

**ARUNAMAI  
COLLEGE OF  
PHARMACY**

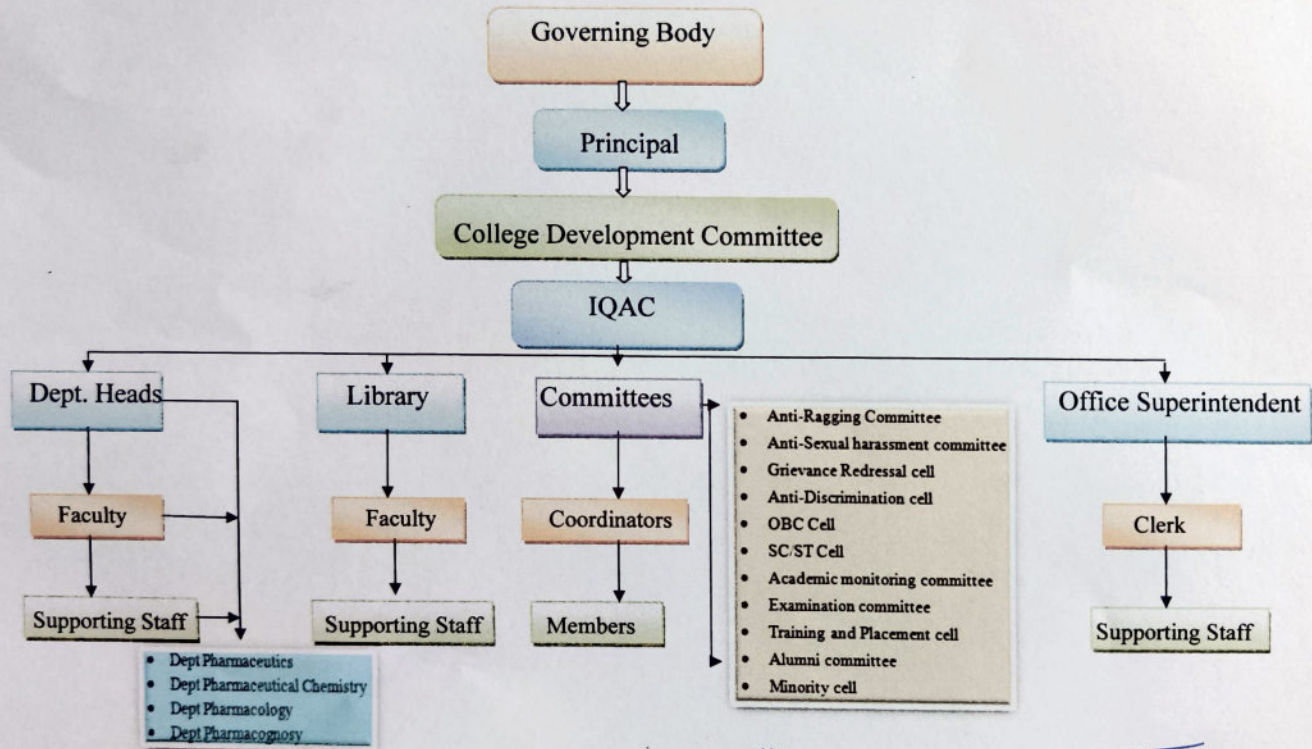
## **Shellino Education Society's Arunamai College of Pharmacy**


**Organogram &  
Administrative Setup**



  
**PRINCIPAL**  
Shellino Education Society's  
Arunamai College of Pharmacy

## ORGANOGRAM AND ADMINISTRATIVE SETUP



  
**PRINCIPAL**  
 Shellino Education Society's  
 Arunamai College of Pharmacy  
 Mamurabad, Tal. Dist. Jalgaon

## S.E.S Governance

Governing Council of the Shellino Education Society's is the apex body of the college. The management and affairs of the association shall be administered, controlled and supervised by the Governing Council through the Hon. President, Hon. Vice President and Hon. Secretary of Society's.

## Administration of the College

JZMDS College of Pharmacy was established by Jalgaon Jilha Medicines Dealers Society in the year 2005 and takeover by Nanasaheb R. G. Patil in 2012 and Name Change to Shellino Education Society's Arunamai College of Pharmacy, Mamurabad, Jalgaon The administration of the college is as follows:


### College Development Committee:

The College Development Committee (CDC) was through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college.

### Internal Quality Assurance Committee:

- 1) Internal Quality Assurance Committee ( IQAC) in the college is responsible for planning, guiding and monitoring quality assurance and quality enhancement in the academic activities of the college.
- 2) IQAC plays a catalytic role in the overall quality initiatives and general administration of the college.
- 3) IQAC has been constituted and functions as per the guidelines of the UGC, NAAC and State Government/university.



  
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### **Principal:**

- 1) The Principal of the college is the head of the institution and always caters to offer essential direction to the system. The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. He is the Link between the Management and the College.
- 2) The Principal ensures that the values and relevant strategic plans are reflected in the mission, vision and quality assurance system of college. The Principal of the college perform an important role by imparting smooth functioning of Administrative and academic activities. For smooth functioning of administrative, co- curricular and extracurricular activities, he forms different committee and appoint a chairman and members from the staff. The Committee co-ordinate and execute the activities assigned to them and report to the Principal.
- 3) The Principal coordinates with the external agencies like the University, PCI, AICTE and other government bodies to comply necessary regulations. His safe-guards the interests of Teachers/non-teaching staff members and the management.
- 4) He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

### **Office Superintendent:**

The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College. Administrative Staff comprise of head clerk, senior clerk, junior clerks and manual staff who, works under the guidance of the office superintendent.




  
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### **Head of the Departments:**

The Heads of the departments act as front runners of their departments. They monitor activities of the departments and report directly to the Principal

1. They are responsible for the overall management of the department(s).
2. Manage the day-to-day functioning of the department
3. Propose and administer the development of new courses/programs, and on courses etc.



  
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