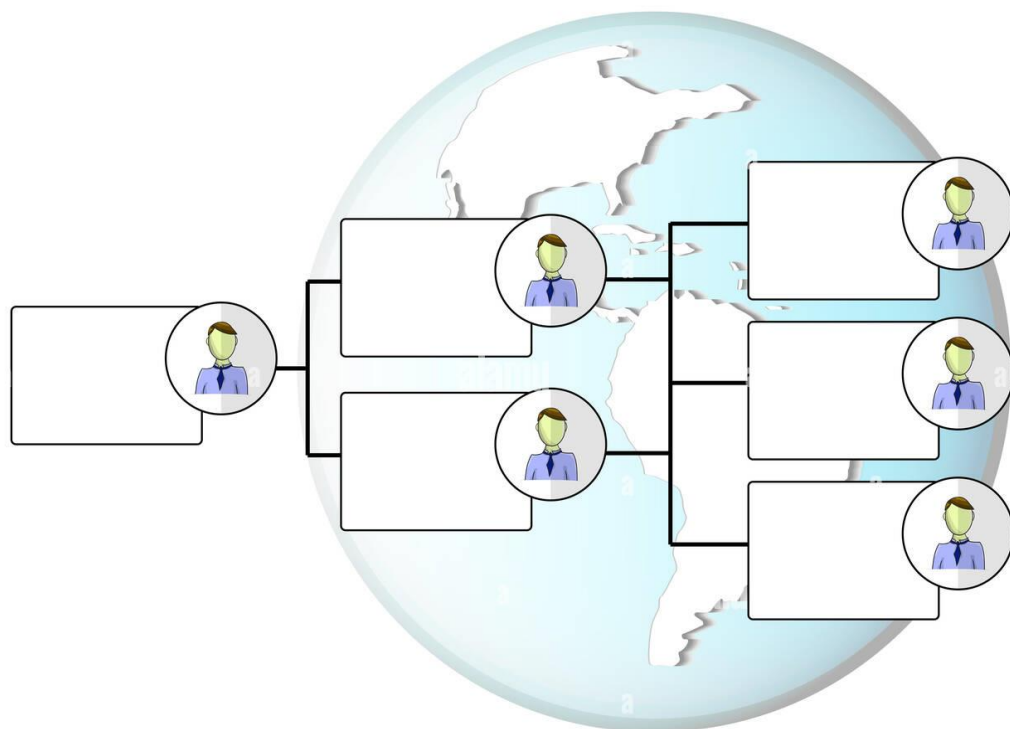


# *LITTLE FLOWER DEGREE COLLEGE*

*(Affiliated to Osmania University)*

*Uppal, Hyderabad*

*Managed by Brothers of St. Gabriel Educational Society*



## **ORGANOGRAM POLICY**

## **Preface**

Organogram is an administrative diagram used to describe the decentralized structure of administrative set-up of the college. The structure of the governance is visualized in the organogram. Institutional governance in LFDC encompasses various aspects such as organizational structure, decision making processes, policies and procedures and the role and responsibilities of stakeholders which includes faculty, administrators, and the governing body of Montfort Institution. Their collective efforts ensure that the institution remains aligned with its core purposes steering its actions and decisions towards the fulfilment of the college's vision and mission.

### **VISION:**

Quality education that fosters academic excellence, value enrichment, social responsibility, and promotes holistic development, inclusivity and nurturing individuals who contribute positively to society.

### **MISSION**

Cultivate academic excellence, instill ethical values that promote integrity, social responsibility through community engagement and prepare individuals with essential skills to navigate the challenges of the dynamic world and foster holistic development by embracing diverse perspectives.

- To Encourage staff and students to strive for the highest standards in academics, sports, and extracurricular activities.
- To Instil honesty, responsibility, and moral uprightness in all aspects of life.
- To Enhance skills to face the challenges of the competitive world.
- To Celebrate the diverse talents and interests.
- To Promote a spirit of selflessness and compassion towards others.
- To Develop responsible leaders in society.
- To cultivate Self Discipline, Self-esteem and a strong work ethic.
- To Nurture spiritual development within an ethical framework.

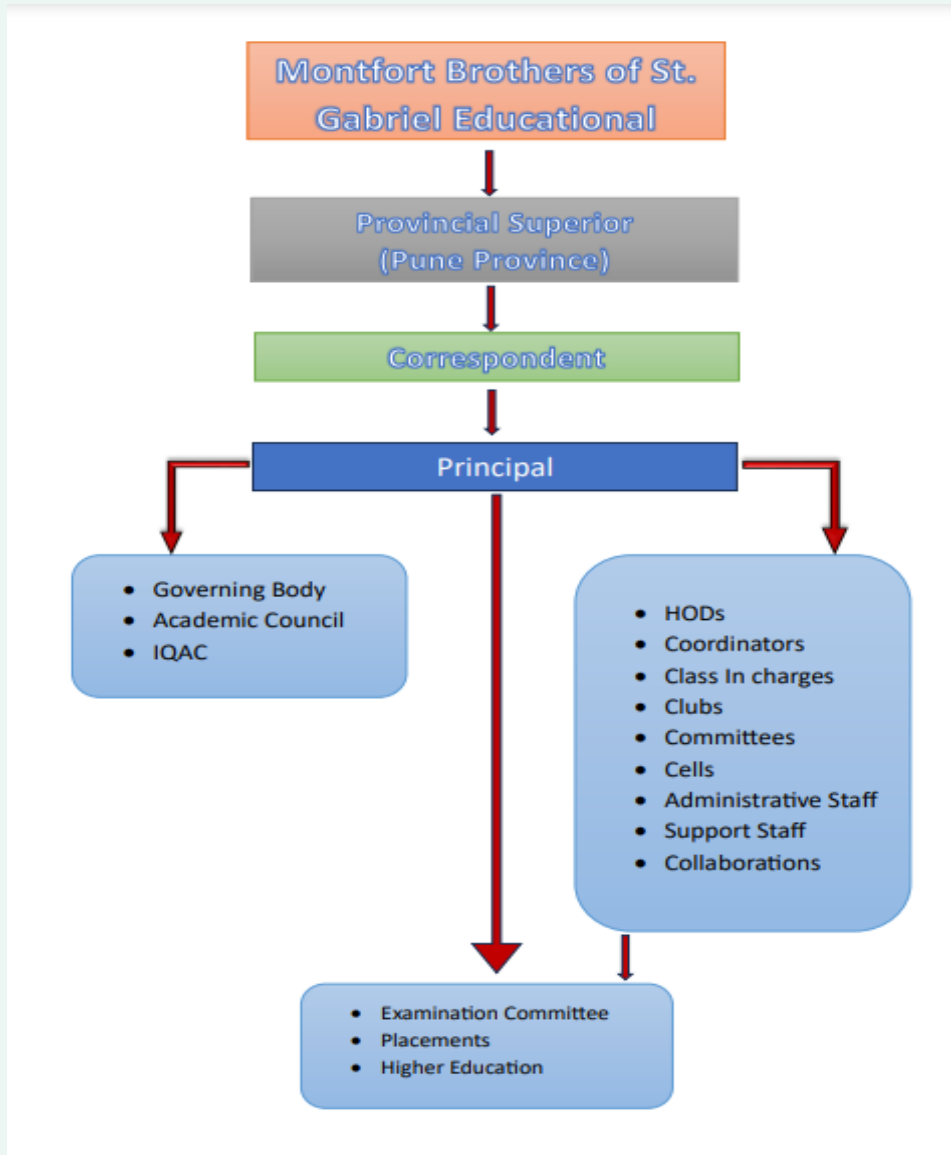
## **Objectives:**

1. Foster a culture of intellectual curiosity, critical thinking and to engage in continuous academic excellence to enhance teaching and learning.
2. Integrate ethical values and principles across curriculum to instill integrity, empathy and social responsibility.
3. Promotes diversity and inclusivity by incorporating sustainability practices into campus operations and curriculum.
4. Encourage initiatives that address social justice issues, promote inclusivity and advocate for the rights of marginalized communities with a sense of shared humanity.
5. Emphasise the importance of lifelong learning and adaptability to prepare for future challenges in a rapidly changing world.

## **Graduate Attributes:**

1. Disciplinary Knowledge and intellect.
2. Effective communication, Leadership and interpersonal skills
3. Critical thinking, Creativity and problem-solving capabilities
4. Ethically sound and socially responsible and active citizens
5. Digital and information Literacy
6. Cultural competence and empathy
7. Emotional Intelligence, Self-respect and self-reliance.

## ORGANOGRAM



### **Montfort Brothers of St. Gabriel Educational Society:**

As stewards of the institution's values and legacy, the society members contribute to shaping policies, fostering academic excellence. They facilitate collaboration with other educational institutions, community organizations and stakeholders to enhance the college's impact and outreach.

### **Provincial Superior (Province of Pune):**

The provincial superior of the province of Pune holds a significant and spiritual mission of Montfort institutions within the province. They provide leadership, guidance and support, ensuring alignment with the values and vision of the Montfortian tradition contributing to the holistic development and success.

### **Correspondent:**

The correspondent is the bridge between campus events and the wider community. He provides leadership, oversees the operational management of the college and sets the strategic directions, policies and goals of the college.

### **Principal:**

Principal plays a pivotal role in the college, providing visionary leadership, fostering an environment conducive to learning shaping institutional values and ensuring academic excellence.

### **Vice Principal:**

They act as a liaison between faculty, students and the principal, helping to implement policies, resolve conflicts and maintain the overall functioning of the college.

### **Governing Body:**

Plays a crucial role in its strategic direction, financial management, and adherence to regulatory standards. It ensures accountability, transparency and ethical conduct within the institution.

### **Academic Council:**

Responsible for all academic matters, such as framing of academic policy, approval of courses, regulations, syllabi etc. it involves the faculty at all levels and experts from outside and representatives from the university.

### **IQAC:**

It serves as a catalyst for continuous improvement and excellence in all aspects of college operations, ultimately enhancing the educational experience and outcomes for students, faculty and the broader community.



**HOD:**

Plays a crucial role in advancing the academic mission of the college, fostering academic excellence and ensuring the success of students, faculty and the department as a whole. Their leadership, expertise and dedication contribute significantly to the overall reputation and success of the institution

**Coordinators:**

Plays a pivotal role in managing the academic affairs within their respective faculty. Their importance lies in overseeing all aspects of faculty operations such as managing staff, activities and documentation. Serving as a bridge between department and college administration

**Class In charges:**

They play a crucial role in facilitating the learning process and supporting student's academic growth. They also provide guidance and mentorship to students offering academic advice and addressing their concerns.

**Cells/Committees/Club Coordinators:**

Providing direction and guidance to memes, planning and coordinating events and activities and assessing the effectiveness of activities and making adjustments as needed.

**Teaching Staff:**

It encompasses various responsibilities such as instructions, creating and grading assignments, providing academic guidance and mentorship to students, engaging in research and publication.

**Administrative Staff:**

Ensuring the smooth operation of the institution including functioning of administrative office, handling finances and correspondence and maintaining records.

**Supporting Staff:**

Provides crucial assistance to smooth function of the institution by assisting clerical tasks, janitorial duties and to ensure cleanliness, safety and functionality of the college premises.

**Institutional Governance - 2023-24**

**List of Departments**

<b>SL. No</b>	<b>Name of the Department</b>	<b>Head of the Department</b>
1	Arts	Ms. Thane Savariappa
2	Commerce	Ms. Pranitha
3	Management	Ms. Anthoniamma
4	Life Sciences	Ms. Gomathi
5	Physical Sciences	Mr. Vijay Reddy

**List of Faculty**

<b>SL. No</b>	<b>Name of the Faculty</b>	<b>Name of the Coordinator</b>
1	Mathematics	
2	Computer Science	
3	Physics	
4	Electronics	
5	Statistics	
6	Zoology	

7	Botany	
8	Chemistry	
9	Biotechnology	
10	Microbiology	
11	Commerce	
12	Management	
13	Mass Communication & Journalism	
14	Political Science	
15	Psychology	
16	Modern Language (English)	
17	English	
18	Telugu	
19	Sanskrit	
20	Hindi	
21	French	



**List of Cells**

<b>SL. No</b>	<b>Name of the Cell</b>	<b>Coordinator</b>

**List of Committees**

<b>SL. No</b>	<b>Name of the Committee</b>	<b>Coordinator</b>

**List of Clubs**

<b>SL. No</b>	<b>Name of the Cell</b>	<b>Coordinator</b>

**List of Registered Societies**

<b>SL. No</b>	<b>Name</b>
1.	Alumni Association

**List of Collaborations**

<b>SL. No</b>	<b>Name</b>
1.	

**COLLEGE ORGANOGRAM**

**HIERARCHY LEVEL:**

**CORRESPONDENT:**

- The correspondent represents the college regionally and nationally. He provides strategic leadership, oversees the operational management of the college and sets the strategic directions, policies and goals of the college.

### **PRINCIPAL:**

- Principal is responsible for the academic portfolio, ensuring academic quality is maintained, overseeing the faculties and providing the operational delivery of the college program.

### **GOVERNING BODY:**

- The governing body plays a crucial role in setting policies, overseeing financial matters and making strategic decisions to ensure its overall well-being and financial solvency

### **ACADEMIC COUNCIL:**

- Responsible for all academic matters, such as framing of academic policy, approval of courses, regulations, syllabi etc. it involves the faculty at all levels and experts from outside and representatives from the university.

### **FACULTY COORDINATOR:**

- Serve as an important intermediary between the management, academic teaching staff and students, balancing a diverse set of responsibilities. They foster a supportive and productive academic environment within the college.

*Jayanthi*  
**PRINCIPAL**  
Little Flower Degree College  
Uppal, Medchal Dist-500039.  
College Code : 2010