

**CRITERION-VI**  
**“GOVERNANCE,  
LEADERSHIP AND  
MANAGEMENT”**

## **6.1.2**

### **The institution practices decentralization and participative management**

## **DECENTRALIZATION**

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

### **1. Director Level**

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Research Committee. The Director shall be Vice Chairman of ARC and Secretary of GMC. One of the Deans of ICEEM who is senior in age shall be the Secretary of ARC. The other Dean shall be a permanent invitee to all meetings of ARC.

### **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.

### **1. Student Level**

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

<b>Committee / cell / Coordinator</b>	<b>Roles and responsibilities</b>
Director	Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute
Academic Research committee	Academic development and monitoring progress of various teaching/learning processes
Examination committee/College Examination Officer	Internal & University examination activities
NSS Coordinator	NSS activities
Training placement and career counseling cell	Training and Placement activities
Entrepreneurship Development Cell	EDC activities
Cultural and Sports committee	Planning, execution and supervision of cultural and Sports activities
Student grievances redressal committee	Attending and redressal of student's problems
AO	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
Vishakha Committee	Prevention and action against Women Harassment
SC /ST CELL	Address the issues of SC/ST students.

## **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 Director, 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.

## **CASE STUDY: ACADEMIC RESEARCH COMMITTEE (ARC)**

Role: ARC 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.

### **ACTIVITIES CONDUCTED BY ARC:**

- ARC monitors the teaching learning process. It prepares the academic calendar of the institute which reflects 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 coordinator is responsible for confirmation and observation of academic activities.
- Academic coordinator confirm lab and course file audit, does defaulter counseling, acts against findings, issues appreciation and show cause notice and gives input to IQAC
- ARC 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 acts on defaulter student and faculty and gives feedback to Principal.
- Class In charge 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 In charge conducts average, weak and advance learner activity at class level and gives feedback to department ARC.

**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 ARC for the decision making.