize different tasks, implement procedures and carry out additional administrative duties depending on the nature of employment.
- Running the administrative and organization work of the society, under the supervision of President.
- Follow up of different administrative in the implementation of their tasks and responsibilities.

The Vice President is a member of the college's management team and is responsible for providing vision and mission, institutional planning, program review, academic personal actions, faculty development and resource planning. College Vice President assist the college president in overseeing a campus.

Role of Vice President in Institution

- The Vice President of instruction reports directly to the president and has overall responsibility for providing college wide leadership, supervision, guidance and direction for all educational programmes, faculty and staff, institutional policies and procedures and supervision of college.
- Assisting the president in college society's activities, events and meetings.
- Running meetings in the absence of Presidents and taking accountability for decision that area made.
- Define and implement operations strategy, structure and processes.
- Monitor performance to proactively identify efficiency issues and propose solutions.

The Principal is the academic and administrative leader of the College. He/she plans and supervises the execution of annual academic plans, co-curricular and extra-curricular activities with the support of Advisory Committee. He/she strives for the overall development of the College.

Role of Principal

- Empower all his/her staff and students to reach their maximum potential
- Lead the strategic development of the College. Work with academic units to represent the college.
- Develop, implement and maintain curriculum standards
- Ensuring the provisions of management and promoting best practice in the delivery of courses.
- Implementation of University Policy on quality and widening participation at the college level.
- Ensuring that the duty of care owed to staff and students is exercised, particularly in relation to maintain of learning/working environment free from bullying or harassment.

Teaching Staff

Teaching staff means any employee employed by the University to engage directly in teaching learning. Teaching staff include professional personal directly involved in teaching learning process including others teachers who work with students in class room and in small groups.

Role of Teaching Staff

- Maintain discipline and culture in institution. To help students learn by importing knowledge them and setting up a situation in which students can learn effectively.
- Nurturing the nation builders and providing mentorship.
- Conducting training needs analysis and evaluation, preparing teaching materials and designing open-ended training programs.
- Able to develop rapport with learners committed to the growth of their students and always conscious of their status as role models.

Non-Teaching Staff

The Non-Teaching Staff refers to those who work at institutions, but do not engage in teaching with students, curriculum planning and academic counselling.

Role of Non-Teaching Staff

- Work in administrative and other departments of the college. They also provide various services that are not related with curriculum, related with administrative tasks e.g. record keeping, correspondence and handling enquiries.
- To maintain financial records often fees payments from students to and manage inventory.

Library Staff

Library staff means all persons appointed by Universities norms. Library staff only means paid workers.

Role of Library Staff

- Monitoring of technical standards and practices provide professionals library and information services. Assist in the development of information services and system. Assign and supervise tasks to the supporting staff.
- To help the students in their academic and personal development. Provide students with a place to research projects or check out new magazines or books to learn more about the world.

