

# STANDARD OPERATING PROCEDURE (SOP)

ON

## Decentralization, Participatory Management and Accountability

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## **STANDARD OPERATING PROCEDURE (SOP)**

**ON**

### **Decentralization, Participatory Management and Accountability**

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#### **PREAMBLE**

Dr D. Y Patil Arts, Commerce and Science college, Pimpri is a multi faculty college imparting education to boys and girls in varied discipline. In order to achieve its vision and mission along with goals and objectives, the college believes in decentralization and participatory management. In addition college has always believed in self-motivation and accordingly developing the practice of self-accountability and self-discipline becomes an essential practice.

In a very short period, college has established itself as a brand in itself due to some inherent administration practices like Decentralization and Participative Management. The growth and development of an institution is the result of the combined efforts of all the stakeholders who work towards attaining the vision of the institution. Right from the President of the Society to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have immense contribution in the day to day functioning of the college. College provides controlled autonomy to its components and thus gives equal opportunity of participation to all its components.

Dr D. Y. Patil Unitech Society as parent body takes care of the infrastructural facilities to the college. The huge infrastructure along with the its management, decorum and maintenance is an unique example in itself. The management also takes care of the amenities needed for the teaching staff, non-teaching staff and

students. The constant upgrade of the infrastructure provides a free hand to the head of the institution to carry out the activities in order to reach the expected maximum standard and also to motivate the stakeholders to give their optimum.

The principal, course coordinators, head of the departments, committee in-charges, students council, alumni and parents concentrate on fostering the progress of the institution by sharing the responsibility and participate in the growth of the institution and help to achieve the set aims and objectives.

### **Establishment of committees**

1. Principal is the member secretary of the governing body and member of college development committee. He is also the chairperson of the IQAC. He plays an important role in establishment of CDC and IQAC. Principal in consultation with the Teachers plan and implement different academic, student administration and related policies.
2. College development committee: the highest body of decision making at college level and comprises of management representative, Head of the institution, society representatives etc.

Composition of college development committee will be according to the directives given by the affiliating university.

<b>Sr. No.</b>	<b>Designation</b>
1.	Chairman
2.	Member (Management's Representative)
3.	Member (Management's Representative)
4.	Local Member
5.	Local Member
6.	Teacher

7.	Teacher
8.	Teacher
9.	Teacher
10.	IQAC Coordinator
11.	Student Member
13	Non - Teaching Employee
14.	Principal

The committee will meet atleast twice a year and will take important decisions related to development of the college and will take compliance of the activities conducted throughout the year. The CDC will be the nominal committee at college level.

3. **Internal quality assurance cell (IQAC)** will be the cell headed by the Principal and the IQAC Coordinator. The cell will be established and reframed according to the guidance given by the NAAC office, Bangalore. The cell will be managed by the IQAC Coordinator.

#### Composition of IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders

## 7. One of the senior teachers as the coordinator/Director of the IQAC

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

IQAC will ensure decentralization and participatory management with the help of formation of committee.

Some of the committees to be framed for smooth functioning of the college

- Library Advisory Committee
- NSS and Social Extension Committee
- Students development and grievance redressal Committee
- Research Advisory committee
- Student council
- Staff council
- Time Table Committee
- Examination Committee
- Magazine Committee
- Sports Committee
- Placement & Career Guidance Cell
- Competitive examination Cell

- Environmental Cell
- Association of various faculties
- Alumni Association
- Foreign cell
- Student counseling cell
- Cultural committee
- Career advancement committee
- Website Updation committee
- Prospectus committee

The IQAC will take decisions of reframing the committees and adding to the existing list. Besides these committees, some committees will be framed in accordance with the government, UGC and affiliating univeristy's guidelines like

- Sexual Harassment Prevention & Women's Grievance Redressal Committee
- Anti-Ragging Committee
- Admission committee
- Discipline committee
- Caste based discrimination committee.
- Innovation and Incubation center

### **Preparation of an Organogram**

IQAC coordinator will prepare an Organogram of the college. He/She will finalize the hierarchy of the college along with the Principal of the college. He/she will determine the functional responsibility of each hierarchy and accordingly communicate with the stakeholders. At each level, the participants will be given functional responsibility and administrative decision making

responsibility. The responsibilities will be communicated in the general/ HOD meetings held by the principal in the beginning of each academic year.

The IQAC will monitor the roles and responsibilities of the entire structure. A code of conduct policy will be prepared under the supervision of IQAC coordinator. It will be approved by IQAC and then communicated to the stakeholders.

### **Establishment of code of conduct**

The IQAC will establish a code of conduct committee. The committee will establish a code of conduct for all the stakeholders. The code of conduct will be reviewed by the IQAC Coordinator and will be published and communicated with all the stakeholders.

Composition of code of conduct committee

### **Monitoring committee: Code of conduct**

Sr No.	Designation
1.	I/C Principal
2.	IQAC Coordinator
3.	In-charge
4.	Member
5.	Member
6.	Member
7.	Member
8.	Member

### **Policies regarding appointment**

According to the guidelines given by the affiliating university, the college will frame its policies of appointment and promotion.

While appointment of the new staff, the college will

1. Appoint qualified staff
2. Candidates with Ph.D. as highest qualification for teaching staff should be preferred.
3. For non-teaching staff, norms of government of Maharashtra and affiliating university will be followed.
4. The college will follow all the norms of advertisement and the time bound appointment procedure will be followed.
5. College will have complete transparency in the appointment of the staff.
6. For interviews, a committee comprising of subject expert (internal and external) will be appointed.
7. Announcement of selected candidates.
8. The college will complete the formalities of joining within the stipulated time.
9. For new entrants an orientation program will be planned either at college level or departmental level.

### **Policies regarding promotion**

College will follow norms of government and affiliating university in matters of promotion.

1. CAS Norms will be applicable to both teaching and non-teaching staff of the college.
2. The circulars of the CAS norms will be communicated timely to the staff.



3. The CAS committee will be formed and the committee will help the deserving teaching and non-teaching faculty to complete the formalities.

Sr. No.	Designation
1.	Chairperson
2.	In-charge
3.	Member
4.	Member
5.	Member

4. Duty leave will be provided to the staff appearing for CAS.
5. After CAS, college will complete the formalities associated with the same.

#### **Policies regarding grievance redressal mechanism**

The college will adopt a no tolerance policy for any harassment of students and staff in general and of women in particular. Accordingly, committees will be formed and they will be functional committees

1. Sexual anti -Harassment committee

Sr. No.	Designation
1.	Chairperson
2.	In charge
3.	IQAC Coordinator
4.	Member
5.	Member
6.	Member

2. Discipline committee

Sr. No.	Designation
1.	Chairperson
2.	In-charge
3.	Member
4.	Member
5.	Member
6.	Member
7.	Member
8.	Member

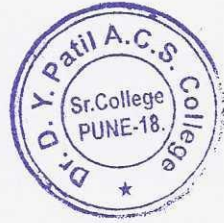
3. Anti-ragging committee along with anti-ragging inspector and monitoring committee.


Sr. No.	Designation
1.	Chairperson
2.	Member from Police Department
3.	Member from Media
4.	Member from NGO
5.	Member & Nodal Officer
6.	Member & parent
7.	Member
8.	Member & Ex-Student
9.	Member from non-teaching Staff

## **Role of the institution**

The college will provide all the necessary infrastructural support. An IQAC room will be provided to the IQAC Coordinator along with an assistant and required technical support. The Principal will communicate with the coordinator with respect to formation of committees. The IQAC Coordinator will be given required autonomy to take quality decisions and initiatives.

Regular organization of meeting, taking compliances of the work done at each level of organogram will be responsibility of IQAC coordinator along with the Principal of the college.



  
**In-Charge Principal**  
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