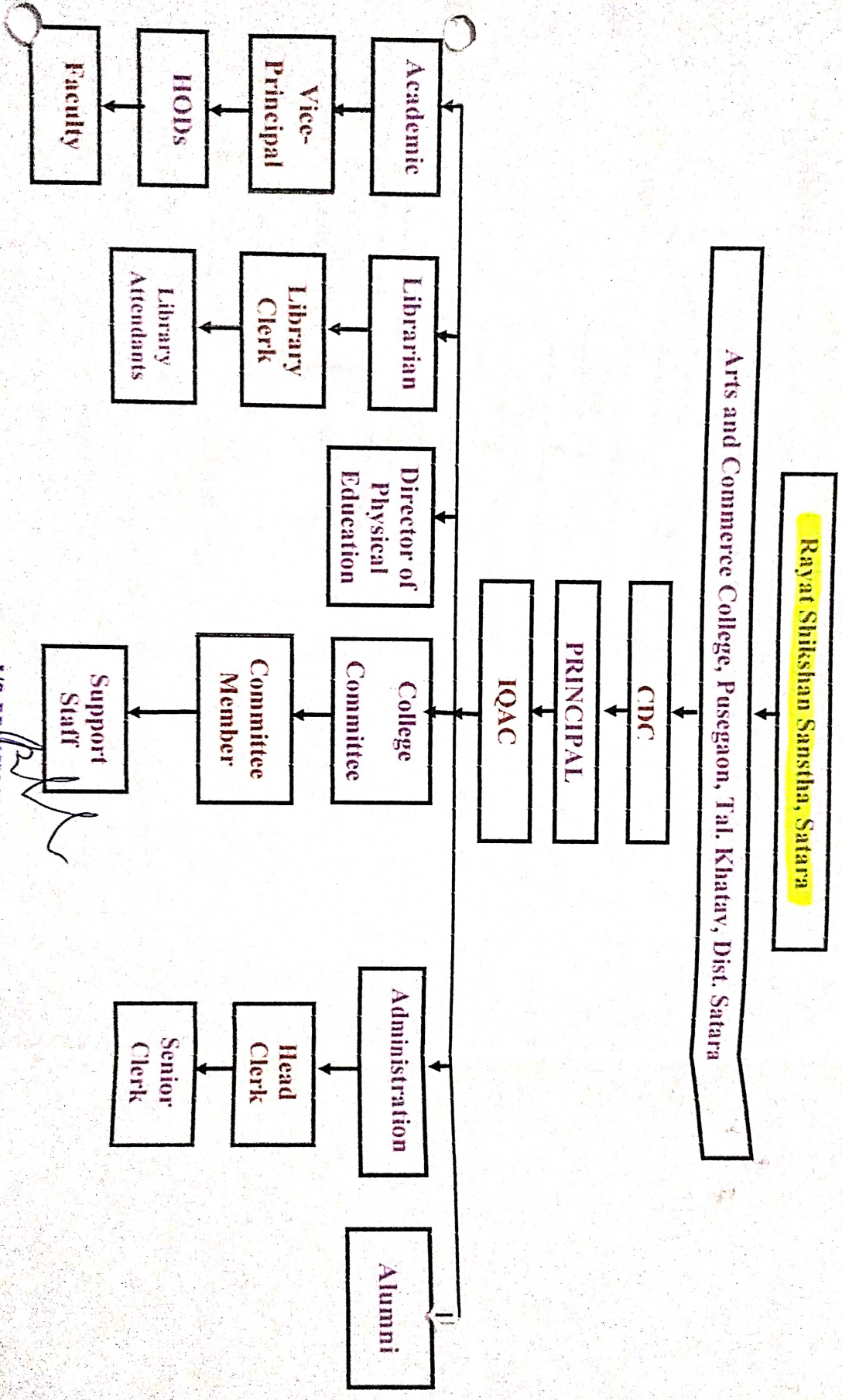


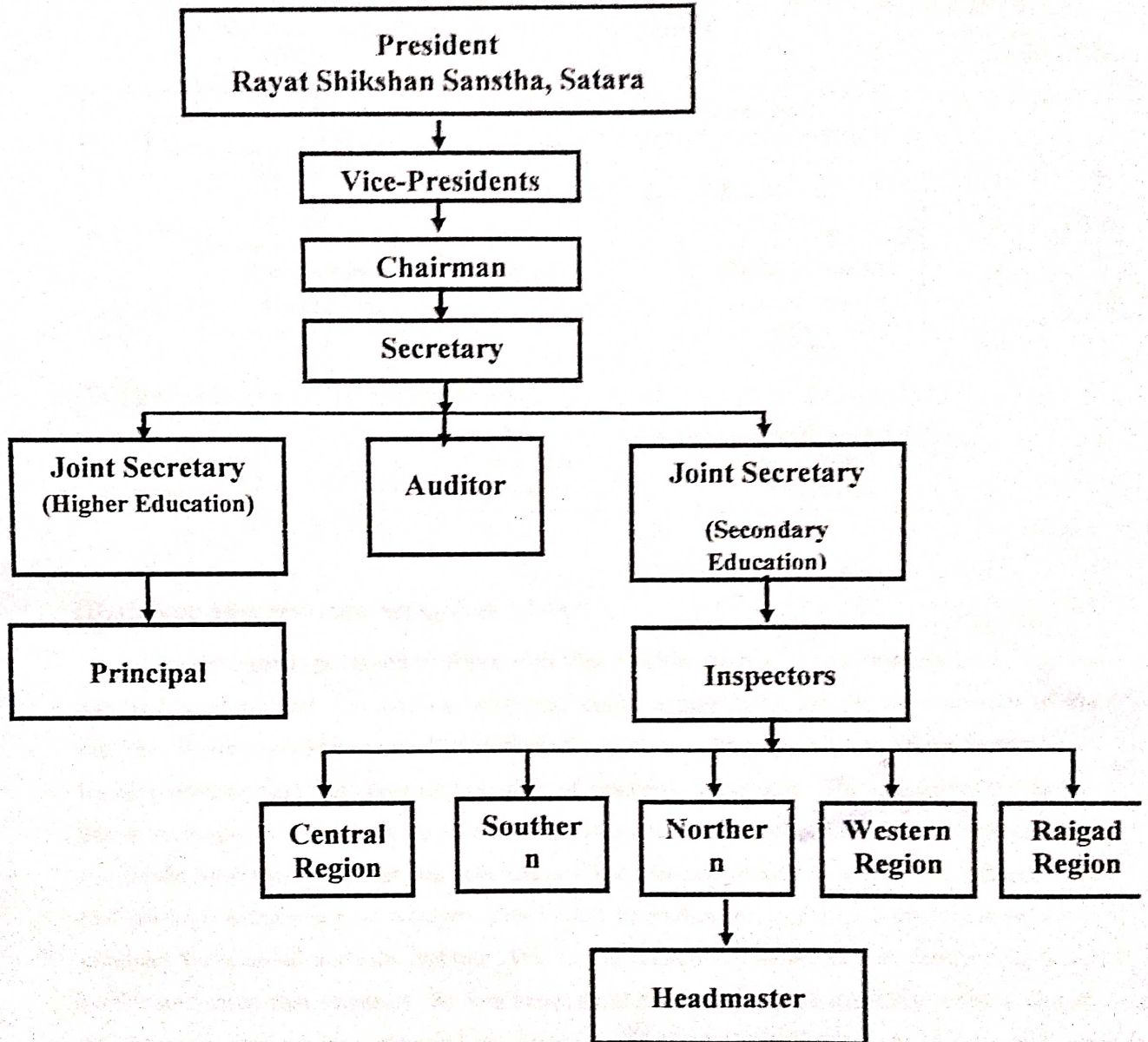
# Decentralization and Participative Management.



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 PUSEGAON, DIST. SATARA.

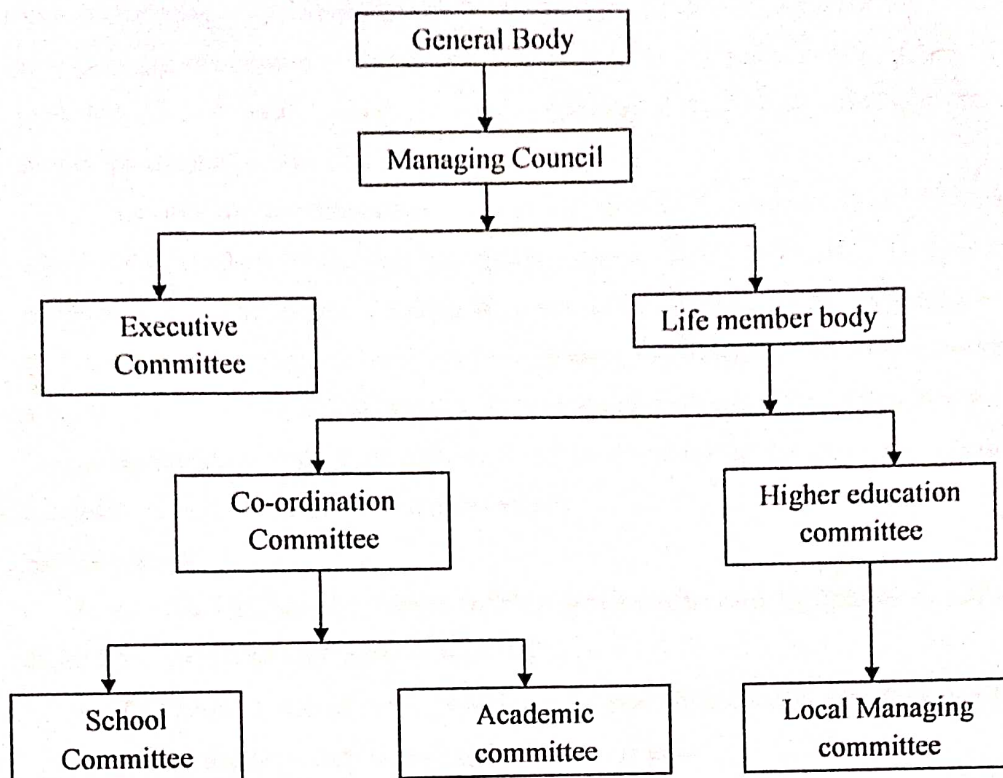
**Organizational structure of the Institution:**

Organizational structure of the Parent Institution is as follows:



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## II] Administrative Bodies:



## III) College Administration Set up is as follows:

The Institute is governed by Rayat Shikshan Sanstha, Satara. The top management provides adequate teaching and non-teaching staff and takes responsibility for the development of the institute. It also provides general guidelines for quality policy in order to create a conducive learning environment and presents the ethos of academic excellence. The management helps to decide major policies pertaining to academic and infrastructural development. The parent institution has signed MoUs with national and international institutes and industries to facilitate the academic and research competency in colleges. The Parent Institution has a separate audit-section which monitors the internal audit of institute. The Higher Education department is functioning at the parent institution that monitors the academic development of all the institutes. 'Rayat Quality Management System now renamed as Academic and Administrative Audit (AAA) performs academic audit of the institutes. The College Development Committee (CDC) takes decisions on general policies for the overall development of the institute and supports it.

The Principal is the academic and administrative head of the Institute and bears the ultimate responsibility for the smooth functioning of the institute. The Principal guides the faculty to prepare academic teaching plans, the academic calendars, co-curricular, extra-curricular and cultural activities in the beginning of the academic year. The Principal forms various committees of faculty members, students and non-teaching staff. The Principal maintains good relationships with the stakeholders for the development of the institute. The Principal promotes faculty for relevant

training, workshops, gatherings, meets for the development. The outcome of this, faculty members take minor research projects and participate in workshops, seminars and conferences. The Principal with the help of committee implements effectively the co-curricular, extra-curricular and extension activities. The personal interactions of the Principal with various stakeholders play an important role in the institutional functioning.

Internal Quality Assurance Cell designs system to execute quality enhancement measures. The faculty members of the institute maintain academic diary in which all academic and research activities along with annual teaching plan are given. In teaching learning process, the faculty use ICT to keep the students in tune with the modern techniques of teaching-learning. They organize and also participate in the workshops, seminars and conferences to update themselves. The faculty is actively involved in decision making and takes initiative for the successful implementation of the academic activity through various committees.

#### **Service Rules:**

Rayat Shikshan Sanstha, Satara follows Service rules and regulations of Affiliated University, State Government of Maharashtra and UGC.

- To principal, age of superannuation is 65 years in rural area and 62 years in urban area.
- To the teaching staff, age of retirement is 60 years.
- To non-teaching staff (including Library Attendants & Peon), retirement age is 60 years & for clerical section 58 years.

#### **Procedures for Recruitment:**

The Rayat Shikshan Sanstha shoulders the entire responsibility of the recruitment procedure. The college communicates the information about the vacant post to the head office. This information is scrutinized by the Sanstha and by taking the permission of State Govt. of Maharashtra; the advertisement is given in newspaper of vacant posts. Recruitment process is completed according to the norms of University, UGC and Government. It is a matter of fact to state that quality and ability are given priority in the selection procedure.

Our Management has tremendous trust and reputation in the society. Job security, transparency and parental care are distinctive aspects of our Management which attract and retain faculty and other staff having desired qualifications, knowledge and skills.

#### **Promotional policies:**

Promotional policy of the college is transparent and in accordance with rules and regulations of the UGC, Government of Maharashtra and University. Performance of faculties is evaluated through Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) mechanism. API is an important parameter for promotion of faculty under Career Advancement Scheme (CAS). College submits confidential reports of administrative staff to the parent institute.

for perusal and necessary action. The administrative staff of the college is promoted on the basis of seniority and reservation norms of Government of Maharashtra.

Junior clerk  $\Rightarrow$  Senior clerk  $\Rightarrow$  Head clerk  $\Rightarrow$  Office Superintendent

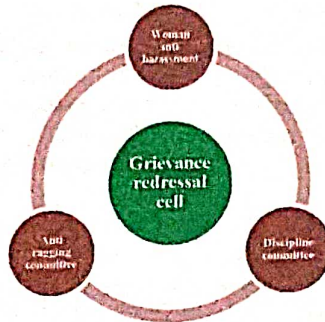
$\Rightarrow$  Registrar

***For teaching staff***

Assistant Professor  $\Rightarrow$  Associate Professor  $\Rightarrow$  Professor

**Grievance Redressal Cell:**

- The institute has a functional Grievance Redressal Cell. A multi-level mechanism is established to address the complaints and grievances in appropriate manner which includes:



- The cell deals with grievance of students and staff.
- Normal complaints, if any, are received by the faculty and the Principal through personal communication, which are discussed and resolved during the meetings.
- Suggestion boxes are placed in the premises. Complaints, if any, they are reviewed by the concerned committee and resolved amicably.
- Grievances are discussed and resolved in meeting of Grievance Redressal cell, if necessary it is discussed in the CDC for proper action.

There is provision of guidance from the parent institution, Rayat Shikshan Sanstha, Satara.

  
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