***The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.***

Present the Organogram of the institution and describe its structure (within a maximum of 200 words).

At the top of the Institution’s organogram is the Dombivli Shikshan Prasarak Mandal, which is the parent body of the institution and provides financial assistance, administrative guidance and a perspective/ vision which is pivotal for the smooth functioning of the institution. The Managing committee frames Institutional policies with procedures for optimum utilization of intuitional resources and smooth functioning of the institution. Institution has a well- defined code of conduct for the teaching and non-teaching staff of the College. Appointments of teaching & non-teaching staff is done through an appropriate recruitment and selection process. Newly recruited staff is briefed about the service rules and the duties and responsibilities through a comprehensive offer letter. There is a dedicated administrative unit which extends all necessary support to the students, Committees like NSS; NCC, Cultural & Gymkhana provides equal opportunities to all the students for participating in various curricular & extracurricular activities. Code of Conduct for Administration staff as well as teaching staff is provided for maintenance of decorum of the institution.Statutory committees like anti- ragging, Grievance redressal; cell and ICC function as per the UGC norms and ensure safe and secured learning atmosphere. All committees function under the guidance and leadership of the Principal of the institution Vice Principals act as the communicating and managerial link between various departments, committees & the college office.