

## **6.1.2 (QIM): The institution practices decentralization and participative management (05)**

Upload a case study showing practicing decentralization and participative management in the institution in not more than 500 words

### **Decentralization**

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

#### **1. Principal Level**

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members.

#### **2. Faculty Level**

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells.

<b>Committee/cell/Coordinator</b>	<b>Roles and responsibilities</b>
Principal	Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute
Academic monitoring committee	Academic development and monitoring progress of various teaching/learning processes
PG Coordinator	Academic activities of PG programmes
Examination	Internal & University examination activities

committee/College Examination Officer	
Research committee/Academic Research Coordinator	Academic and research activities of BCUD, SPPU
NSS Coordinator	NSS activities of SPPU
Training placement and career counseling cell	Training and Placement activities
Entrepreneurship Development Cell	EDC activities
Student welfare committee	Planning, execution and supervision of activities of student association
Cultural and sports committee	Planning, execution and supervision of cultural and sportsactivities
Student grievances redressel committee	Attending and redressal of students problems
OS	Supervision and management of all administrative and operational functions
Accountant	Management of finance and account activities
Library Committee	Management of learning resources
Ant-ragging committee	Prevention and action against ragging cases

### 3. Student Level

Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group coordinator.

## **Participative management**

The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed to express themselves of any suggestions to improve the excellence in any aspect of the Institute.

### **Strategic Level**

- The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.
- For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others.
- Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

### **Functional Level**

- At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond with the University and AICTE.
- Faculty members also write joint research papers and share their knowledge.

### **Operational level**

- The principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities.

- The Principal of the institution is responsible for academic, nonacademic and administrative activities of the institution.
- On behalf of the institution, he interacts and corresponds with AICTE, PCI, Govt. of Maharashtra, UGC, Affiliating University, etc.,
- The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards..
- Office staff are involved in executing day to day support services for both students and faculties.

<b>LEVELS OF PARTICIPATIVE MANAGEMENT</b>				
<b>Teaching Staff</b>	<b>Non - Teaching Staff</b>	<b>Students</b>	<b>External Representation:</b>	<b>Parents Representation:</b>
a) Governing Body b) Local managing committee c) IQAC d) Grievances Redressal Cell e) Women Grievance redressal cell f) Anti-ragging Committee h) Examination committee i) Extra curricular & NPW activities j) Industrial Training ,Placements & Visits	a) Local managing committee b) Admission committee c) Anti-ragging Committee	a) Students Council b) Grievances Redressal Cell c) Anti-ragging Committee d) IQAC e) Students Editorial Board	a) Institutional Animal Ethical Committee (IAEC) b) Grievances Redressal Cell c) Anti-ragging Committee d) IQAC e) Industry Institute Partnership Cell (IIPC)	a) Anti-ragging Committee b) IQAC

k) Guest lectures, Seminars m) R&D committee (including Industry Institute Partnership Cell (IIPC)) n) Alumni Committee o) Website Committee p) Central stores committee				
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### **Case study: Academic Monitoring Committee (AMC)**

**Role:** AMC is centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.

**Committee Hierarchy:** AMC is headed by Chairman who is the Principal of the institute. Other members of the committee are Academic Coordinator, subject experts for respective subjects, class teachers and exam in-charge.

#### **Activities conducted by AMC:**

- AMC monitors the teaching learning process. It prepares the academic calendar of the institute which is a reflection of University's academic calendar that includes curricular, co-curricular, extracurricular activities.
- Academic calendar is meticulously planned and prepared in advance by academic coordinator and ensures the proper implementation of the academic calendar.
- Academic co-ordinator is responsible for confirmation and observation of academic activities.

- Academic co-ordinator confirm lab and course file audit, does defaulter counseling, takes action against findings, issues appreciation and show cause notice and gives input to IQAC
- AMC does lab and course file audit before commencement of semester and in the middle of semester, random confirmation of attendance once in a month, ensures student and faculty uniform and ID card and takes action on defaulter student and faculty and gives feedback to Principal.
- AMC prepares daily attendance report of each class and submits it to Principal twice a day.
- Class Incharge ensures smooth conduction of practical and lecture of class, Prepare roll call list, does result analysis, takes feedback and syllabus coverage after 15 days, does student counseling and undertaking two times and takes monthly attendance.
- Class Incharge conducts average, weak and advance learner activity at class level and gives feedback to department AMC.
- GFM does batch wise student list, collect student biodata and conduct meeting with student to resolve their problems. The students whose attendance/performance is poor are identified by the GFM and the same is informed to the parents through telephonic conversation and by post.
- GFM collects student participation certificate, undertaking, declaration and leave forms and keeps record of Parent meeting and gives feedback to class In-Charge.

**Outcome:** Meetings are held periodically for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions through proper channels i.e through parent-teacher meet, alumni meet, class teachers meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission Statements will be considered by the AMC for the decision making.

