Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

Faculty of Management

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6.2 STRATEGIC DEVELOPMENT AND DEPLOYMENT

6.2.1: *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

INDEX

1. **Perspective plan**

2. **Institutional bodies**

3. **Institutional policies, service rules and procedures**

4. **Administrative setup**

5. **Appointments for administrative work**

1. PERSPECTIVE PLAN

Link: http://http://www.parikramabschool.com/wp-content/uploads/2024/08/Perspective-Plan.pdf

2. INSTITUTIONAL BODIES

Link: http://www.parikramabschool.com/wp-content/uploads/2024/08/all-committees-of-MBA.pdf

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3. INSTITUTIONAL POLICIES, SERVICE RULES AND PROCEDURES

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INSTITUTIONAL POLICIES

EXAMINATION POLICY

1. Examination in-charge and CEO will check availability of stationary required.

2. Preparation of Internal Examination time table as per institute academic calendar by Examination In-charge.

3. Display internal examination time table on notice board to students 15 days before the commencement of examination.

4. Preparation of question paper by respective subject faculty as per allotment.

5. CEO will approve question paper & send approval to subject Faculty & examination in-charge. Teachers have to submit marking scheme to examination department after approval from CEO.

6. Approved question paper shall reach to examination in-charge all least 5 days before commencement of examination by subject teacher.

7. Printing and Xeroxing of question papers will be done one day before by assistant in examination department. Five extra copies will be xeroxed for record keeping.

8. Examination in-charge will prepare invigilation / internal squad schedule and will notify to invigilator four days before commencement of examination.

9. Internal examination squad involves teaching and non-teaching staff members. The non-teaching staff will check the student for carrying any writing material, cheats, books etc outside the examination hall 30 min before the commencement of examination. The teaching staff members who have assigned a squad duty should take the two rounds and check the students in between the Examination Period.

10. Before and after performing the duty of squad concern person do the signature in register which is kept in examination room.

11. If any invigilator / internal squad want to alter their duties, will give alternative invigilator / internal squad with permission from examination in-charge.

12. Students shall occupy seats 15 min before examination time.

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13. The invigilator should report to exam department 30 min before the examination time & shall reach to examination class 15 min before examination time with answer sheets.

14. Examination shall be conducted strictly and no malpractices shall allow. It is the responsibility of invigilator & squad team to observe malpractices and take necessary action.

15. After completion of examination, invigilator shall submit answer sheets and remaining material to examination department within 10 minutes.

16. Distribution of answer sheets for assessment - Subject teacher should collect the answer sheets for assessment. Before submitting the assessed answer sheets in exam department the subject in-charge must show the answer sheets to the students and take the students signature on answer sheets.

17. While receiving and submitting the answer sheet the respective subject teacher should count and check the no. of answer sheets and do the signature in register.

18. Once the answer book bundle is submitted in exam department no one will get it back from exam department. So keep a copy of mark sheet along with you.

19. Submission of attendance record, Average mark sheet and entry of marks in mother register. Individual staff should fill the marks in mother register after completion of both the sessional exams. After filling the marks in mother register the respective subject teacher will show the marks to the students and take their signature on it.

20. Conduction of the university examinations will be conducted as per the time schedule/period given by the SPPU, university. For conducting the examination university appoints external examiner.

21. Filling of marks in university portal- The respective staff fill the internal marks in the university portal by online mode in the stipulated time period given by university. Respective subject teacher should submit a duly signed hard copy of internal marks.

22. The college examination officer (CEO) and internal senior supervisor, invigilator, internal squad along with supporting staff are appointed by the Director for coordinating and conducting the University Examination.

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23. The university provides question papers online through its web portal as per schedule. The question paper is password protected which can be downloaded upon receiving password by CEO in presence of external senior supervisor, printed and photocopies are made available as per strength of students in examination control room under CCTV surveillance few minutes before the commencement of examination.

24. The assessment of answer sheets of semester end examination is done at respective Central Assessment Program (CAP) centers of the university.

25. Results are declared online by the university showing statement of marks with class, CGPA or SGPA award.

26. The subject wise result analysis was done by respective subject in-charge in the given format after declaration of result by the university.

27. The graduation ceremony is conducted at institutional level as per the instructions and guidelines of the University and degree certificates are distributed to graduating students in presence of eminent personalities.

ANNEXURE II

1. Format for theory examination question paper for 2019 pattern as specified by SPPU, Pune. The pattern of question paper is of 50 marks consisting five questions of 10 marks each.

2. Format for continuous assessment - Continuous assessment for internal evaluation is carried out for 50 Marks. The Marks Distribution are as follows

    A. Home Assignment- 20 marks

    B. Case Study -10 marks

    C. MCQ's Test -20M

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RECRUITMENT POLICY

Recruitment Eligibility Criterion: - As per All India Council for Technical Education, New Delhi, Regulation, 2010 (vide Notification F.No.37-3/Legal/2010, dated 05.03.2010) and SPPU, Pune on minimum qualifications for appointment of Teachers and other Academic Staff.

Retirement Policy:

- An Employee of the institution shall be retired on superannuation when he/she attain the age of 58 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of sixty (60) years for reasons of inefficiency, ill-health and the like.

- However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

Resignation Policy

- Any Member of the teaching faculty and supporting staff in permanent service shall give one months' notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.

Code of Conduct:

- An employee of the institute shall devote his whole time to the service of the institute and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Director.

- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the institute.

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- No Faculty/Staff-member of the institute shall, engage himself/herself in private coaching for remuneration.

- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

- Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.

- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the institute to disrepute, nor shall he/she approach the media with his/her grievance/s.

- An employee shall not, without the knowledge and approval of the Director and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.

- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

- Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

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LEAVE POLICY

Casual Leave:

1. The teacher shall be entitled to 8 days casual leave in an academic year.

2. The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.

3. The teacher shall not be entitled for more than two days casual leave at a time together with prefix and suffix Saturday, Sundays or holidays. Holidays or Saturday, Sundays falling between the periods of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

Special Leave:

1. The teacher attending the meeting/conference/seminar/any other non- remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

2. The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/Institution shall be entitled to special leave not exceeding 15 days in a year.

3. The teacher attending the examination work of the University shall be treated to be on special leave.

4. The teacher who is deputed/sponsored by the University/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf or of the State Government or of similar other
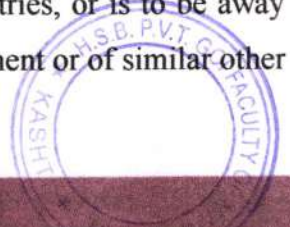
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bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc.

Earned Leave:

The supporting staff shall be entitled to earn eight days leave.

Medical Leave:

All the employees are entitled for 8 Medical Leaves (ML) in an academic year (1st June to 31st May).

1. In case of Medical Leave, a medical certificate from Registered Medical Practitioner should be produced.

2. In case of emergency, a special leave may be granted subject to the approval from CEO.

3. In case of emergency / Medical Leave, the employee should inform to the Director.

Study Leave:

1. The permanent whole-time Faculty with more than five years continuous service may be granted study leave, together with leave due and admissible up to 24 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.

2. The Faculty shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.

3. The Faculty may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.

4. In case the Faculty completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete

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Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority avail of earned leave to his account to extra-ordinary leave.

5. The Faculty who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.

6. The Faculty availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave. After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favors of the University/College/Institution in the prescribed form.

7. The Faculty who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Director/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution.

Vacation Leave: Faculties who are in regular service are eligible for a vacation leave as per the norms of trust.

Permission/Movements:

Depending on urgency of the mater Director/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

Competent Authority:

- For Director- CEO
- For all teaching faculty/Non-Teaching Staff- Senior Faculty (in absence of Director)

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4. ADMINISTRATIVE SETUP

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ORGANOGRAM

ADMINISTRATIVE SETUP OF INSTITUTE (ORGANOGRAM)

GOVERNING BODY

COLLEGE DEVELOPMENT COMMITTEE

DIRECTOR

INTERNAL QUALITY ASSURANCE CELL

ADMINISTRATION — LIBRARY — EXAM SECTION — TP & ED CELL — R&D CELL — STUDENT SUPPORT CELL

Office | Academics | Librarian | CEO | IIC

Office Admin | Academic Coordinator | Asst. Librarian | Internal Examination In-charge | Innovation Activity Coordinator | Student Council

Account Section | Faculty | | | Start-up Activity Coordinator | Grievance Redressal Cell

Student Section | Library Clerk | TPO | IPR Activity Coordinator | Alumni Committee

Internship Coordinator | Anti-ragging Committee

R&D- Research & Development; IIC- Institution's Innovation Cell; CEO- College Examination Officer; TPO-Training Placement Officer; IPR- Intellectual Property Rights,

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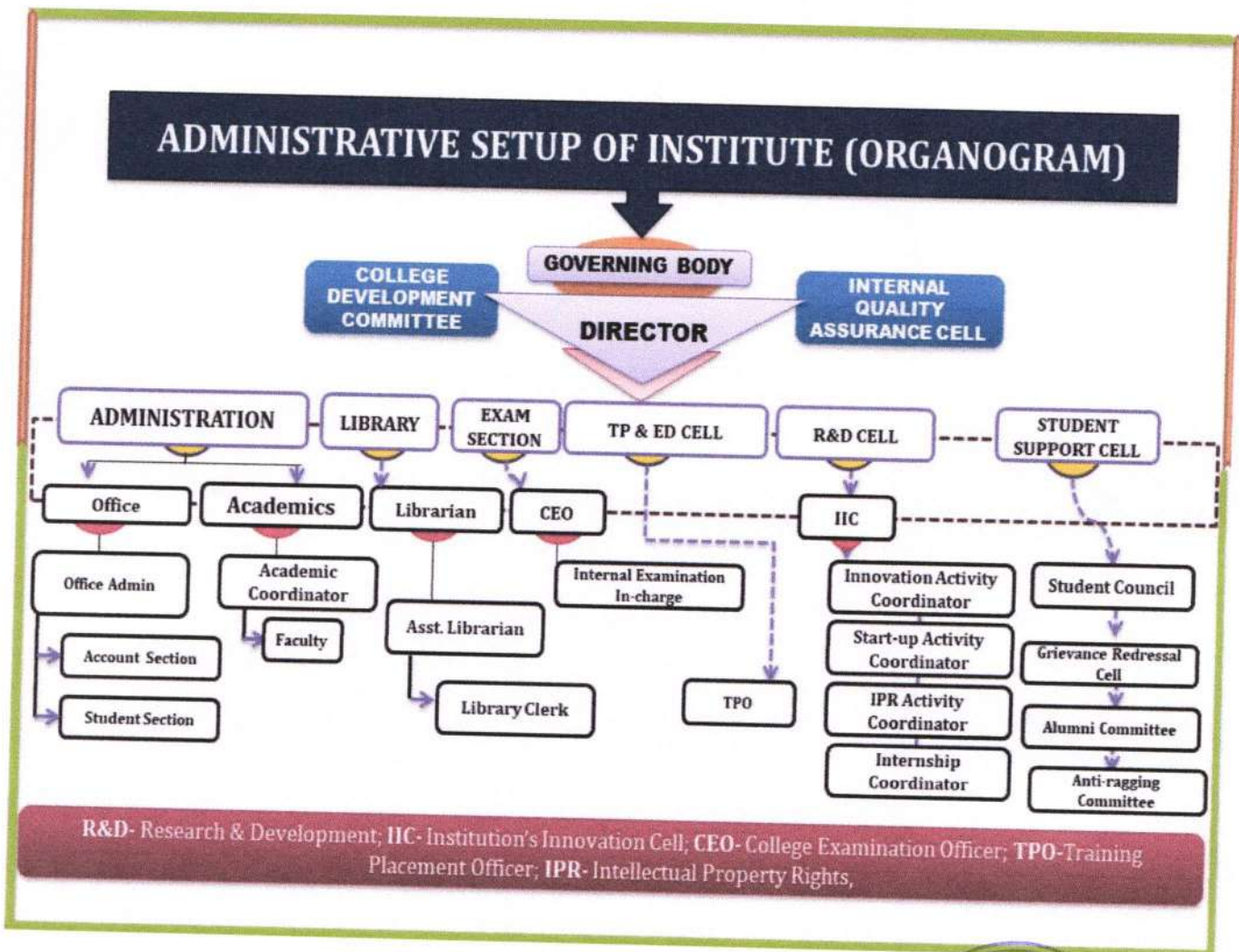@ www.parikrama.edu.in @ directorpiom@parikrama.edu.in © +91-8751005005

5. APPOINTMENTS FOR ADMINISTRATIVE WORK

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OFFICE ORDER

Following faculty have been appointed for various administrative works for the A. Y. 2022-23

Sr. No.	Portfolio	Faculty In-charge	Roles and Responsibilities
1	Internal Quality Assurance Cell (IQAC) & Accreditation Coordinator	Dr.Santosh Dhawale	▪ Execution of all the activities related to NAAC process. ▪ Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution ▪ Dissemination of information on various quality parameters of higher education. ▪ Organization of workshops, seminars on quality related themes and promotion of quality circles ▪ Documentation of the various programs / activities leading to quality improvement ▪ Preparation of the Quality Assurance Report
2	Head of Departments	Dr. Santosh Dhawale (Financial Management) Prof. Sagar Pachpute (Marketing Management) Prof. Nisar Shaikh (Business Analytics)	▪ Departmental general supervision and development ▪ Distribution of workload as per syllabus ▪ Finalization of annual requirements of Lab equipment, books, stationery and consumables

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		Prof. Ganesh Badade (Operation and Supply Chain Management)	• Monitoring for achievement of quality and objectives • Monitoring of teaching-learning process and submission of recommendations for staff appraisal to the Principal
		Dr. Rupali Pachpute (Human Resource Management)	
3	Examination (Internal and External) In-charge	Prof. Ganesh Badade	• Planning and execution of smooth conduct of examinations as per academic calendar • Maintaining records of internal and university examinations, • Taking decisions related to examinations, in consultation with examination committee • Ensuring the completeness of examination process in all aspects
4	Training, Placement Officer	Prof. Sagar Pachpute	• Regular updation of database of students mentioning companies information and contact details • Communication with pharmaceutical industries for students training and placement. • Organization of pre-placement training/workshops/seminars for students and faculty • Conduction of industrial visits and awareness programs for the preparation of campus placement. • Coordination for campus placement procedures. • Encourage students to consider self-employment as a career

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			option and organization of training programes in entrepreneurship.
5	**Library In-charge**	**Mr. J.D. Wadavkar**	▪ Regulation and controlling of all activities related to library
6	**Institution's Innovation Council (IIC) Convenor**	**Prof. Ganesh Badade**	▪ Conduction of various innovations, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion ▪ Identification and rewarding of innovations and share success stories ▪ Organizing periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators ▪ Networking with peers and national entrepreneurship development organizations ▪ Creation of an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students ▪ Organization of Hackathons, idea competition, mini-challenges etc. with the involvement of industries
7	**Cultural In-charge**	**Prof. Sagar Pachpute**	▪ Planning and execution of all the intra/inter-collegiate / university cultural activities.

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8	Sport In-charge	Prof. Ravindra Kalane	▪ Planning and conduction of intra/inter-collegiate/ university sports activities
9	Feedback Coordinator	Prof. Indrayani Yadav	▪ Taking all types of feedbacks and submission of the reports
10	Social Media Coordinator	Prof. Nisar Shaikh	▪ Preparation of data for the social media
11	Student support system Coordinator	Prof. Shubhangi Gawali	▪ Analyzing the performance of students ▪ Finding of weak and bright student ▪ Planning of activities for students according to their performance
12	Industrial visit Coordinator	Ms. Gitanjali Patole	▪ Planning and organization of the industrial visits
13	Computer Lab In-charge	Prof. Nisar Shaikh	▪ Maintaining of the record of computers and their uses ▪ Handaling of issue related to computers

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