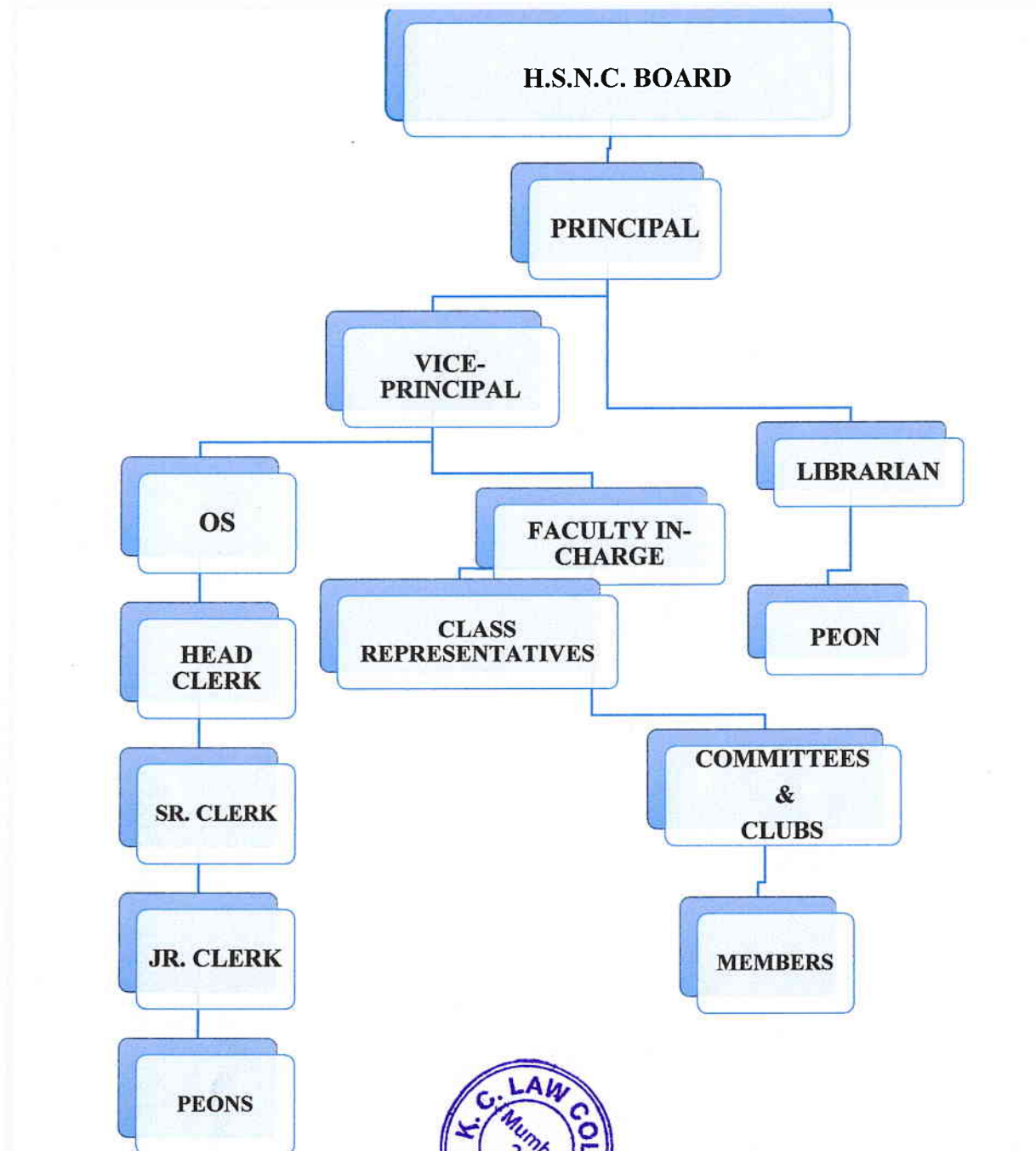


ORGANOGRAM



Functional Activity of Authorities mentioned in the Organogram

HSNC Board: The Management is committed for effective implementation for establishing quality legal education and to make the students to face the professional challenges. The Management ensures resources for infrastructural development and supports the Institution to achieve the vision and mission.

Principal: The Principal monitors the day to day academic and administrative activities by coordinating with the Staff and office in charge.

Vice-Principal: The Vice Principal Coordinate the staffs for conducting lectures and other administrative work under the guidance and instruction from the Principal.

Librarian:

- To update students and staff for effective usage of library facilities.
- To procure books, journals, periodicals, magazines, soft wares etc. as per the requirements of the college and within the approved budget.
- To manage dissemination of information like books, journals, magazines data bases etc.

Faculty-in-Charge: Each class and each subject are taken care of by the designated teacher. They coordinate for the smooth functioning of internal examination and coordinates with the visiting faculties for the smooth conducting of lectures.

Committees and Clubs: Various Committees and Clubs are constituted. The development of skills amongst students is an important component of the Institute's mission and objectives. Opportunities for these are provided through various clubs and committees that are in operation. The manner in which they successfully organize the various co-curricular activities is a proof of their skills at teamwork and leadership. The committees work under the guidance of faculty members. They take up activities related to conferences, symposiums, law fests etc. In some committees the students play a support role and take initiative and charge on ground



when an event is on. In other instances, the students participate deeply in the conceiving, planning, and executing of programs from day one.

Class representatives: Act as an extra line of communication between the teacher and students. His/her job is to circulate important information/message conveyed by teacher to the whole class.

Office Superintendent:

- To facilitate smooth functioning of the office
- To coordinate with Higher Education Department, University, Bar council and UGC.

Office in Charge:

- To maintain records.
- To take care and ensure maintenance of college premises.
- To initiate purchases and services when required.

Junior Clerk:

To work as per the instructions of office superintendent and Office- in –Charge.

To maintain inward and outward record.

Peon:

To work under the instructions of seniors.

To help students and staff during curricular and co-curricular activities.



List of Committees and Clubs

- College Development Committee
- Internal Quality Assurance Cell
- Anti-Ragging Committee
- Internal Complaint Committee
- Anti-Ragging Squad
- Women Development Cell
- Admission Committee
- Examination Committee
- Scrap Disposal Committee
- Unfair Means Committee
- Library Committee
- Disciplinary Committee
- Grievance Redressal Committee
- Internal Grievance Committee
- Caste based Discrimination Committee
- Minority Cell
- Legal Aid Committee
- Time -Table Committee
- Green Club
- Constitutional Club
- Research and Development Club
- Intellectual Property Rights Club

