



NUTAN MAHAVIDYALAYA, SAILU-431503
DIST. PARBHANI

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded.
NAAC Re-accredited B+ Grade

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Principal

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Rules and Regulation of Managing Body

Introduction: Nutan Vidyalaya, Shikshan Shanstha runs Nutan Mahavidyalaya, Selu which has managed by a variety of key positions and bodies that work together to ensure the smooth functioning, development, and growth of the college. The specific roles and responsibilities can vary depending on the type and level of the college; following are some key positions and bodies along with their typical roles and responsibilities:

Board of Trustees/Governing Body/Board of Directors:

Role: The highest decision-making body responsible for setting the institution's overall mission, strategic direction, and policies.

Responsibilities:

- Appointing the institution's leadership (such as the president or principal).
- Approving budgets and financial plans.
- Establishing and maintaining the institution's long-term goals.
- Ensuring compliance with legal and regulatory requirements.
- Reviewing and approving major institutional policies.

President/Principal/Head of the College:

Role: The chief executive officer of the institution, responsible for its overall administration and leadership.

Responsibilities:

- Implementing the strategic plans and policies set by the governing body.
- Overseeing academic and administrative operations.
- Managing budgets and financial resources.
- Representing the institution to external stakeholders.
- Fostering a positive and collaborative institutional culture.

Academic Development Committee:

Role: Responsible for overseeing the academic programs and faculty within the institution.

Responsibilities:

- Developing and implementing academic policies and programs.
- Hiring and evaluating faculty.
- Managing curriculum development and assessment.
- Ensuring academic quality and standards.
- Promoting research and scholarly activities

Registrar:

Role: Manages student records, enrolment, and academic schedules.



Responsibilities:

- a. Maintaining accurate student records and transcripts.
- b. Managing course registration and class scheduling.
- c. Ensuring compliance with academic regulations and policies.
- d. Facilitating graduation and degree award processes.

Office Superintendent:

Role: Manages personnel-related matters within the institution.

Responsibilities:

- a. Recruiting, hiring, and on boarding staff.
- b. Managing employee benefits and compensation.
- c. Addressing personnel issues and conflicts.
- d. Ensuring compliance with labour laws and regulations.

Financial Officer/Controller:

Role: Oversees the institution's financial management and reporting.

Responsibilities:

- a. Budget planning and financial forecasting.
- b. Monitoring financial operations and transactions.
- c. Managing accounts payable and receivable.
- d. Providing financial reports to leadership and governing bodies.

Students Support System:

Role: Supports student life and engagement on campus.

Responsibilities:


- a. Overseeing student services such as housing, counselling, and health services.
- b. Promoting student activities and involvement.
- c. Handling disciplinary matters and student conduct issues.
- d. Providing support for student well-being and success.

Advisory Committees:

Role: Provide expertise and guidance in specific areas to assist the institution's decision-making processes.

Responsibilities:

- a. Advising on curriculum development and industry trends.
- b. Providing insights on community needs and expectations.
- c. Supporting the institution's connections to external stakeholders.


PRINCIPAL
Nutan Mahavidyalaya
Sailu, Dist. Parbhani