



# Sinhgad Institute of Management and Computer Application, Narhe, Pune 411041



## CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

### KEY INDICATOR - 6.1 INSTITUTIONAL VISION AND LEADERSHIP

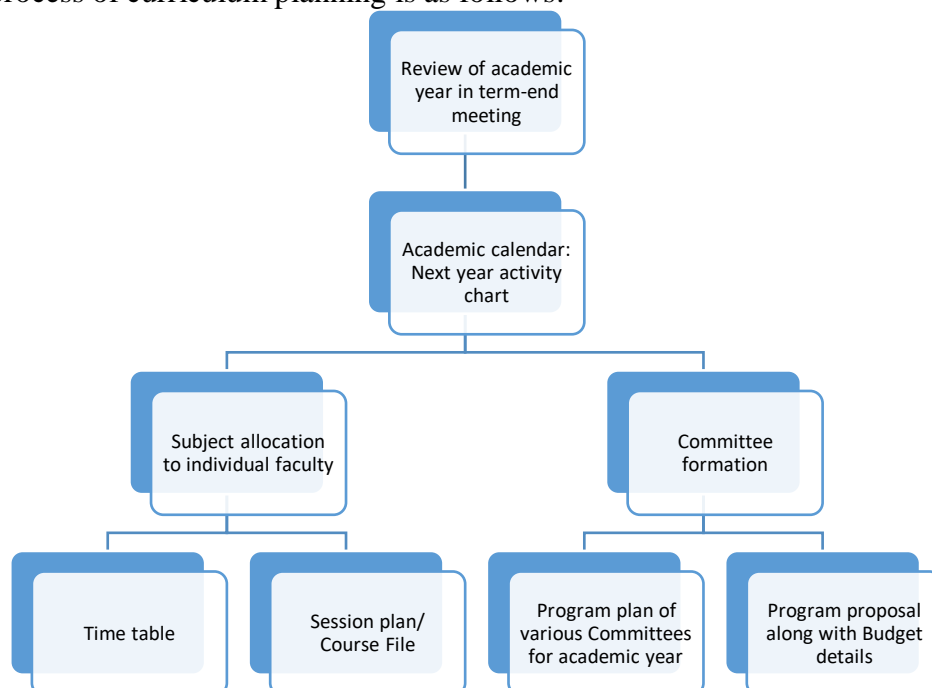
*6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.*

<i>Delegation of Power with Decentralization and participative management</i>			
<i>Academics</i>	<i>Administration</i>	<i>Finance</i>	<i>Training and Placement</i>

#### *Academics*

The Institute is affiliated to Savitribai Phule Pune University (SPPU) and it adheres to the curriculum designed by the University that is updated and revised periodically. Based on students need institute add on various skill based courses. The Institute meticulously develops action plan for effective implementation of the curriculum by planning the academic schedule as per the University norms. This plan includes Academic Calendar-Divided as per department, Time Table, subject allocation and committee formation to ensure smooth conduct of college activities.

The detail process of curriculum planning is as follows:





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Teaching Learning Process: Planning phase: Academic calendar is prepared at the beginning of the Academic Year by each department involving Head of the Institute, IQAC and all faculty members. Course allocation is done in accordance to the choice and expertise of the faculties. Lecture schedule and evaluation parameters are finalized after discussion with faculty members as per University guidelines. The schedule for various sessions, activities and events, such as, seminars, STP, Mini projects and Major Projects activity, Industrial visits, other activities to be undertaken is prepared by respective committees and is then incorporated in academic calendar. The Director is the Academic Head of the Institute. The academic structure of the Institute consists of Campus Director, Institute Director, Class coordinators, Training and Placement officer for each department of MBA and MCA.

## Decentralization of Power

The committees and departmental structure gives ample opportunity for each member to perform and display leadership qualities in different occasions.

All faculties are involved in the administrative activities and decentralization of leadership role ensures smooth functioning of the institute.

- Faculty positions at AMC give scope for leadership development in the academics.
- Committee in charges handles the activity independently and given freedom in the operations.
- Course coordinators and class coordinators take up the responsibility for individual class and group of students.
- Administrative staff is given independent responsibility for liaison with authorities.
- Librarian takes up the entire leadership in the library; computer center in-charge is also instrumental for upkeep and maintenance.
- Students are encouraged to participate in leadership role through various events and activities.
- All faculty members are given certain administrative responsibilities.
- The delegation of responsibilities leads to transparency, faculty development and faculty enrichment.
- The institute follows delegation, decentralization and empowerment policies while entrusting the responsibilities to faculty and staff.
- In view of above, the institute plans and declares various academic committees covering both faculty and administrative staff.



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- The collective decision making is encouraged at all levels.
- Decisions taken by different committees are deliberated at the level of Director's office
- In most cases, the decisions are taken with collective wisdom.

## Committees

- In addition to teaching, the faculty members are involved in Research, Training, Administration of academic matters and consultancy.
- The faculty members through various committees in coordination with fellow faculty fraternity carry out different academic activities.
- The faculty members are involved in multiple activities including teaching, research, training, admissions, administration and Industrial consultancy.
- They are mainly responsible for designing course curriculum at sppu, revision, proposal, delivery of program, and continuous assessment.
- The different academic activities are carried out by the faculty members through various committees in close co-ordination with the students.

List of committees:

MBA and MCA

- Director
- Academic Head
- Exam controller
  - Class coordinator
  - Subject Faculty
  - Class Representatives

### **At the Conclusion of the Semester:**

Every faculty member takes the responsibility of arranging additional sessions as per requirement. Academic Calendar is announced for the next semester at the end of the semester. This facilitates the faculty member in the preparation of their lesson plans in advance.



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## *Administrative*

### Decentralization, delegation of power and Collective decision making

Documented procedures are developed. Policies and procedures are in place.

They are monitored and evaluated for their effectiveness by the concerned departments/committees/co-ordinators.

- Meetings of LMC and GB are held periodically and discussion on approvals for requirements is done, the recommendations are considered for further decision making.
- Director ensures effective implementation of the decisions at institute and adheres to the stated policies.
- Evaluation is done through the documents and departmental reports. Non conformity and observations are conveyed to the department Head.
- These reports are discussed with the Principal and corrective actions are suggested for implementation.
- Internal & external audits reveal any deviation and corrective actions are taken accordingly.

To ensure that the Institution is efficiently managed and administered the college follows a time tested and successful as well as a competent secretarial constitution comprising of:

- Management
- Campus Director
- Director
- Registrar
- Course Coordinators
- Class Coordinator
- Faculty

The Top Management comprises of:

1. The Founder President/Secretary
2. The Governing Body and
3. The Local Management Committee.



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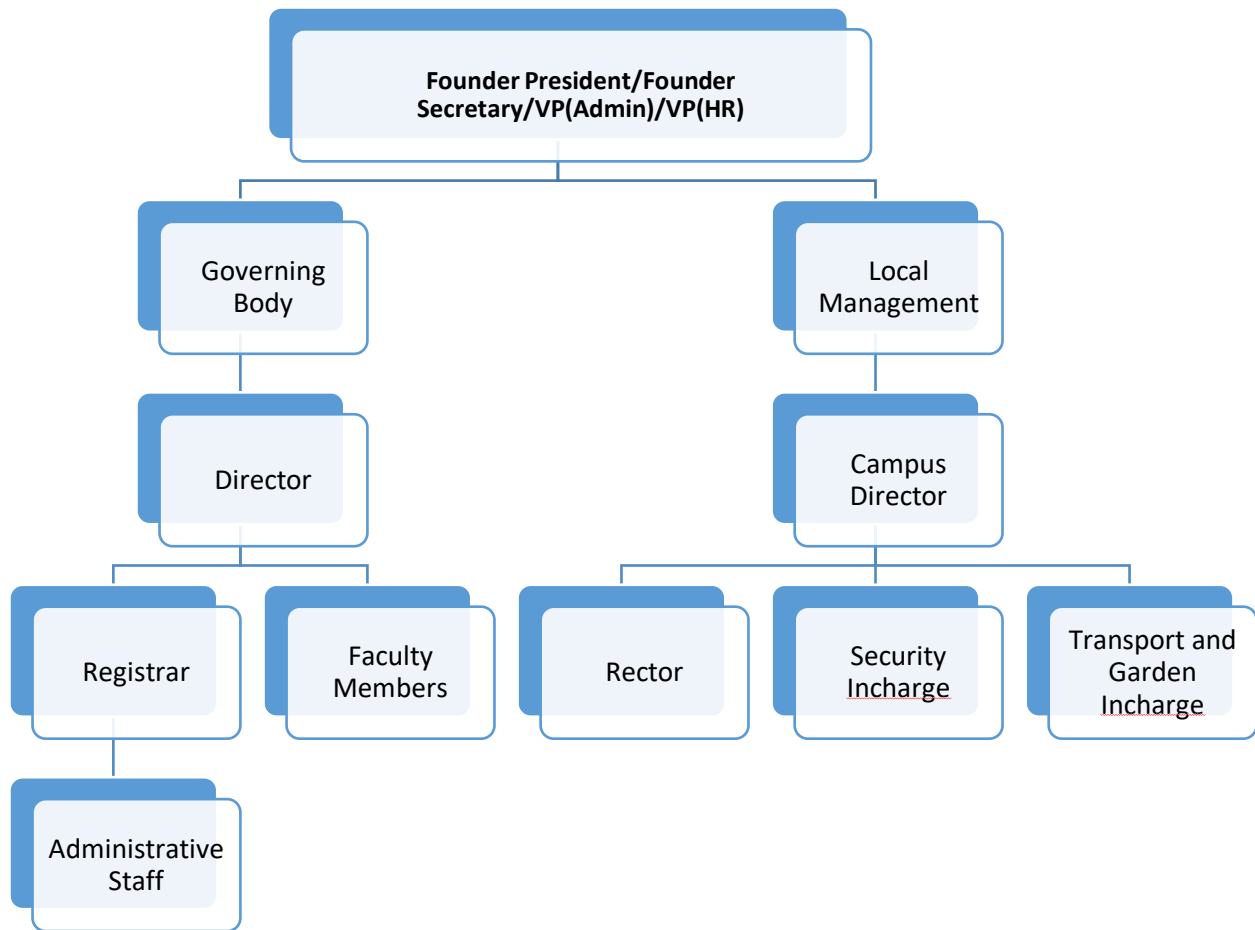


Fig. Management Organization Chart



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## A. Governing Body

### Sinhgad Technical Education Society's

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Sr. No.	Name	Designation
1	Prof. Maruti.Nivrutti Navale, Founder President STE Society	Chairman
2	Dr. (Mrs.) Sunanda M. Navale Founder Secretary, STE Society	Member
3	Mrs. Rachana Navale - Ashtekar Vice President, STE Society	Member
4	Mr. Rohit M. Navale Vice President, STE Society	Member
5	Mrs.Shruti R .Navale Member STE Society	Member
5	Shri. Arvind V. Deshpande Director, STE Society	Member
6	Nominee of AICTE ,New Delhi, (Industry Expert)	Nominee
7	Director of Technical Education, Maharashtra State, Mumbai, Ex Officio, DTE	Nominee
8	Nominee,Svitribai Phule Pune University,	Nominee
9	Govy.of Maharashtra	Nominee
10	Regional Officer,WRO,AICTE,Mumbai (Ex-Officio)	Nominee
11	Dr.Anamika Singh Director (MBA)-SIMCA	Director & Member- Secretary

The functions of the institution and its academic and administrative units are governed by the STES norms.



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The General body meeting of institute head with management happens biannually for governance related decisions.

Committees at institute level for administrative purposes are revisited every semester.

List of Committees:

1. Admission Committee.
2. Compliance Committees for: SPPU, DTE, AICTE, AISHE, Social Welfare Dept, **Rajarshi Chhatrapati Shahu** Maharaj **Shikshan Shulk Shishyavrutti** Yojna, Tuition fee and exam fee to VJ-NT, OBC, SBC.
3. Cleanliness and Maintenance Committee.
4. Maintenance and Allocation of technical and electrical Appliances.
5. Attendance and leave management.
6. Research center administrative committee.

## ***Finance***

The institution has developed strategies for mobilizing resources and ensures transparency in financial management of the institution.

Budgeting and optimum utilization of finance as well as mobilization of resources are the key issues handled by the Management. There are established procedures and processes for planning and allocation of financial resources which leads to effective & efficient use of financial resources.

The Budget Process which is an inclusive and collaborative process is as follows:

Budget Templates are circulated to each committee for collecting the Budget Requirements for the forthcoming year. The respective coordinator then submit the requirements in the Standardized format which are consolidated. The various heads of the budget include the department capital requirements, staff cost based on the manpower plan, student & faculty related expenses, event expenses, research & development, administrative expenses including lab consumables, repairs & maintenance & other infrastructure related expenses, training and placement, books and journals, seminars and conferences, visiting and guest faculty expenses, student welfare etc. The utilization



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of the current year approved budget along with the budget projected for the forthcoming year is presented to the LMC. After the approval from the LMC, it is also approved by the Governing Council.

Feedback from the stakeholders on a regular basis and acting on the same is an effective mechanism to ensure transparency and effective management. Auxiliary functions are conducted in a transparent way.

## ***Training and Placement***

Considering the large number of students pursuing various courses from all Sinhgad Institutes, a Central Placement Cell (CPC) has been constituted. The centralized Placement activity has resulted in maximizing resources of Placement teams providing ample opportunities for students and logistic convenience to the corporate world.

The department is geared up to provide its quality services not only in employment to students during studies, but also their employability through well planned and organized training and personality development programs and their development to face the corporate world.

### Objectives

- To manage Centralized Placement activities of ALL Sinhgad Institutes.
- To provide ample opportunities to MCA and MBA Students and to achieve 100 % placements with industries from all over India.
- Training in Aptitude tests, group discussions, preparing for Technical and HR interviews through professional trainers.
- To promote career counseling by organizing guest speakers from various Industries.
- Industry – Institute tie-up arrangements for Campus recruitment.

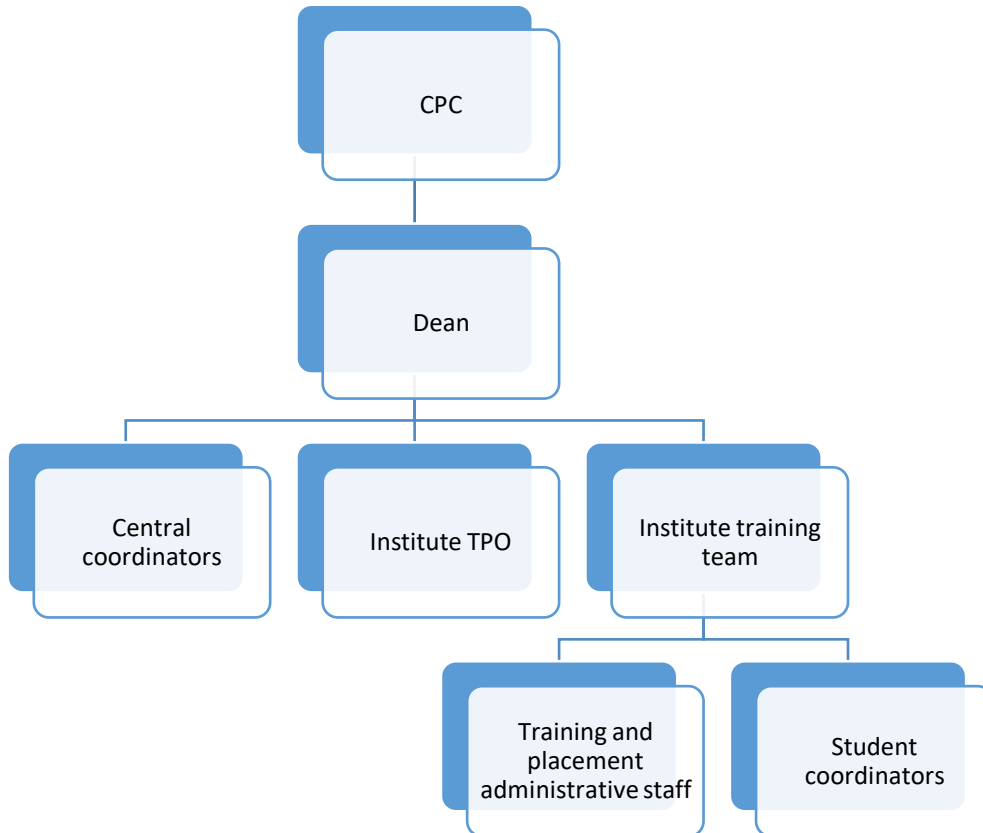
### Process

- We have centralized placement procedure, where all the MCA and MBA students from various STES campuses are called for the placement activity.
- Send Job Description to Students
- Do the Registration.
- Apply for the Campus Drive.



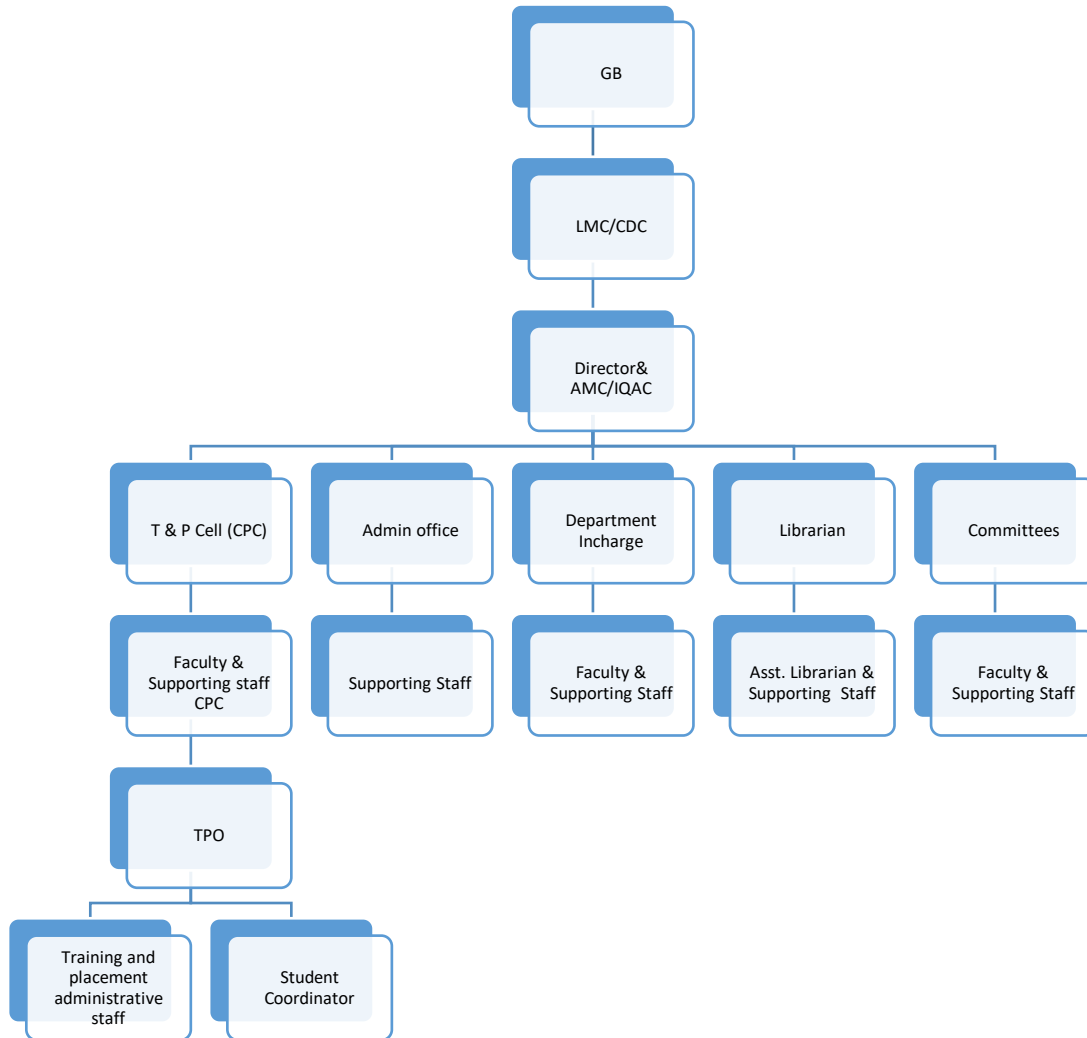


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The institute follows the hierarchy system: The institute also follows an open door policy where any staff member can approach the Director directly.



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## Case Study 1:

**ACADEMIC AND ACTIVITY MONITORING COMMITTEE:** The academic monitoring committee is headed by the Director followed by coordinator's who are responsible to ensure smooth conduct of regular classes and attendance of students. The next level is of class teachers each division of all of MBA and MCA. The respective class teachers are involved in ensuring attendance of all students and regular conduct of theory and practical classes for their respective divisions. The next level of hierarchy is of subject teachers who conduct lectures and maintain records of attendance, assignments, class tests, examinations etc. for their respective theory and practical classes. The laboratory monitoring has been further improved by the introduction of Laboratory Attendance Monitoring (LAM). Every teacher maintains an attendance Roll Call book of each and every lecture taken. With due consideration to slow/advanced learners for which the subject teacher prepare their own plan. Every student maintains his/her attendance in a self-attendance monitoring sheet (SAM). Thus, the conduct of academics is monitored on regular basis at various levels from students to director and hence the entire system.

## Case Study 2:

As a matter of decentralization and participative management, Narhe campus houses hostels for girl and boy students for all the three colleges located on the campus. The hostel administration functions independently and is governed by the rules and regulations laid down by the campus office guided by the parent body i.e. STES. The students apply for night out leave either for visiting their local guardians or to go home in the preparatory break or vacations. The students were found to indulge in wrong practices on some occasions to obtain leave giving rise to issues related to their safety and security.

The hostel authorities found it difficult to check with each institution the genuineness of the request for leave. So they designed a form which would require the signature of the Heads of the institution and stamp of the institution for sanction of leave. This was a good step, however it posed its own set of issues for the institution. There were instances when the Director was not available due to some engagements outside the institution or due to his preoccupation with work related issues. The students were inconvenienced as they had to wait for long hours or make frequent trips from their classes to check the Directors' availability for verification and signature. The students conveyed this difficulty to their class coordinators and the Director decided to incorporate a system in order to resolve the issue and affect smooth sanctioning of leave. The Director called an informal meeting of all the Class coordinators.



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After appraising the faculty of the issue it was decided by mutual consent that the Director would transfer this responsibility to a faculty member, it was decided to authorize course coordinator to sanction the leave and give the college seal. However to avoid any other related issues cropping up, the student would first have to get the approval of his or her class coordinator, who would verify the details mentioned by the students and then recommend for leave. In case of special cases the Director would still remain the final sanctioning authority. In case both the class