

## **Decentralization management**

The Institute supports a trend of decentralized governance system with proper well defined inter-relationships

The management of the institute has main two basic committees, governing body (GB), Local Management Committee (LMC) and chairman, principal and HOD.

Regular meetings of these committees are held for the effective and smooth functioning of the institute. There are three levels of administrative structure under which all the activities of the institute are carried out.

**Society level** - The management of the institute is directed by Governing Body, whose members, are appointed in accordance with the guidelines provided by the Director of Technical Education, Savitribai Phule Pune University and AICTE.

**Institute level** - All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. Some financial power is given to principal for the development of the institution.

**Department level** - The Department Heads are responsible for to look day-to-day administration of the department and report to the Principal. In addition, any institute staff member can give suggestions and idea for improvement. Students also participate through different formal and informal feedback mechanisms. Suggestion box is kept in every department for suggestions from students. Management and Trustees are approachable and accept all suggestions.

## **Participative management**

The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. The students and faculties are allowed expressing themselves for any suggestions to improve the excellence in any aspect of the Institute.

### **1. Strategic Level**

The Principal, HODs, dean academics and staff members are involved to defining the policies and procedures, making guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, counselling, training & development, and library services etc., Staff members are also involved in deciding academic activities and examinations to be conducted in institute.

### **2. Functional Level**

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting. Some Staff members are involved in preparation of annual budget of the department and institute.

### **3. Operational level**

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

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 and achieve vision and mission of the institution. Office staff is involved in executing day to day support services for students and faculties.

### **Case study 1: -Academic Monitoring Committee (AMC).**

#### **Role:**

Academic Monitoring Committee (AMC) is centralized (college level) committee responsible for supervising, modulating and executing the various academic actions & guidelines. It is purposely form for continuous & reliable conduction of academic work all through the institute.

#### **Committee Member Hierarchy:**

AMC is an en route by Chairman who is the Principal of the institute. Other members of the committee are Dean of Academics, Head of Departments, and Subjects Expertise for respective subjects, class teachers, exam in-charge and Guardian Faculty Members (GFM).

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

Teaching learning process monitors by AMC. It prepares the academic calendar of the institute which is a mirror image of University's academic calendar that includes curricular, co-curricular and extracurricular activities. Academic Calendar is intensively planned and prepared in advance by Dean of Academics and ensures the proper implementation of the academic calendar. Dean of Academics is responsible for confirmation and observation of academic activities. Dean Academics Prepares the uniform formats for Lab Plan & Teaching Plan. Dean of Academics confirms lab and course file audit, does defaulter counselling, takes action against findings, issues appreciation and show cause notice and gives input to IQAC. This activity done by AMC before commencement of semester and in the middle of semester, arbitrary confirmation of attendance once in a month, ensures student and faculty uniform and ID card and takes action on defaulter students and gives feedback to Principal. Class teachers ensures continuous conduction of practical and lecture of respective class, prepares roll call list, does result analysis and syllabus coverage once in every month. Based on this report Class In charge conducts average, weak and advance learner activity at class level and gives feedback to department AMC coordinator. The Departmental AMC coordinator informs for the extra classes for weak and poor students for their academic improvement. At end of semester the AMC committee visits the every department and check outs the continuous assessment sheet, Theory and practical attendance sheet of every subjects.

#### **Result:**

The AMC conducts the meeting periodically for the discussion of issues and challenges for the development aspects of institute. through proper channels i.e. through

parent-teacher meet, alumni meet, class teachers meetings, student feedback system and through other various committee meetings , institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions,. The feedback received from various stakeholders of the institute is reviewed and those which are in line with our institute's Vision and Mission Statements are considered by the AMC for decision making.