Shramajivi Shikshan Prasarak Mandal's
ADARSH MAHAVIDYALAYA, OMERGA
NAAC Reaccredited – 'B' Grade with 2.92 CGPA

ARTS, COMMERCE & SCIENCE

Tq. Omerga, Dist. Osmanabad, Pin- 413606, Ph. 02475-252401 (O), 253405 (R), sspmo01@rediffmail.com

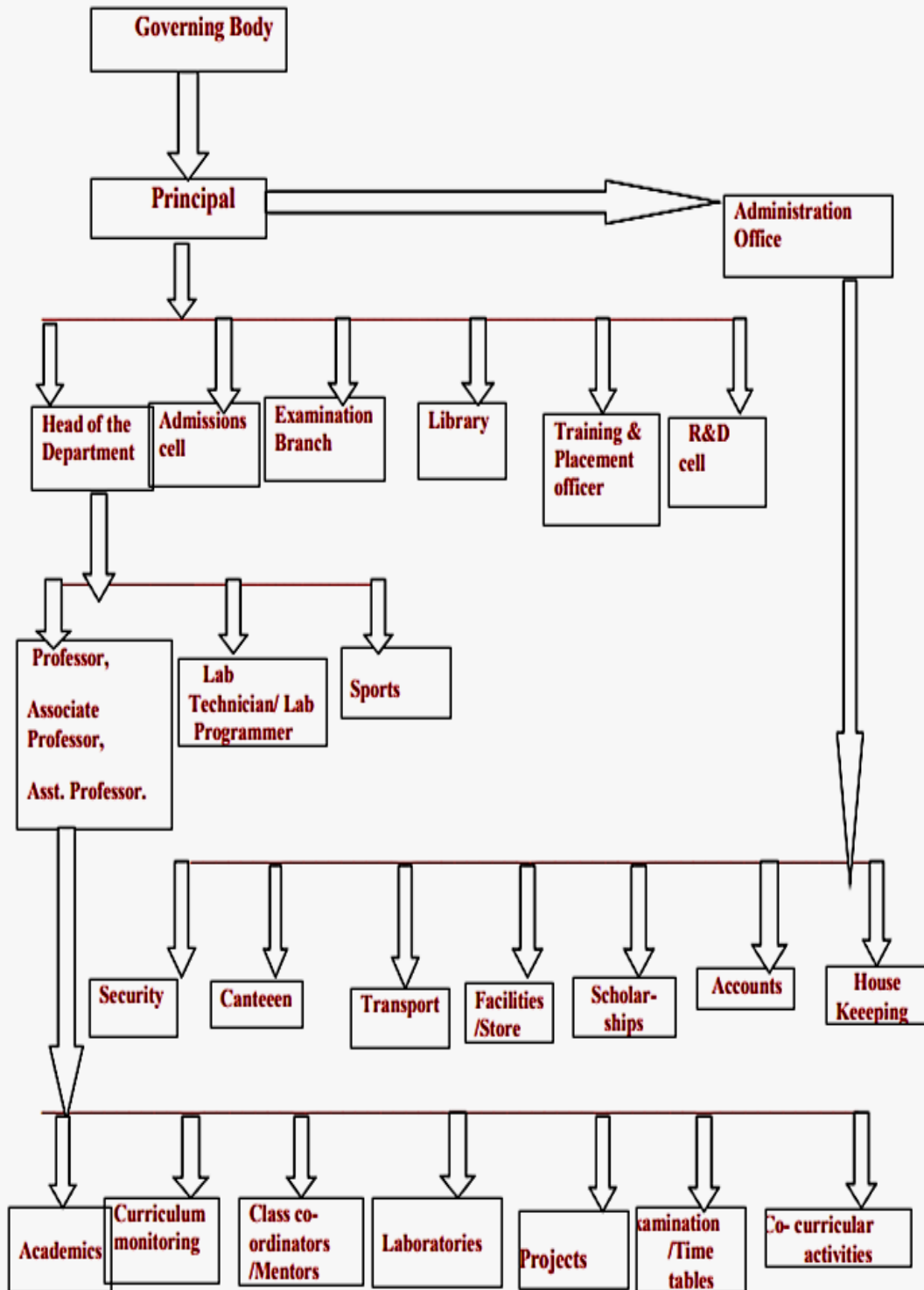| Reg. A.C.C./2022-2023 | Date: / / | Dr. Dilip P. Garud |
| | | (M. Sc. Ph.D.) |
| | | Principal |

6.2.1: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

ADMINISTRATIVE SETUP:

With the hands-on experience of the management of Sharmajivi Shikshan Prasarak Mandal, Omerga, the Adarsh Mahavidyalaya, Omerga is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. Adarsh Mahavidyalaya, Omerga has been established in 1990. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.

The over-all structure of the Institutional Management is categorized as "ACADEMICS" and "ADMINISTRATION". Keeping in view all the stakeholders more on students an effective administrative system is structured.

ORGANIZATION CHART OF SCIENT

Governing Body

Principal → **Administration Office**

Head of the Department | **Admissions cell** | **Examination Branch** | **Library** | **Training & Placement officer** | **R&D cell**

Professor, Associate Professor, Asst. Professor. | **Lab Technician/ Lab Programmer** | **Sports**

Security | **Canteeen** | **Transport** | **Facilities /Store** | **Scholar-ships** | **Accounts** | **House Keeeping**

Academics | **Curriculum monitoring** | **Class co-ordinators /Mentors** | **Laboratories** | **Projects** | **Examination /Time tables** | **Co- curricular activities**

Functions of Key Administrative Positions:

POSITION	FUNCTION
GOVERNING BODY	• Review academic and other related activities of the College • Consider new programs of study for approval of University • Consider recommendations of the staff members regarding Promotions • Ratify Selections / appointments /medals and prizes • Pass Annual Budget of the College • Annual University affiliation
SECRETARY	• Looks after the Administration, • Development of education, growth & expansion of the institution. • He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body. • He coordinates between the sponsoring Society, College Management and the other systems of the college.
PRINCIPAL	• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. • To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university • To conduct internal, end and other examinations • To initiate all the developmental activities, monitor the progress and report to the Governing Body • To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year. • To ensure the preparation of reports on various activities and also the annual report of College • To become responsible for the general amenities and arrangements for students and employees of college.
COMMITTEES	• Every committee constituted at college level and department levels have the faculty member as an In-charge with two or more faculty members as committee members. • Committee In charge will look after the committees program and operation. • These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college. • These committees at department level assist the Department Academic in the discharge of their duties

	and smooth functioning of the department.
	• Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.
HEAD OF THE DEPARTMENT	• Department HOD prepares departmental workload as per the university syllabus,
	• Allocation of workload in prescribed formats. Coordinating with library committee & Prepare, update and standardize the student Handbook / Lab manuals.
	• Collect & Verify the course material to certify coordinate with Library committee, Time Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
	• Preparation of list of weak students in each class and conduct bridge classes, unit tests.
	• Analysis result to conduct Remedial classes for failure students.
	• Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
	• Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counselling report books..etc

Governing Body:

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

Governing Body Functions:

1. To ratify the decisions of the academic advisory committee.
2. Approval of new courses recommended by the academic advisory committee
3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting industry institute partnership cell for student training and placement activities
7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures

8. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.
10. Approve institution of new programmes of study leading to degrees
11. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives.

List of Governing Body Members:

Sr. No.	Name	Designation
1	Hon. Shri. Vinayakrao Anandrao Patil	President
2	Hon. Shri. Basawraj Madhavrao Patil (Ex- minister of state Rural development)	General Secretary
3	Hon. Shri. Ramkrishnapant Vyankatrao Kharosekar	Secretary
4	Shri. Shivmurti Tamanna Bhandekar	Member
5	Shri. Bhaurao Chokoba Somwanshi	Member
6	Shri. Shivraj Gurlingappa Dindegave	Member
7	Shri. Appasaheb Kashiraya Halle	Member
8	Shri. Venkatrao Bhimrao Jadhav	Member
9	Shri. Mallinath Sidramappa Dandage	Member

The Institute has IQAC and the functions of IQAC are given below:

IQAC Functions:

➢ IQAC is responsible for fixing quality parameters for various academic and administrative activities
➢ Monitoring the organization of class work and related academic activities.
➢ Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
➢ Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

IQAC members

Sr. No.	Name	Designation in IQAC
1	Dr. Garud D. P.	Principal & Chairperson
2	Dr. Kulkarni S. G.	Vice-Principal & Administrative Officer
3	Sh. Mane D. S.	OS & Administrative Officer
4	Dr. Mathpati S. P.	Teacher member (Assi. Prof. in English)
5	Dr. Dulange S. M.	Teacher member (Assi. Prof. in Microbiology)
6	Dr. Mulla J. G.	Teacher member Prof. & Head Dept. of Chemistry)
7	Dr. Mrs. Mirgane A. J.	Ladies Teacher member (Prof. & Head Dept. of Hindi)
8	Dr. Solankar R. R.	Teacher member (Prof. & Head Dept. of Economics)
9	Dr. Dindore U. B.	Teacher member (Prof. in Physics)
10	Sh. Reddy S. G.	Teacher member (Prof. & Head Dept. of Maths)
11	Sh. Pidge B. V.	Teacher member (Asso. Prof. & Head Dept. of Sociology)
12	Sh. Dandge M.S.	Management Member
13	Sh. Jadhav M. B.	Local Society member (Industrialist)
14	Dr. Jadhav S. P.	Alumni
15	Sh. Kshirsagar P. S.	Student
16	Dr. Narwade S. D.	Stakeholders (Doctor, M. D. Medicine)
17	Dr. Mali S. B.	Coordinator (Prof. & Head Dept. of Microbiology)

The Department Advisory Board (DAB) Responsibilities:

➢ Develop and recommend the Vision & Mission statement of the department & provide guidelines for formulation of programme educational objectives (PEOs) and Programme outcomes (POs).
➢ Receive the reports of programme assessment committee and monitor the progress of the programme.
➢ Look after the current and future issues related to programme.
➢ Meet at least once in a year to review the programme.

Programme Assessment Committee (PAC) Responsibilities:

➢ Preparation and submission of periodic reports on program activities, progress and status to management and key stake holders.
➢ Motivate the faculty and students to attend workshops, develop projects, working modules, paper publications and research.
➢ Interact with students, faculty, program coordinators, class in-charges and external agencies in facilitating program educational objectives.
➢ PAC shall meet at least once in 6 months to review the program and submits report to the Department Advisory Board (DAB)

Various Committees of the Institution:

The Institution has various committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

Institute Level Committees:

1) Admission Committee
2) Time table Committee
3) Birth and Commemoration celebration Committee
4) NSS Committee
5) Examination Committee
6) Sports activities committee
7) Cultural activities and Youth festival Committee
8) Alumni Association Committee
9) Purchase Committee
10) Publicity Committee
11) UGC interface Committee
12) Earn and Learn Scheme Committee

13) Discipline and Grievances redressal Committee
14) College magazine Committee
15) Students' council Committee
16) Library Committee
17) Students' parents interface Committee
18) Botanical Garden Committee
19) Anti Ragging Committee
20) Women Empowerment and VISHAKHA Committee
21) IQAC Committee
22) Courses of Maharashtra Govt. And Infosys Committee
23) Career katta Committee
24) Equal oprtunity center Committee
25) Scout and guides Committee
26) RTI Committee

SERVICE RULES, POLICIES AND PROCEDURES:

The institution has its own service rules, policies and procedures for effective functioning of the institution.

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand

2. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt.

3. Smoking is strictly prohibited

4. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean.

5. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time.

6. Students receiving Government Scholarships or any remission in fees, must apply within time.

7. Students joining the Institute are bound by the rules and regulations of the Institute.

8. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.

9. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly.

10. Staff members shall follow the directions and instructions properly given Director and HODs.

11. Teachers must participate in academic, curricular and extracurricular activities conducted by institution

RECRUITMENT OF FACULTY/SUPPORTING STAFF.

1. Advertisements are published in the state and national level newspapers.
2. Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert, Principal, Chairman and University and State Government committee members.
3. Preference is given to relevant qualifications, teaching and research experience.
4. A demonstration is taken from each person to understand the teaching capabilities and competency.
5. The guidelines of the university, UGC and state government are followed during the recruitment of the faculty.
6. The selected candidates are required to attend the university ratification process.
7. Supporting staff are recruited by the panel consists of HODs, Principal and Director Board members.
8. Promotional Policies are based on the staff performance appraisal, university and state government rules.
9. Qualification, Eligibility and Salary Structure as per university, UGC and state government norms.

THE INSTITUTIONAL STRATEGIC/PERSPECTIVE PLAN IS EFFECTIVELY DEPLOYED

Institutional Strategic Goals

1. Efficient Teaching erudition procedure

2. Effective Leadership and Participative management

3. Constant Internal Quality Assurance System

4. Ensuring effective governance

5. Student's Overall Development through Participation

6. Employees Advancement & Welfare

7. Escalating Placements

8. Proper Discipline

9. Women/Student/Faculty Grievance

10. Financial Planning & Management

11. Institute – Industry Interaction

12. Encouragement of Budding Entrepreneurs

13. Constant Growth in Research and Development

14. Alumni Interaction and Outreach activities

15. Mounting Physical Infrastructure

1. Efficient Teaching Erudition procedure

- Academic planning and preparation of Academic Calendar
- Preparation of teaching plan as per OBE
- Preparation of Lesson Plan based on CO & PO mapping
- Conduct training based on current demand analysis
- Constant assessment to measure outcomes
- Use of more practical methods of teaching
- Use of e- learning resources
- Promote research culture &facilities
- Provide mentoring and individual support
- Follow a transparent feedback system
- Performance enhancement through workshops and seminars.
- Implementation of best practices for students
- Evaluation parameters and benchmarking

2. Effective Leadership and Participative management

- Following reporting structure of faculties
- Decentralization of the academic, administration and student related authorities &responsibilities
- All the Heads of the Departments conduct faculty meetings every fortnight
- Portfolio assignments

- The minutes of the meetings are communicated to the Principal who in turn consolidates all the suggestions and submits them to the
- Management for approval & reference.

3. Constant Internal Quality Assurance System

- Establishment of IQAC done
- Develop, maintain and regularly update the QMS as the document of all the processes involved in the academic and administrative activities and the forms to implement the processes.
- All the departments, with the teaching and non-teaching faculty carry out the activities as per the Processes and forms.
- Customer satisfaction by collecting feedbacks from students, parents, alumni and industry and actions are taken to ensure that the college satisfies all its stakeholders.
- Internal Audit - Regular internal audits are conducted at planned intervals to checks the effectiveness of the implementation, maintenance and improvement of the QMS.
- Monitoring and measurement of processes and products Continuous measurement and monitoring of the processes are done to identifyappropriate corrective action to ensure conformity of service.
- Control of non-conformity to prevent and get prepared for deviations and the actions to be Taken Data analysis and continuous improvement.
- External Audit.
- Framing of Quality Policy
- Educating & Training of all employees
- Periodic check & guidance for quality improvement
- Establishment of audit team and process
- Audit for remedial measures
- Release of Annual report preparation &submission

4. Ensuring Effective Governance

- To review the smooth running of the administrative activities of the college, discussing approval of new programs.
- To review the examination results (Internal as well as External) of all programs; result analysis and their improvement strategies.
- To approve the up gradation & maintenance of the Infrastructure of the Institute.
- To review the budget allocated for different purposes and their expenditure etc.
- Promotion of various faculty career advancement programs, Approval for posts, Study leaves etc.
- To review the Placement activities, Collaborations with Industry and R&D programs.

- Reviewing the Performance appraisal of faculty backed with the discussion. & suggestions given by Faculty for improvements in the college.
- To provide support for conducting all kinds of activities: - Cocurricular and Extra-curricular.
- To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc
- Evaluation of Institute's performance and benchmarking
- Institutional strategic goals setting
- Institutional Strategic Planning
- Monitoring and Implementing the Quality Management Systems
- Establishing E-Governance
- Leadership development through decentralization
- Establishing internal audit committee
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and effective performance appraisal system

5. Student's Overall Development through Participation

- The Student Representatives have the responsibility towards students to be available to listen to student views and concerns and actively represent them in an objective and accurate manner.
- Budget framing and allotment for student development programs and activities
- Students Trainings & Placement Activities
- Formation of student council
- Student's representation in various committee and cell
- Participation in competitions
- Organizing competitions
- Rewards & recognitions of achievers
- Participation in extracurricular activities
- Participating in social and welfare activities

6. Employees Advancement & Welfare

- Recruitment Policy development &implementation
- Employees performance evaluation system
- Regular Training for quality improvement
- Healthy and supportive working environment & infrastructure.
- Proper established Code of conduct, service rules & leave rules to be followed by all.
- Staff welfare policy implementation
- Career advancement schemes
- Rewards, recognitions and incentives
- Deputation for seminars, conferences and workshops etc.
- Motivation for qualification enhancement
- Support for research, consultancy, innovations

7. Escalating Placements

➢ The Central T & P Committee plays a very important and key role in getting students their dream placement through counseling and guiding the students for their successful Career Placement.

➢ It is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment through campus placement drives.

8. Proper Discipline

➢ Recommends Installation of CCTV Cameras at desired places and other measures to maintain the discipline. Responsible for the entry of the students only with I-cards and proper uniforms.

9. Women/Student/Faculty Grievance

The grievance committee functions with the following purposes;

➢ To make women, students, faculties & staff members aware about their rights.

➢ To help them in knowing the importance of good health and nutrition and facilities available for them.

➢ To help them in developing decision making abilities and be self dependent.

➢ To help them in raising voice against all kinds of discrimination in a proper manner.

➢ To help them in changing their mind setup.

➢ To assist them in overall development of their personality.

➢ To help them (community women) in knowing about reproductive health care and child care.

➢ The Student Representatives have the responsibility towards students to be available and listen to student's views and concerns, and actively represent them in an objective and accurate manner.

10. Financial Planning & Management

➢ Framing of financial budget according to multiple areas.

➢ Department wise Budgeting

➢ Forecasting of Revenue &Expenditure

➢ Effective purchasing through this committee

➢ Contingency Fund allocation every year

➢ Budget formulation & approval through Budget Committee

➢ Periodic Audit

11. Institute – Industry Interaction Cell

- Industrial Research & Consultancy.
- Research guidance from industry.
- Short-Term Training Programmes.
- Collaborative Educational Programmes.
- Industry-Institute Human Resources Exchange.
- Faculty and student exchange for knowledge sharing.
- Training programmes / Short term assignments to the faculty members in industries.
- Participation of industrial experts in curriculum design.
- Student internships and industrial visits.
- Formation of industry institute interaction cell
- Support for internships, visits, trainings, guest lectures
- Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum.
- Providing career guidance

12. Encouragement of Budding Entrepreneurs

- Establishment of Entrepreneurship & Development Cell
- Industrialists visit for seminar, lecture, workshop for entrepreneurship development
- Promoting, sponsoring and facilitating entrepreneurship development
- Providing training & guidance for entrepreneurship development.

13. Constant Growth in Research and Innovation

- Dedicated R &D facilitation center.
- Establish and develop Laboratories with more research facility
- Fund generation through Project proposals
- Apply for Government/Non-Government industry, sponsored funds
- Collaborations with Government & Private Institutes, Universities and Research Organizations.

14. Boosting Internal Revenue Generation

- Formation of the committee to look after the financial needs of the various Departments, of the finances involved during functions and celebrations, for other administrative and infrastructure purposes.
- Infrastructure creation for revenue generation

- ➢ Policy for Incentives for Revenue generation plans
- ➢ Successful implementation of Internal revenue generation plans
- ➢ Advertising & marketing

15. Alumni Interaction and Outreached Activities

- ➢ Configuration of Alumni association to increase their participation
- ➢ Invitation for guest lecturers / internship /placement /training/ entrepreneurship
- ➢ Exploring Contributions
- ➢ Sponsorships/scholarships/fund generation
- ➢ Data base creation, Regular interactions with alumni and networking
- ➢ Recognition of successful alumni for appreciation and felicitation

16. Mounting Physical Infrastructure

- ➢ Infrastructure building development &modification
- ➢ Functional facilities for e-learning
- ➢ Safety & Security management
- ➢ Water facility
- ➢ Hygiene, zero plastic & green campus
- ➢ Recycling of water
- ➢ Smart Class rooms, Tutorials, Seminar halls
- ➢ Modernization of Laboratory &equipment
- ➢ Library infrastructure up gradation
- ➢ System up gradation
- ➢ Medical facility
- ➢ Development of sports (indoor/outdoor) facilities
- ➢ Plantations

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

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee 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 contributed to the growth of the college.

The Institutions always believe in the practices of decentralization and participative management. Practice of Decentralization is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non-teaching Staff, NSS, all the stakeholders involve in the decentralization and participative management all are working together for efficient functioning of the Institutions.

Institution focuses keen on decentralization by intending equal opportunity (equal role to participate is the functioning of the Institution management comprises of management committee, college governing council and each committee has been provided with specific functions cater to the needs of institution for the on-going progress and development of the Institution. Following are the committees and their activities established for the decentralization and participative management.

1. Local managing committee: - Implementation and monitoring of academic and administrative system.

2. Principal: - Implementation and monitoring of academic and ad

3. IQAC: - Academic development and monitoring progress of various ministrative system to cater to vision and mission of the institute. Teaching/learning processes.

4. Examination committee: - Internal & University examination activities.

5. Research committee: - Academic and research activities.

6. NSS Unit: - NSS activities.

7. Career counselling cell: - Training and Placement activities.

8. Student welfare committee: - Planning, execution and supervision of activities of student association.

9. Cultural and sports committee: - Planning, execution and supervision of cultural and sports activities.

10. Student grievances redress committee: - Attending and redresses of students problems.

11. Library Committee: - Management of learning resources.

12. Ant-ragging committee: - Prevention and action against ragging cases.

13. Extra-curricular and Co-curricular activity Committee: - Planning, execution and supervision of Extracurricular and Co-curricular activities.

14. Alumni Committee: - Planning, execution of alumni association.

15. OS: - Supervision and management of all administrative and operational functions.

16. Accountant: - Management of finance and account activities.

Committee/cell/Coordinator	Roles and responsibilities
Local managing committee	Implementation and monitoring of academic and administrative system
Principal	Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute
IQAC	Academic development and monitoring progress of various teaching/learning processes
Examination committee	Internal & University examination activities
Research committee	Academic and research activities
NSS Coordinator	NSS activities
career counseling cell	Training and Placement activities
Student welfare committee	Planning, execution and supervision of activities of student association
Cultural and sports committee	Planning, execution and supervision of cultural and sports activities
Student grievances redresses committee	Attending and redresses of students problems
Library Committee	Management of learning resources
Ant-ragging committee	Prevention and action against ragging cases
Extra curricular and Co-curricular activity Committee	Planning, execution and supervision of Extra curricular and Co-curricular activities
Alumni Committee	Planning, execution of alumni association
OS	Supervision and management of all administrative and operational functions
Accountant	Management of finance and account activities

Management committee

It takes case of infrastructure facilities which fulfil the quality and the required needs of the higher education bodies to reach the set goals or bench –marks of the Institution. It also extends all the amenities for the teaching and nonteaching faculty and students.

College Governing Council

It takes care of financial management and the implementation of facilities for the institution with the cries to upgrade the standard of amenities which supports effectively the teaching learning and research aspects. It guides and articulates the available resources and provides freehand to the head of the Institution to carry out the activities in order to reach the expected maximum standard in turn to motivate the teaching and non teaching faculty to work according to the goal set.

The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to the aims and objectives of the Institution.

Principal is the administrative and academic Head, followed by voice principal and department heads. The principal meetings of the department are held often consider the recommendations are sent to the principal, the principal in consultation with all department heads the final decision is arrived at. On administrative ground the Principal is followed by the Registrar and office superintendent. The college follows all such norms laid down by the Government of Maharashtra, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and UGC in Academic and administrative Aspects.

Decentralization

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

1. Principal Level

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members.

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.

3. Student Level

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

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 principal, 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, counselling, 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.
- Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Functional Level

At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond with the University and AICTE. Faculty members also write joint research papers and share their knowledge.

Operational level

- The principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. The Principal of the institution is responsible for academic, non-academic and administrative activities of the institution.
- On behalf of the institution, he interacts and corresponds with Govt. of Maharashtra, UGC, Affiliating University, etc.,
- The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards.
- Office staffs are involved in executing day to day support services for both students and faculties.