



**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

The Aditya Pharmacy College has commenced working from the academic year 2004-2005 and has a well defined organizational structure.

### **Governing Body**

The Governing Body is headed by the chairman and the principal as the member secretary to monitor the governance of the institute which includes the general administration, academic and finance management, all the decisions are taken in the Governing Body meetings.

### **Principal**

The principal is the head of the institute and supervises the activities which are taking place in the institute under various committees and departments, as per the guidelines and decisions made by the Principal execution and implementation will take place

### **Placement Officer**

The training and Placement officer lead the placement teams and organizes the training activities in soft skills, aptitude and coding, the placement officer keeps track of the changing trend of the employment and opportunities to the eligible aspirants.



*[Signature]*  
**PRINCIPAL**  
 Aditya Pharmacy College  
 SURAMPALAM - 533 437



## Administrative Officer

Administrative Officer plays a major role in the Principal's office, takes care of the administrative related issues, accounts, purchases, maintenance, etc.

In addition to this the college has an in place mechanism to assist students and employees, which includes Academic committee, Admission committee, Alumni Coordination Cell, Publication committee, Cultural committee, Entrepreneurship development committee, Ethics committee, Examination committee, Industry collaboration committee, Grievance Redressal Cell, Anti-Ragging Cell, IQAC Cell, PCI Programme committee, Library, Mentor & Parent Teacher association, NSS, R&D cell, Career counseling committee, Sports committee, website committee, SC/ST committee, Internal complaints committee, Anti -discrimination committee, Minority committee. Training & Placement cell, Women Empowerment committee.

Employees are hired in accordance with the college's recruitment policy, and their performance is governed by the college's service rules. Employees' career advancement in the service is governed by the promotion policy.



  
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