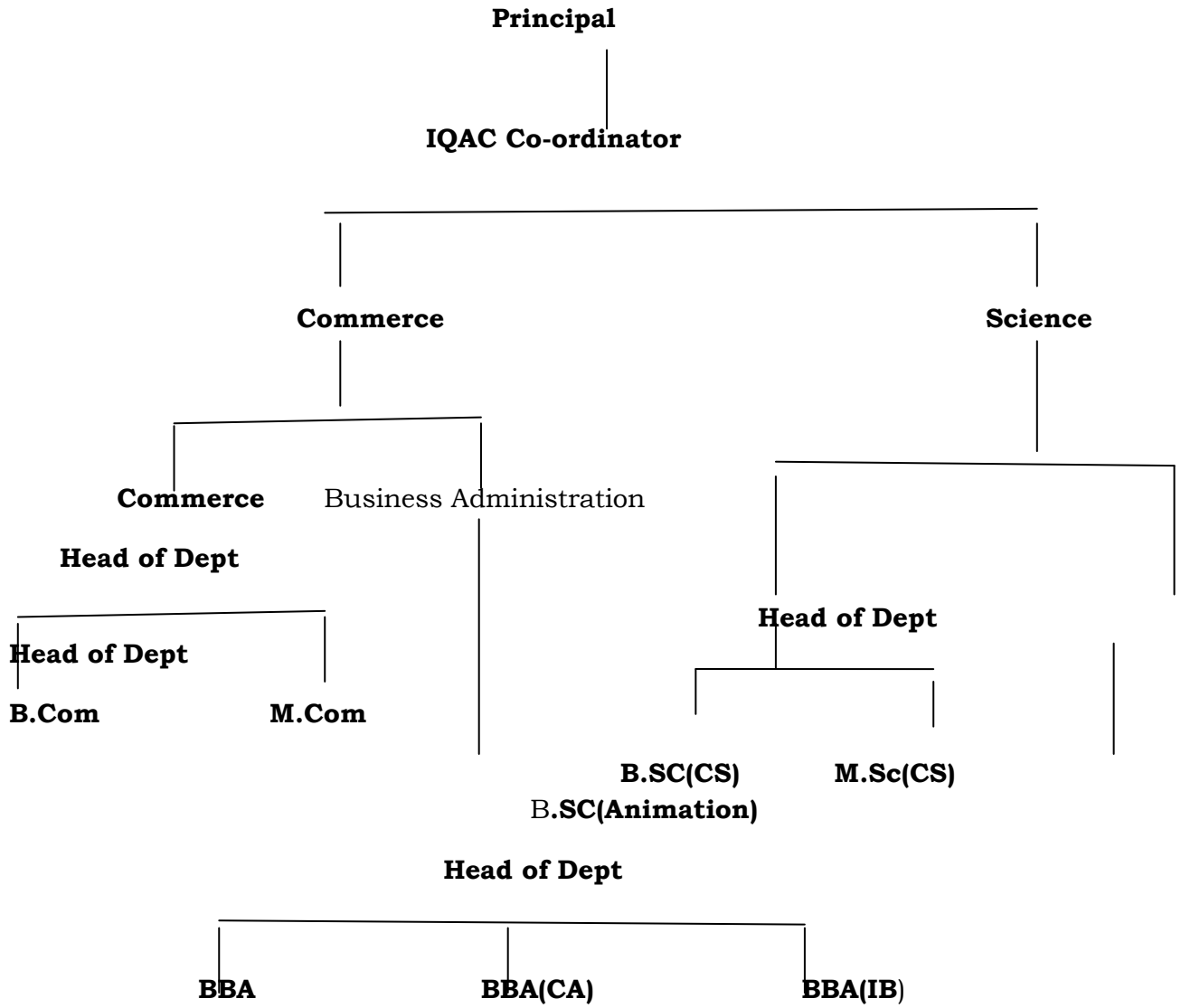


# GOVERNANCE, LEADERSHIP AND MANAGEMENT

## Organizational chart



### **Suryadatta Group of Institutes :**

The Suryadatta Education Foundation, SEF, is a charitable trust registered with the Registrar of Societies, Government of Maharashtra. The Suryadatta Group of Institutes was established in the year 1999, with the blessing of Late Smt Ratanbai & Shri Bansilalji Chordiya in Pune - The Oxford of East. Over the years, Suryadatta family has blossomed into a bouquet of academic institutions in varied disciplines such as School, Management, Travel & Tourism, Hotel Management, Media & Mass Communication, Interior Designing, Fashion & Jewellery Design, Event Management, Multimedia Graphics & Animation, Creative Arts, Aviation, Health & Fitness, Self Defence, Beauty & Wellness, Vocational & Advanced Studies etc. Students from many foreign nations and from all parts of India are pursuing education at various Suryadatta Institutions.

#### **Vision:**

The Vision of Suryadatta is to be a World Class Centre of Excellence in innovative learning, combining the best of Indian sensibilities with a Western outlook and to be rated as a premier Education Institute; offering contemporary education, using state-of-the art technology, spearheading high quality research, besides providing expert training and consultancy services catering to the ever-changing needs of the Industry and Society.

#### **Mission:**

- Create multi-faceted professionals in emerging disciplines, attuned to a rapidly evolving, volatile, global economy.
- Develop sustainable network of reputed academicians and high level achievers in the Corporate and social arena.
- Shape a complete human being steeped in rich values through a holistic approach to teaching methodologies designed by Industry Experts.

### **Suryadatta 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 association shall preside over the annual general meeting. The general meeting takes decision on the following:

- To elect governing council and its office bearers for a period of three years,
- To read, adopt and pass the audited statements of the accounts of the association together with annual report,
- To sanction the annual budget of the association,
- To appoint auditor or auditors, legal advisors for the association for the succeeding year and to fix their remuneration,
- To transact such other business that may be regularly brought before the meeting with the previous permission of the president,

- The governing council of the association, whenever it thinks desirable and necessary and on a requisition made in writing by at least twenty-five members of the association, can call a special general meeting.

### **The Governing Council**

The management and affairs of the association shall be administered, controlled and supervised by the Governing Council through the Hon. Secretary of the Association. It consists of 16 members representing as under-

- a) President of the Association
- b) Vice -President of the Association
- c) Honorary Secretary
- d) Assistant Secretary
- e) Treasurer
- f) One Principal representative
- g) Eight members from patrons, fellows, benefactors and life-members, who are not from teaching and non-teaching staff.
- h) Two members from life workers.
- i) One member nominated by the President from donors, contributors etc.
- j) The period of every Governing Council is three years.

### **Coordination Committee**

The Executive committee shall be constituted and nominated by the governing council of the association as under

- President
- Vice- President
- Treasurer
- One Principal by rotation
- One life worker by rotation
- Two members from patrons, fellow benefactors, life members
- Two Head Masters of the secondary schools

The Executive committee will study and solve the problems of the schools, colleges, hostels and other institutions run by the Association.

### **Institutes Run by Suryadatta Group of Institutes**

- 1) Professional Colleges: 12
- 2) Regular Colleges: 1
- 3) Higher Secondary Schools 2
- 4) Secondary Schools: 2
- 5) Primary Schools: 1

(For complete list please visit: <http://www.suryadatta.org/>)

## **Administration of the College:**

Suryadatta College of Management Information, Research & Technology, Bavdhan, Pune is established by Suryadatta Group of Institutes in the year 2005. Local Administration of the college is as follows:

### **College Development Committee (Formerly Local Managing Committee)**

The College Development Committee was constituted in place of local managing committee (LMC) 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 Suryadatta Group of Institutes.

- **The following are the members of CDC:**
  - a) Chairperson of the management or his nominee ex-officio Chairperson;
  - b) Secretary of the management or his nominee;
  - c) one head of department, to be nominated by the Principal
  - d) three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;
  - e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves;
  - f) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
  - g) Co-coordinator, Internal Quality Assurance Committee of the college;
  - h) President and Secretary of the College Students' Council;
  - i) Principal of the college or head of the institution
  
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
  
- The College Development Committee shall,
  1. 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. decide about the overall teaching programmes or annual calendar of the college;
3. recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
4. take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
5. make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
9. prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
10. formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
11. make recommendations regarding the students' and employees' welfare activities in the college or institution;
12. discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
13. frame suitable admissions procedure for different programmes by following the statutory norms
14. plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
15. recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
16. consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
17. recommend the distribution of different prizes, medals and awards to the students.
18. prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
19. perform such other duties and exercise such other powers as may be entrusted by the management and the university.

### **Internal Quality Assurance Committee**

- There shall be an Internal Quality Assurance Committee (IQAC) in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.
  - The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
  - The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.
  - There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
  - The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.
  - The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.
- ✓ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
  - ✓ Dissemination of information on the various quality parameters of higher education
  - ✓ Organization of workshops, seminars on quality related themes and promotion of quality circles.
  - ✓ Documentation of the various programmes / activities leading to quality improvement.
  - ✓ Acting as a nodal agency of the institution for quality-related activities
  - ✓ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

### **Principal**

The Principal of the college is the head of the institution and always caters to offer essential direction to the system.

The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the link between the Management and the College.

The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For

smooth functioning of administrative, co-curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal.

The Principal coordinates with the external agencies like the University, the UGC, joint director office and other government bodies to comply necessary regulations. He safe-guards the interests of teachers/non-teaching staff members and the management.

He Observes and implements directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

### **Head of the Departments**

The Heads of the departments act as frontrunners of their departments.

They monitor activities of the departments and report directly to the Principal

- ✓ They are responsible for the overall management of the department(s).
- ✓ Manage the day-to-day functioning of the department
- ✓ Propose and Administer the development of new courses
- ✓ Organize the periodic review of courses.
- ✓ Coordinate the academic and administrative staff within the department.
- ✓ Coordinate the examination schedule.
- ✓ Liaise with National Bodies and external agencies where appropriate
- ✓ The Heads ensure that:
- ✓ The programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standards and quality.
- ✓ Co-ordination of the annual and ongoing monitoring of programmes, the self-evaluation of programmes is done

### **Librarian**

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

- Allocation of budget with the aid of Library Advisory Committee to each department as per the norms.
- Forwarding it for approval and sanction to the parent institution.
- 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 Suryadatta Group of Institutes.

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

### **Physical Director**

The Physical Director 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 Committees**

The various Statutory, Academic and non-academic committees constituted, 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 taken from teaching and administration staff.

Following is the list of the committees that are operative during 2017-18 and 2018-19 for monitoring and governing various activities: -

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Purchase Committee
- 3) Time table Committee
- 4) Space Allocation Committee
- 5) Outcome Based Education Committee
- 6) Students Grievances Redressal Cell
- 7) Campus Discipline Committee
- 8) Library Committee
- 9) Examination Committee
- 10) N.S. S Committee
- 11) Gymkhana Committee



- 12) Cultural Activities Committee
- 13) Student Welfare Committee
- 14) Medical checkup Committee
- 15) Magazine Committee
- 16) Study Tour Committee
- 17) Campus Beautification Committee
- 18) UGC proposal and planning
- 19) Alumni Committee
- 20) Women Redressal Cell
- 21) Anti-harassment committee for women.
- 22) Committee for Protection of interests of other backward.
- 23) Competitive exam.
- 24) N.C.C. Committee
- 25) Placement cell Committee
- 26) Environment awareness Committee
- 27) Staff welfare Committee
- 28) Publicity Committee
- 29) Association of Arts, Commerce and Science
- 30) Canteen and parking review committee.
- 31) Remedial teaching committee. Student counseling Committee
- 32) Anti ragging committee.
- 33) Research Committee
- 34) Adult Education Commit
- 35) Bahishal Committee
- 36) Feed Back Committee
- 37) Parents' Association
- 38) Essay, Elocution, Debate competition Committee
- 30) ICT Committee
- 40) Star College Scheme Committee
- 41) Students' counseling

### **Administrative Staff**

Administrative Staff comprises of Senior clerk, Junior clerks and manual staff who works under the guidance of the office superintendent and the Registrar.

Role in design and implementation quality policy and plans:  
Quality policy of the College

SCMIRT College 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 Faculty is vital in overall development of the college.**

### **Role of top management**

- Support for academic and infrastructural growth of the College.
- Appointment of teaching and non-teaching staff.
- Monitoring of overall administration of the college.
- Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- 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.

- Admission of students and maintenance of discipline in the College.
- Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- Observance of provisions of Accounts Code.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- Correspondence relating to the administration of the College.
- 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.
- 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.
- Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- Administration and supervision of curricular, co-curricular/extracurricular or extramural activities, and welfare of the College, and maintenance of records.
- Safe-guard the interests of teachers/non-teaching staff members and the management.

- 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

- Application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Optimization and integration of modern methods of teaching, learning and evaluation.
- Dissemination of information on various quality parameters of higher education
- Development of Quality Culture in the institution;
- Documentation of various programmes/activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.
- coordinating with other Cell coordinators and HODs.
- Suggesting budgetary provisions for activities related to the cell.

### **Role of Committee Chairman**

The Committee Chairman of each committee has the following functions

- Prepare the list of activities to be taken in the academic year
- Send proposal to the Principal and get the budget approved.
- Coordinate with all the team members.
- Send notices for timely meetings and prepare agenda for the same.
- Carry out all the activities related to the respective committee.
- Submit the accounts of the Expenditure incurred for the activities held.

### **Role of Head of Department**

The Head of each department has to

- Monitor day to day teaching learning activity of the department.
- Distribution of workload among the teachers of the department.
- Purchase of books, equipments in the department.
- Coordinate co-curricular activities for the students.

### **Role of Faculty**

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

- Implementing the teaching –learning schedule and taking part in evaluation process.
- Assisting the administration through the participation of different academic committees.
- Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.
- Undertake research and consultancy/extension, co-curricular and extra-curricular activities.

**The involvement of the leadership in ensuring:**

- The policy statements and action plans for fulfillment of the stated mission
- The authorities collect information about the various aspects of the functioning of the College through a number of ways. The management encourages the participation of the staff in the process of decision-making in institutional functioning. Both teachers and non-teaching staff have their representatives in the Local Management Committee of the College. LMC in its meetings collects the information regarding the new policies to be implemented. The policy decisions regarding the college functioning are decided by the Governing body.
- 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 and presents before the LMC, academic and administrative matters requiring the LMC's approval and he is responsible for executing its decisions. He is also responsible for all correspondence with the Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Pune University. On the basis of policy decisions of

Governing Body, the action plans are prepared by the Principal. With the prior permission of Governing body, the plans are implemented by the Principal.

- **Interaction with stakeholders**

The Principal provides information to the stakeholders such as students, faculty and parents at the beginning of the academic year. He also provides information about the college through first address lecture to the first year students of all faculties. The prospectus itself contains the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The College has constituted different committees of teachers and members of the non-teaching staff which 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 analyzed 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, two students of the college have received gold medals from the University. The library timing is kept flexible. 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.

**Champion organizational change**

The college has taken initiative for additional infrastructure like modernization of laboratories, purchase of additional equipments, furniture etc. The college has created virtual classroom for the students and faculty. Faculties are maintaining teaching dairy for every year. Performance appraisal forms are filled up and collected by the college from all faculties. The work of non-teaching staff is distributed every year.

**Performance Appraisal System  
Teaching Staff**

The “Performance Based Assessment System” (PBAS) is monitored by the institute. It’s a three tier report whereby the teacher has to fill up the form containing the information of

1. Teaching -Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research. After evaluating the form, the head of the department forwards it to the IQAC.

The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS). The teachers are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, the faculty members are advised to upgrade themselves. This is crucial for later promotions as per the norms.

Teachers fulfilling the required parameters are appraised by a committee consisting of experts appointed by the University and then the list is advanced to the Joint Director's office and the University.

The Parent Institution has a structured form for appraisal which is sent to all the PDEA colleges. All the faculty as well as the non-teaching staff has to fill the required information. It is then handed over to the Heads. After writing the observations of each member of the Department, the Head submits the form to the Principal to give the final remarks. The whole system is carried out in a confidential manner. This confidential report (CR) is later forwarded to the parent institution. The Parent institute scrutinizes all the forms and takes appropriate action as per the need. The respective teacher is informed about the same and suggestions given.

### **Non-teaching staff**

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form and hand it over to the Registrar of the college. The Registrar adds his own observations and comments and forwards it to the Principal for the final remark. After the Principal's remark it is advanced to the parent institution for further scrutiny and assessment. Action is taken accordingly.

Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members.

### **Financial Audits**

#### **Internal Audit**

The Suryadatta Group of Institutes has a policy related to Internal and External Audit. The auditor is appointed by the parent Institution Suryadatta Group of Institutes. Internal audit is a continuous process which ensues after each and every financial transaction. The auditor is responsible for checking official letters, official funds, receipts of students fees and Bank statements. At payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various ledgers. The payment vouchers are signed by the Accountant, office superintendent and finally the Principal. These vouchers are checked by the auditor and cheques are issued to the concerned parties. And this is again verified and checked by the tally system. 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 takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is

appointed by the parent institution Suryadatta Group of Institutes. The program goes on for 8 to 15 days during the month of May.

The external auditor checks Accession records at 3 levels viz.

- 1) The checking of Accession record of the library.
- 2) All the purchase records & dead stock of the laboratories.
- 3) The dead stock and equipment of the gymkhana

- 1) Revenue Expenditure
- 2) Capital Expenditure

This is also checked by the auditor.

The bills and vouchers of the revenue expenditure is checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.

Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. After final checking of records, the external auditor signs the receipts and payment.

For the grants received from the UGC, DST-FIST, DBT-STAR, utilization certificates are prepared according to the allowed expenditure under various heads. This is duly checked by the CA and submitted to the corresponding authorities. This is also audited by the external auditor nominated by PDEA.

Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General of the Government of Maharashtra periodically after every five years.

#### Institutional Strategies for Mobilization of Funds

SCMIRT is an affiliated college to Savitribai Phule Pune University. The Conventional Programmes like B.Com. B.B.A., B.B.A(IB), B.B.A.(Computer Application) , B.Sc( Computer Science) and B.Sc.(Animation) are nongrants and hence not obtaining grants for staff i.e. teaching and Non-teaching salary from the Government. Moreover, grants are also received from the University Grants Commission, Board of College and University Development. Revenue is also generated through tuition fees and other fees from students from non-grant sections.

Besides conventional courses, there are a number of self-financed courses like all the PG courses which are non-aided. Tuition fees coming from these branches also assist in raising revenue for utilization of college Development. The college has 8 research centres which contribute towards raising of the funds. There are also a number of short term courses run in the college which generate capital thereby increasing the income of the college.

**Recruitment procedure  
Service Rules and Recruitment**

For the service conditions and rules, the college follows the rules and regulations laid down by S. P. Pune University, UGC, New Delhi and Government of Maharashtra. The candidates are interviewed by the Selection Committee appointed by the university, which comprises of the Vice Chancellor's Nominee, Subject Experts, Reservation Nominee, Management Office Bearers, Principal and Head of the respective department.

**Promotional policies**

All the promotional policies follow the career advancement scheme(CAS) as per the UGC norms for the upgradation of the Faculty. The promotion of non-teaching staff caters to the Government of Maharashtra norms. For Non-grant posts Suryadatta Group of Institutes follows Government of Maharashtra rules.