



JANATA SHIKSHAN PRASARAK MANDAL'S
MARUTRAOJI GHULE PATIL ART'S, COMMERCE AND SCIENCE COLLEGE,
Dist-Ahmednagar, Pin- 414111 (Maharashtra)



Assessment and Accreditation Document
1st cycle
A.Y. 2017-2018 to 2021-2022

CRITERION -6- Governance, Leadership and Management

Key Indicator- 6.1 Institutional Vision and Leadership

Details: – 6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance



Sr. No	Table of Contents	Page No
1.	<u>Organogram of management</u>	5
2.	<u>Janata Shikshan Prasarak Mandal , Dahigaon-ne</u>	6
3.	<u>JSPM Administration</u>	7
	<u>The General Body</u>	
	<u>The Governing Council</u>	
4.	<u>Administration of the College</u>	7
5.	<u>Vision</u>	7
6.	<u>Mission</u>	7
7.	<u>College Development Committee (Formerly Local Managing Committee)</u>	7
8.	<u>Internal Quality Assurance Cell</u>	8
9.	<u>Principal</u>	9
10.	<u>Vice-Principal</u>	10
11.	<u>Faculty Coordinators</u>	10
12.	<u>Head of the Departments</u>	10
13.	<u>Librarian</u>	10
14.	<u>Director of Physical Education</u>	11
15.	<u>College Administrative and Academic Committees</u>	11
16.	<u>Office Superintendent (OS)</u>	12
17.	<u>Administrative Staff</u>	12
18.	<u>Role of above all in design and implementation of quality policy and plans</u>	13
19.	<u>Quality policy of the College</u>	13
20.	<u>Role of top management, Principal and Faculties is Important in overall Development of the college.</u>	13
21.	<u>Role of top management</u>	13
22.	<u>Role of the Principal</u>	13

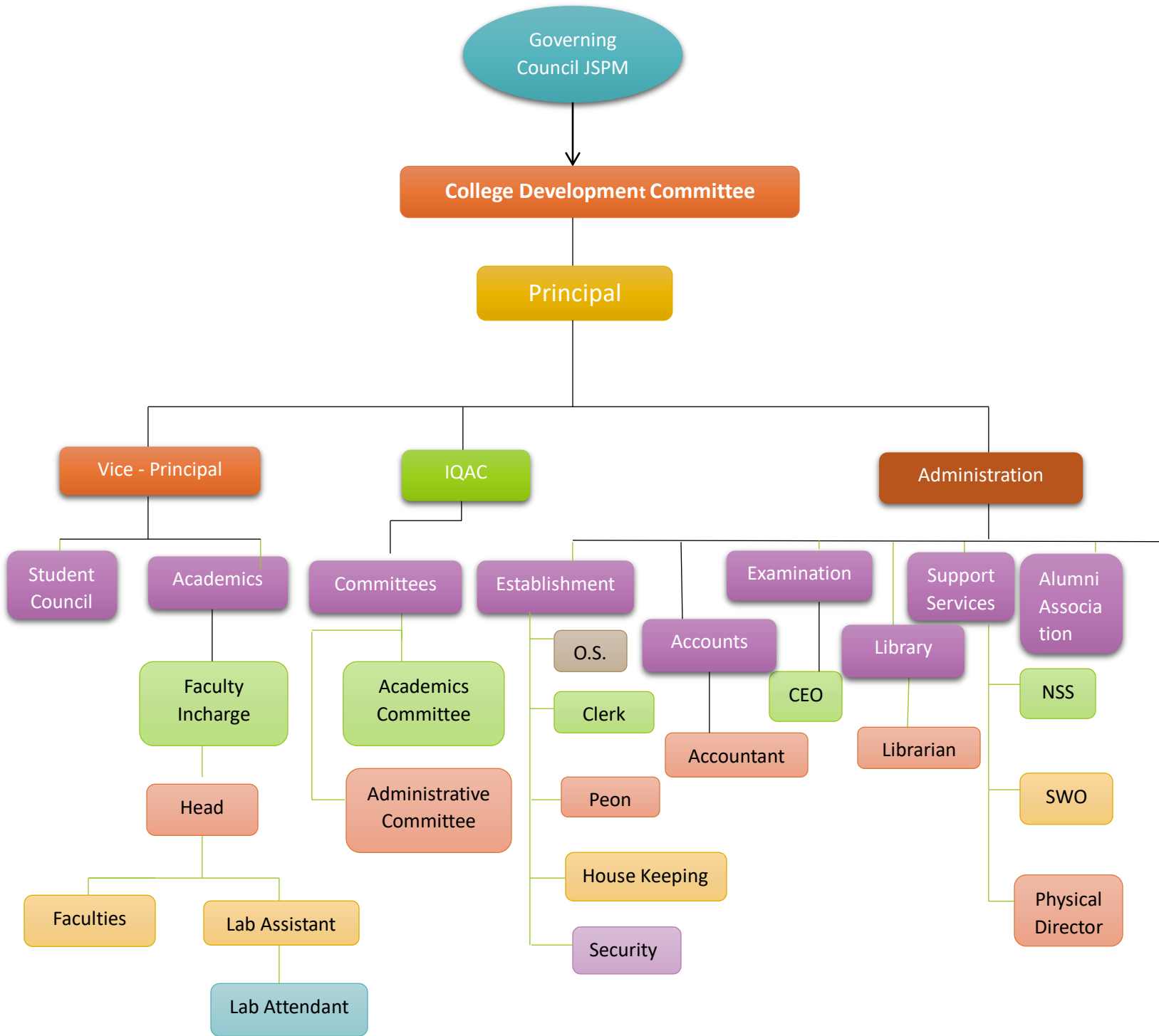


23.	<u>Role of IQAC Coordinator</u>	14
24.	<u>Role of Faculties</u>	14
25.	<u>Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan</u>	15
26.	<u>Interaction with stakeholders</u>	15
27.	<u>Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders</u>	15
28.	<u>Reinforcing the culture of excellence</u>	15
29.	<u>Champion organizational change</u>	15
30.	<u>Performance Appraisal System</u>	15
31.	<u>Financial Audits</u>	16
32.	<u>Internal Audit</u>	16
33.	<u>External Audit</u>	16
34.	<u>Recruitment Procedure</u>	16
35.	<u>Service Rules and Recruitment</u>	16
36.	<u>Promotional Policies</u>	17
37.	<u>Bird View of the College</u>	17



Organogram of management

ORGANOGRAM OF MANAGEMENT





Janata Shikshan Prasarak Mandal:

The institute Janata shikshan prasark mandal (JSPM) is the parent institute of Marutraoji Ghule Patil Arts, commerce and Science College Ahmednagar. Janata shikshan prasark mandal (JSPM) Education institution founded by Late Marutraoji Ghule Patil in established in 1959 for the Jayakwadi Dam Project effected people of Shevgaon and Newasa Tehsil. The institute's main office in situated in Dahigaon-ne village, Shevgaon, Ahmednagar. With the motto of “*Bahujan hitay, Bahujan sukhay*” meaning for the development and happiness of masses. The institute are working in the field of education.

- **Units of JSPM:**

Sr. No.	Institute	Units
1	Pre-Primary School	03
2	High School	09
3	Junior Colleges	05
4	Senior Colleges	02
5	Nursing College	01
6	Hostel	01



JSPM Administration:

The General Body

The General body of the association shall consist of all persons who have obtained the membership of the association under the provisions of the association. The annual general meeting of the association shall be held once in every calendar year. The President of the JSPM shall preside over the annual general meeting. The general meeting takes decision on the following,

1. To read, adopt and pass the audited statements of the accounts of the JSPM together with annual report,
2. To sanction the annual budget of the JSPM.
3. To appoint auditor or auditors, legal advisors for the JSPM for the succeeding year ,
4. To transact such other business that may be regularly brought before the meeting with the previous permission of the president,
5. The governing council of the JSPM, whenever it thinks desirable and necessary and on a requisition made in writing by at least fifteen members of the association, can call a special general meeting.

The Governing Council

Governing Council is the central decision making body of the college. The management and affairs of the JSPM are administered, controlled and supervised by the Governing Council through the Secretary of the JSPM. It is comprised following members as under :

- a) President of the JSPM
- b) Secretary
- c) Treasurer
- d) Six members from patrons, fellows, benefactors and life-members.

The Governing Body gives direction to the college management.

Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine the recommendations of College Academic Council and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.



4. Prepare strategic plans for financial, infrastructural and staffing areas
5. Consider the recommendations of the staff selection committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, UGC etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Facilitate and encourage college faculty apply for research projects/proposals
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new UG/ programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG program.
11. Consider the recommendations of the College Academic Committee of the college and direct them for implementation
12. Examine the budget proposals and accord approval.
13. Pass the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Consider and facilitate college to resolve legal/court cases, if any

Administration of the College:

Marutraoji Ghule Patil Arts, Commerce and Science College, Ahmednagar is established by JSPM, Dahigaon-ne, Shevgaon Ahmednagar in the 2009. The vision and mission statement of the college is,

Vision:

“Empowered the student of socially and economically weaker section of society through a quality education.”

Mission:

- To make students as competent human resource with scientific attitude.
- To make students as Sensitive and noble mind responsible citizens of India.
- To provide quality education with arts, culture, sports and scientific innovation.



- To create awareness among students to preserve our environment, culture and national heritage.
- To foster holistic personality of the students with special focus on girls.

College Development Committee (CDC)

The College Development Committee (CDC) was constituted (formerly Local Managing Council, LMC) on 28/03/2018 through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of the JSPM MGP College for the period of 2018-23. The details of CDC and actions taken are described in previous sections.

The following are the members of CDC:

- a. President of the management
- b. Secretary of the management
- c. Two Members of the management
- c. One head of department, to be nominated by the Principal
- d. Three teachers in the college
- e. One non-teaching employee
- f. Four local members, nominated by the management in consultation with the principal, from the fields of industry and social service of whom at least one shall be alumnus.
- g. Coordinator, Internal Quality Assurance Committee of the college
- h. Principal of the college.

The functions of CDC:

1. To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. To decide about the overall teaching programmes or annual calendar of the college
3. To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. To take review of the self-financing courses in the college, if any, and make recommendations for their improvement
5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process



8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
9. To prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval.
10. To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
11. To make recommendations regarding the students' and employees' welfare activities in the college or institution
12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations

Internal Quality Assurance Cell (IQAC)

Marutraoji Ghule Patil Arts, Commerce and Science College, Ahmednagar has a functional Internal Quality Assurance Cell (IQAC). It is proactively working for the continuous improvements of quality and achieving academic excellence. It is largely involved in preparing plans/perspective plan, policies and setting procedures for the smooth and efficient functioning of academic and administrative activities. It also guides, monitors, reviews and set strategies to ensure the quality culture through participatory approach. IQAC meetings are regularly held.

IQAC is constituted on, since then it is functioning according to the guidelines of NAAC, State Government, university and UGC, New Delhi. Annual Quality Assurance Report (AQAR) which is approved by the CDC of the College and to follow up the action report for the necessary quality enhancement measures regularly submitted to the NAAC.

The initiatives of IQAC resulted in following outcomes:

- i. Perspective plan for five years.
- ii. Annual Quality Assurance Reports (AQAR) are prepared and submitted to NAAC, Bangalore in time.
- iii. Academic and Administrative Audits (AAA) of academic department and administrative office.
- iv. Quality Audits: Green and Environment, Energy, Electrical safety.

Responsibilities of Principal:

Responsibilities include:

Reporting only to the top Management (Chairman, and Secretary) of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary



Regulation / Monitoring:

One of the important responsibilities of a principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfil the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of COLLEGE.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.
9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as, government, and university apart from the ones conducted by the top management.



11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.



Strategic Functions

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a Principal of an academic institution. With the fulfilment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.



Visionary Functions:

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires to prepare long term as well as short term plans (concrete documents) and

present to the top management.

Execution and Reporting:

The principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management (Chairman, GB and Secretary, TES).

Vice-Principal:

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counselling/mentoring, directing and supervising student activity program.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Sanction the leave of faculty members with advice of Principal.



6. Differentiating between the needs of experienced and inexperienced teachers
7. Inviting senior faculty from each of the departments to be mentors
8. Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors
9. Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
10. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PhD levels, consultancy experience etc.
11. Preparing subjects-wise specialization of faculty list in all the subjects
12. Maintaining an up-to-date record of mentee faculty list
13. Guiding younger faculty in identifying their fields of interest
14. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
15. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department
17. Preparing and getting approval of the management with the association of the Principal, the budget allocation for the activities
18. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
19. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
20. Serving as an instructional coach



21. Creating professional development opportunities for all
22. Motivating faculty and others
23. Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
24. Mentoring others and identifying others with mentoring capabilities
25. Any other function that may be assigned by the Principal from time to time.
26. Arrange Graduation Day by coordinating with all concerned

Faculty Coordinator's Responsibility:

- i. Faculty Coordinator Is directly responsible to the college principal.
- ii. Assists the Principal in translating the college vision into an action plan
- iii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iv. Assists the Principal in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
- v. Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- vi. Maintaining all records pertaining to students, faculty and staff

Head of the Department's Responsibility:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching and non- teaching staff of the Department.
3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
4. To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
5. To present the departmental budget/requirement to the Principal.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.



7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
8. To submit Recommendations, if any, to the examination committee for processing of results.
9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the department.
11. To recommend leave of the departmental Colleagues.
12. To motivate faculty towards Research Proposals to various research funding agencies such as, UGC, etc.
13. To encourage research/innovative programs in the department.
14. To organize need based workshop/seminars/symposia/visits/excursions etc.
15. To invite guest speakers for interaction and guidance to UG/ students.
16. To guide the students for career opportunities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance
18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College.

Librarian Responsible:

The College Librarian ensures the monitoring of the following functions of the college Library.

1. Allocation of budget with the aid of Library Advisory Committee to each department as per the norms.
2. Forwarding it for approval and sanction to the parent institution.
3. Inviting list of text books, reference books, Journals, Books for extra reading etc. from each department and after the approval from the parent institution, sending it to the vendor appointed by JSMP.



4. Besides ordering, cataloguing, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
5. He holds Book Exhibition annually and invites dealers to display their latest collection.
6. Checking the Readers' Club and finalizing the Best reader's award.
7. Monitoring the Book Bank Scheme.

Director of Physical Education:

- Director of Physical Education has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).
- Training students for various sports and forming teams.
- Monitoring students' coaching, ground preparation, purchasing sports material and scheduling of the games.
- Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
- Making arrangements for the participation of students at university tournaments, regional/state/national level sports events.
- Organizing Annual Sports Day at the End of the Academic year.
- Executing any other activity related to sports.

College Administrative and Academic Committees:

The various Statutory, Academic and non-academic committees monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members from teaching and administration staff. Following is the list of the committees that are operative during 2017-18 to 2022-23 for monitoring and governing various activities:

1. Internal Quality Assurance Cell (IQAC)
2. Academic Planning
3. DBT proposal and planning
4. UGC proposal and planning
6. AISHE proposal and planning
7. Library Advisory Committee
8. Purchase Committee
9. Student Development Board
10. National Service Scheme
11. Earn and Learn



12. Students' council and Health
13. Cultural Activities
14. Publication: Annual Magazine
15. Examination Board (CEO)
16. Grievance Redressal Cell
17. Canteen Committee
18. Feedback
19. Outcome Based Education
20. Placement cell Committee
21. Science Association
22. Student and Parent Interaction Cell
23. Student Induction Cell/ Mentoring Cell
24. Garden Development
32. Rangoli
25. Environmental Awareness Committee
26. Soft Skill and Personality Development
27. Women Empowerment Cell
28. Departmental Library Committee

Office Superintendent (OS):

All the administrative staff such as, head clerk, senior clerks, junior clerks, etc. work under the supervision of the OS and complete their tasks.

The OS has following responsibilities:

- Coordination of administrative work in office; Student admission, registration, examinations, student records.
- Records (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline. • Management of the administrative staff within the college
- The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.



Administrative Staff:

Administrative Staff comprises of Head clerk, senior clerk, junior clerks and menial staff who works under the guidance of the OS and the Principal and Vice Principal.

Role of above all in design and implementation of quality policy and plans:

Quality policy of the College:

Marutraoji Ghule Patil Arts, Commerce and Science College, Ahmednagar is committed to provide quality education to the students enabling them to excel in the field of science, commerce and humanities as well as to cater to the changing and challenging needs of the society, education sector and industry by

- (1) Contributing to the overall knowledge and personality development.
- (2) Maintaining the excellent infrastructure and learning environment.
- (3) Inculcating moral and ethical values among the staff and students.
- (4) Enhancing the competence of faculty to adopt modern and innovative teaching and learning process.
- (5) Promoting research among students and faculty.
- (6) Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role of top management, Principal and Faculties is Important in overall Development of the college.

Role of top management

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff.
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (e) Assessment of requirement of new programs to be started.

Role of the Principal:

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system.

- (a) Admission of students and maintenance of discipline in the College.
- (b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the CDC.
- (c) Observance of provisions of Accounts Code.
- (d) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.



- (e) Correspondence relating to the administration of the College.
- (f) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
- (g) Supervision of the College and Examinations, setting of question papers for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (h) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- (j) Safe-guard the interests of teachers/non-teaching staff members and the management.
- (k) Any other work relating to the College as may be assigned to him by the Parent society from time to time.

Role of IQAC Coordinator:

The IQAC Coordinator is mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution. Coordinator is responsible for the following functions:

- (a) Application of quality benchmarks/parameters for various academic and administrative activities of the institution
- (b) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (c) Optimization and integration of teaching, learning and evaluation.
- (d) Dissemination of information on various quality parameters of higher education
- (e) Development of Quality Culture in the institution;
- (f) Documentation of various programmes/activities leading to quality improvement.
- (g) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of Criterion chairman and IQAC members.
- (h) Coordination with other Cell coordinators and HODs.
- (i) Suggestions for budgetary provisions for activities related to the cell.
- (j) Design policies and define procedures for conduct of activities.
- (k) Collect Feedback, analyse and prepare action taken reports.

Role of Faculties:

The faculties of the college are actively involved in teaching learning, evaluation, co-curricular and extra-curricular activities.

- (a) Implementing the teaching –learning schedule and taking part in evaluation process.
- (b) Assisting the administration through the participation of different academic committees.



- (c) Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.
- (d) Undertake research and consultancy/extension, co-curricular and extra-curricular activities.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

The Principal prepares the agenda for CDC meetings through the discussions with the IQAC, academic, administrative committees. It is presented before CDC for the approval and executed accordingly. Principal is also involved in all types of correspondence with the apex bodies viz., Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Savitribai Phule Pune University, Pune. On the basis of policy decisions of Governing Body, the action plans are prepared by the IQAC and are implemented.

Interaction with stakeholders

The Principal provides information to the stakeholders particularly students, faculties and parents at the beginning of the academic year. He also communicates the information about college during welcome address to the first-year students. The prospectus is self-explanatory of the programmes, activities, code of conduct, prizes, scholarships, and rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The committees of teachers and members of the non-teaching staff play an important role in the planning and implementation of activities in different spheres of institutional functioning.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

The college takes regular feedback from the stake holders about the college. These feedback forms are analysed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, the non-teaching staff, the students, the parents play an important role in this. Apart from this, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan proper support for the policies.

Reinforcing the culture of excellence

The college provides all the guidance to the students to create the culture of excellence. As a result of this, twenty seven students of the college received various medals including ten gold medals, at various levels. The library timings are kept flexible as per the demands from learners. Various committees are formed to implement and monitor various activities. Teachers are actively involved in the research and publishing their research articles in the journals. With support of management research facilities are augmented as and when required. Sports and cultural activities are conducted periodically for inculcating the spirit, culture and human values.



Champion organizational change

The college has taken initiatives up gradation and augmentation of infrastructure like modern of laboratories, purchase of additional equipment's, furniture etc. The college has created dark room for the students.

Performance Appraisal System

HEI has well-defined Performance Appraisal System for all employees and follows the rules, regulations and amendments of GoM, university and UGC strictly.

The objectives are, to evaluate the performance and potential for teaching, research and extension activities which leads to progressive growth of the employee as well as HEI.

API forms are verified and evaluated by the HoDs, IQAC and Principal. 4. Teachers due for promotions are recommended through the selection committees.

Performance Appraisal System helped in professional developments of employees.

On the basis of the performance, employee is granted promotion by parent institute. For unsatisfactory performances, the employees are directed to reappear with improvements for the appraisal system.

The assessment of non-teaching staff is done using confidential reports (CR) and seniority.

The parameters assessed are moral character, modern skills, capacity to handle equipment's, discipline, reliability, relations with stakeholders, organizational and retrieval of documents.

Financial Audits

The JSPM has a policy on resource mobilization and adopted a mechanism for Internal and External Audits.

Internal Audit

Internal audit is a continuous process which ensures the transparency in accounting. The auditor is responsible for checking official letters, official funds, receipts of students' fees and Bank statements. Payments are made as per the procedure through bank accounts and PFMS mechanism is also practiced. Automated accounting system helps maintaining the payments and receipts of the accounts. The payment vouchers are verified by the accountant, office superintendent, approved by the Principal and cheques are issued to the concerned vendors. The Audited Accounts Statements of the funds received from BCUD under the Student Welfare scheme and for organizing seminars are re audited by the University.

External Audit

The external audit is conducted annually after the completion of every financial year by the registered practitioner appointed by parent institute. The bills and vouchers of the revenue expenditure are verified. The vouchers on the concerned department of the capital expenditure are also verified. Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically verified.

Recruitment Procedure

Service Rules and Recruitment

The college follows the rules and regulations laid down by Savitribai Phule Pune University, Pune, UGC, New Delhi and Government of Maharashtra for the recruitments and services of employees at HEI. All the necessary procedures starting from the workload to the joining of the employee are followed strictly as per the rules and regulations of the authorities.

Promotional Policies

For the promotional policies, HEI follow the Career Advancement Scheme (CAS) as per the UGC norms for the upgradation of the Faculties. The promotion of non-teaching staff follows to the Government of Maharashtra norms.

Bird View of the College:



