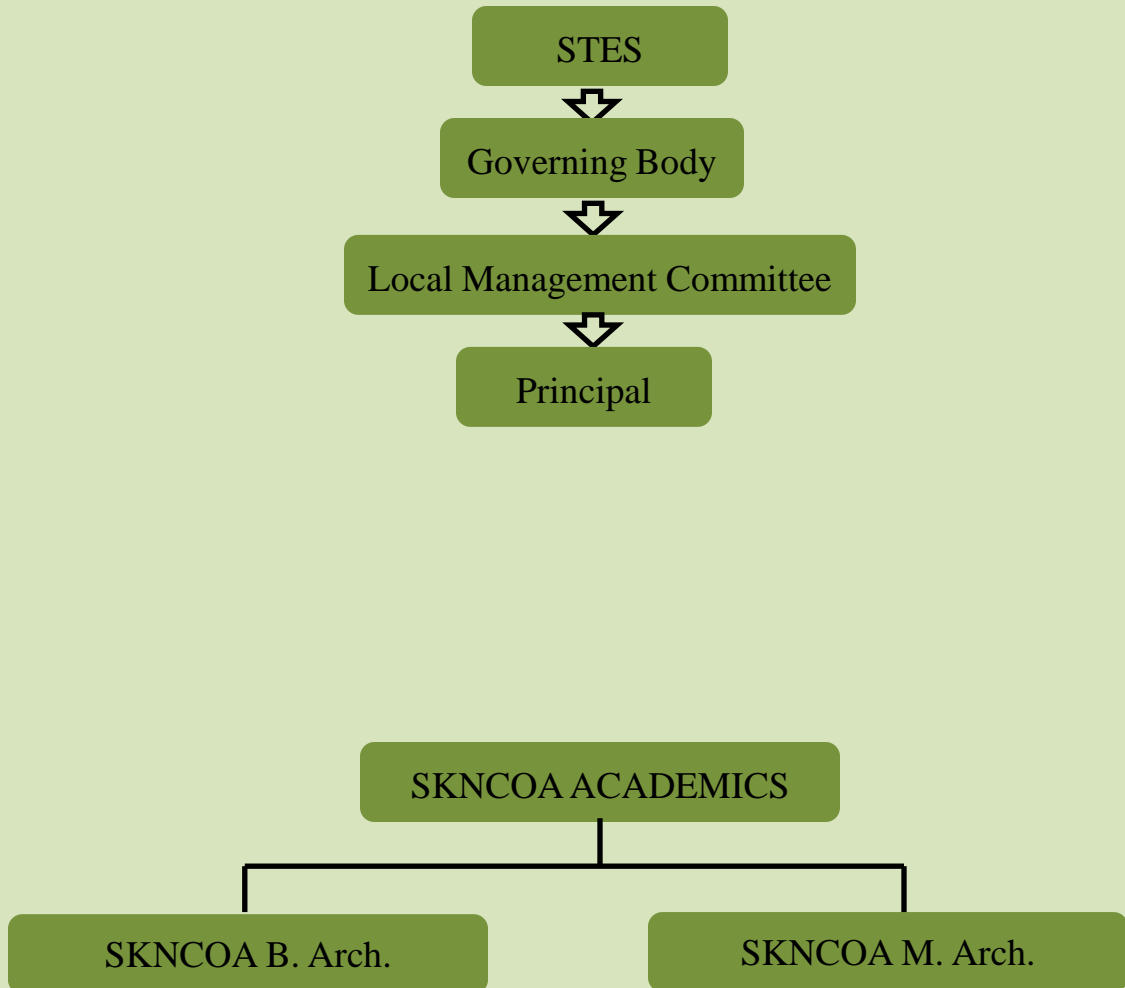
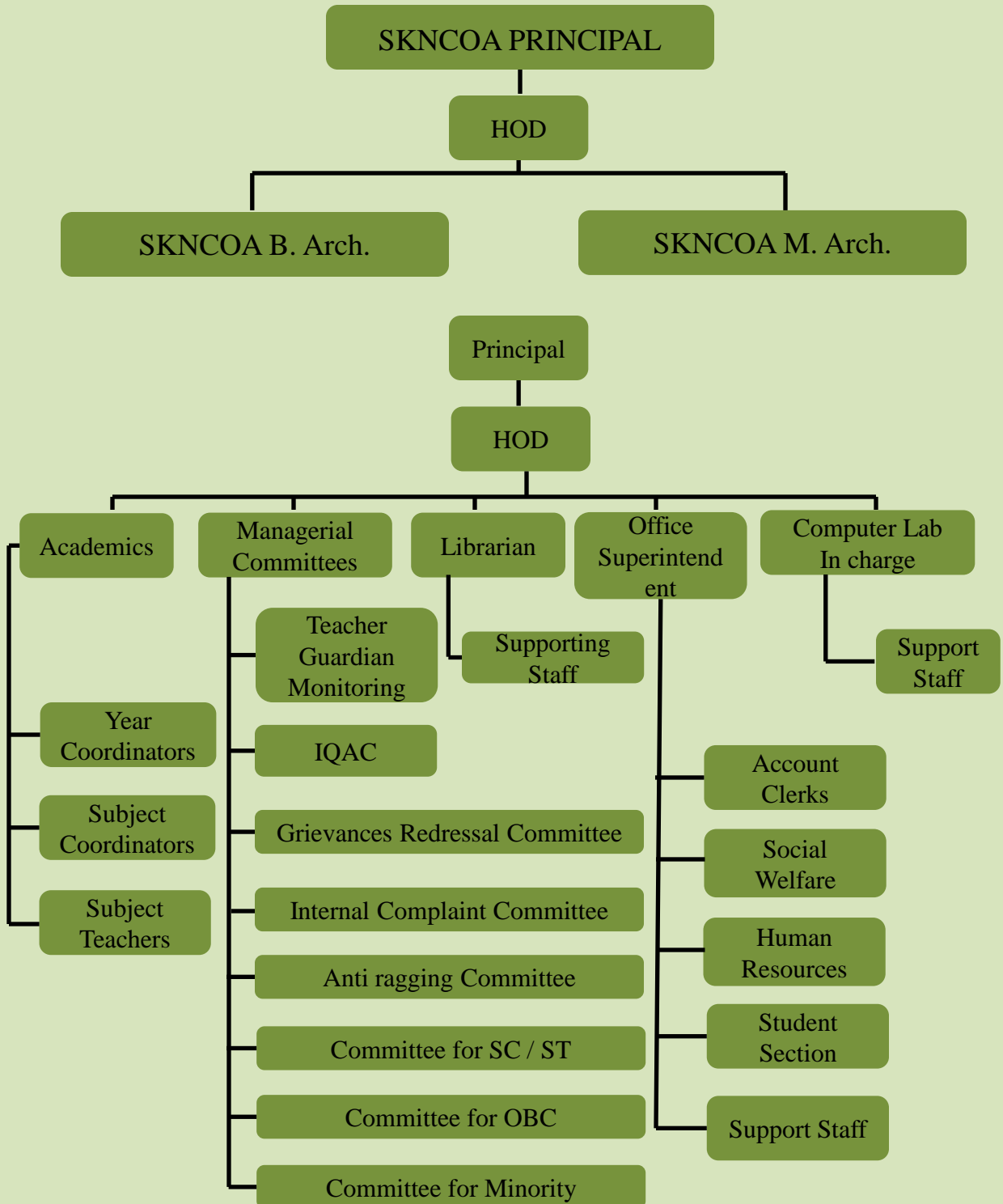


SKNCOA'S ORGANOGRAM



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PROCEDURES

STUDENT ADMISSIONS	APPOINTMENT OF TEACHING STAFF	APPOINTMENT OF NON TEACHING STAFF
Admissions enquiry	Local selection committee / UGC selection	News paper advertisement
12th Score + NATA Score / JEE paper II score	Application receipt and scrutiny of application and documents	Local selection committee
MHCET Form Filling	Interview Call letters	Application receipt and scrutiny of application and documents
CAP Round Preferences of Institutes – 1,2 & 3	Interview	Interview Call letters
Non CAP round admissions	Selection preparation of report & submissions to Authority	Interview
Closure of option of Institute as per merit	Issuance of office order of appointment	Selection preparation of report & submissions to Authority
Payment of fees confirmation of admissions	SPPU approval	Issuance of office order of appointment
Orientation of Student at SKNCOA	Joining of teaching staff.	
SEMINAR, TTP,QIPs WORKSHOPS ACTIVITIES		CO-CURRICULAR / EXTRA CURRICULAR ACTIVITIES
Faculty representative and IQAC team to prepare proposal with budget		Faculty and students representative to prepare proposal with budget
Proposal and budget to be reviewed by HOD & Principal		Proposal and budget to be reviewed by HOD & Principal
Approved by Principal / Approved through STES		Approved by Principal / Approved through STES
Implementation of event		Implementation of event