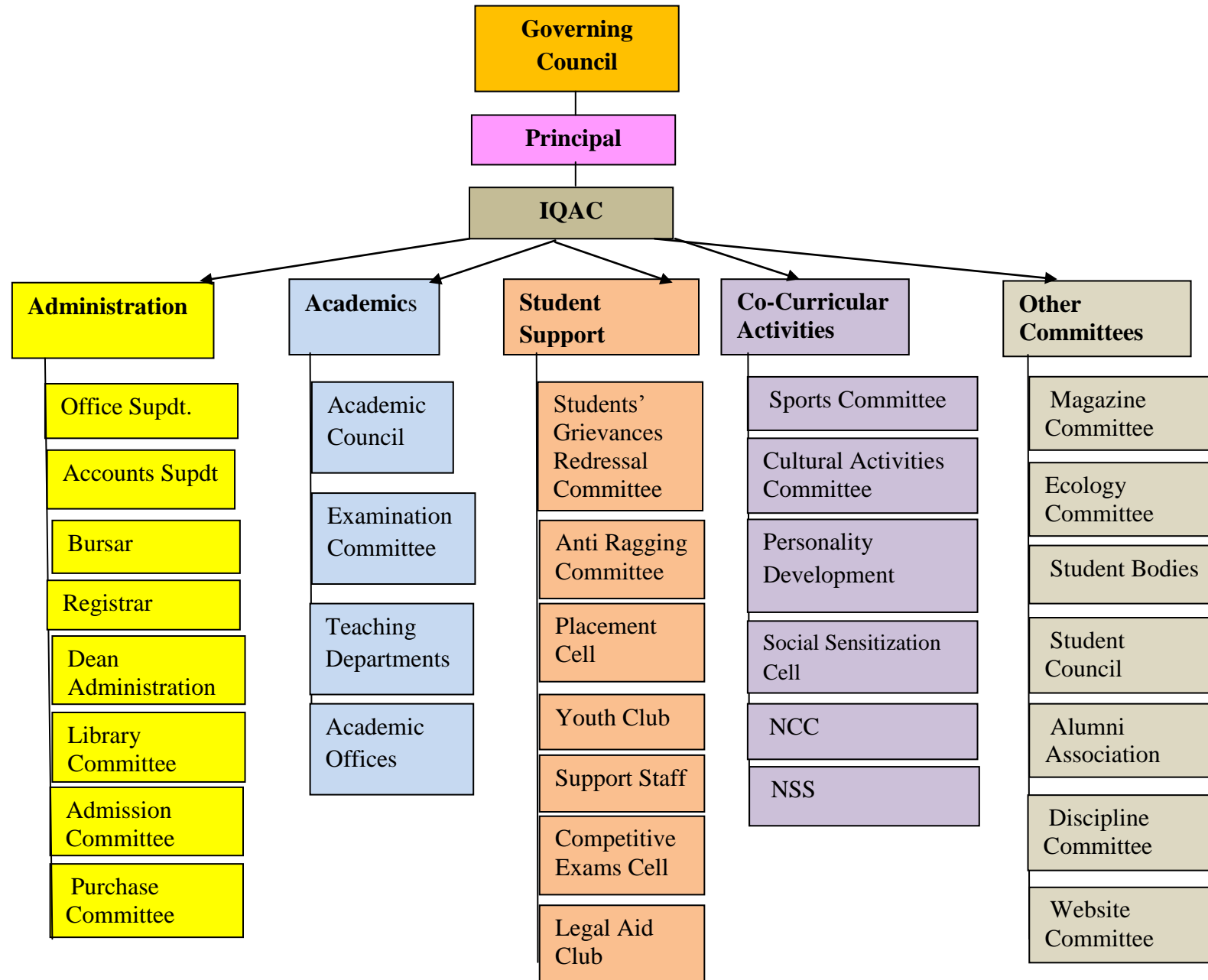


6.2.2

Lyallpur Khalsa College: Organizational Structure



Type	Committee /Office Name	Function
Administrative	Dean Administration	To coordinate administration
	Office Supdt.	To manage admission process, student data
	Accounts Supdt.	To manage employees' record, salaries and accounts
	Bursar	To supervise the financial transactions, expenses and incomes
	Library Committee	To deal with library affairs
	Admission Committee	Students counseling , admission process
	Purchase Committees	Purchases for the College
Academics	Academic Council	Introduction and implementation of new courses
	Examination Committee	Examination affairs
	Teaching departments	Teaching Learning
	Academic offices	Monitoring and coordinating Teaching –learning activities
Student Support	Students' Grievances Redressal Committee	Grievances Redressal
	Anti Ragging Committee	Ragging Issues
	Placement Cell	Training and placement of students
	Youth Club	Youth and extension activities,
	Legal Aid Club	Legal awareness among students and neighborhood community
	Competitive Exams Cell	Coaching for Competitive exams
	Support Staff	Actualisation of support services
Co-curricular	Sports committee	Sports matters
	Cultural Activities Committee	Organisation of sports events
	Personality Development	Organisation of personality development programmes
	Social Sensitization Cell	Organizing activities focused on Students' sensitization toward social issues
	NCC	NCC and Extension activities

	NSS	Extension activities
Others	Magazine Committee	College magazine
	Ecology Committee	Maintenance of college campus
	Student Bodies	Organisation of departmental activities
	Student Council	Conduct of college activities
	Alumni Association	Alumni matters
	Discipline Committee	Maintenance of Discipline
	Website Committee	College website

Lyallpur Khalsa College, Jalandhar

Grievances Redressal Mechanism

