

**Dr. Madhukarrao Wasnik PWS Arts and Commerce College**

**Kamptee Road, Nagpur-26**

**The effective leadership is visible in various institutional practices such as decentralization of management.**

**Process of Decentralization**

Entire functioning of the college is majorly divided into two broad parts i.e. Policy framing Bodies and Implementation Units (Functional Bodies). Being a part of a certain unit, all the stakeholders of the college i.e. College Management, Principal, Teaching and Non-Teaching Staff, Alumni, Parents and Students fixed in a particular role depending on each other creating a check and balance situation over the others. Therefore, decentralization of power and work is happen automatically.

**Policy Making Bodies:**

- 1. College Management**
- 2. College Development Committee (As per Government of Maharashtra Guidance)**
- 3. IQAC**
- 4. Staff Council (Sr. College)**

**College Management**

College management is an entirely independent body run by trustees and founder members functions externally. It keeps watch on the functioning of the college.

**College Development Committee**

College Development Committee is headed by Chairman of the college and Principal of the college is Secretary. This apex body takes decision from college development to all the issues related the better functioning of the college.

**IQAC**

In IQAC, members monitor the quality of academic standard and take decisions related the policies for quality measures in the college. IQAC implemented various policies and quality initiatives through various committees like, Feedback committee, Grievance Cell, Library Committee, Research Cell, Women's Cell, Employment and Placement, Guidance cell, Academic Counselling Cell, Alumni Association, etc.

### **Staff Council (Sr. College)**

The fourth Policy making body is Staff Council where Principal is chairperson and a senior teachers acts as a secretary. It works through various committees like NSS, Examination Cell, UGC committee, Women's and Anti-Harassment Cell, Anti Ragging, etc.

### **Implementation Units (Functional):**

Various bodies under IQAC and Staff Council, Different teaching Departments and its Study Circles, Non-Teaching and Administrative sections are the functional units implements policies decided in the apex bodies. Student representatives from Study circles, NSS and UR are taken on different committees for the democratic decisions and maintaining transparency. Parents and alumni are taken on Vikas Samittee and IQAC to maintain check and balance.

### **Monitoring and Control over the Institutional Affairs:**

#### **1. Principal:**

Being academic and administrative Head of the College the Principal, he is responsible for the overall academic growth of the College. He shall look into Monitoring and conducting academic activities of the institute under the guidance of the Management and assistance of the Head of Departments. He must ensure the adequate admission in the college against the vacant positions and maintenance of discipline in the College. For the excellence in output of teaching learning he shall ensure effective teaching learning in college. He will look into all correspondence relating to the administration of the College. For the growth of college in academic research and to enhance the competence of teachers he shall assist in planning and implementation of academic programs such as seminars, workshops, etc. for the effective working of the schedule he shall prepare and implement the Academic Calendar and Timetable. He must monitor the academic registers and dairies maintained by teaching staff.

His role is into maintenance and Managing the College library, Computer rooms, laboratories, Admin sections, Auditoriums, conference halls etc. He shall appoint teaching and Non-teaching staff (full time and on Clock Hour Basis) as per requirement by adopting the procedure laid down by the Govt. of Maharashtra, He will also appoint the examination In-charge and the examination committee to conduct of College and University examinations, assessment, moderation of answer papers, etc.

His further role is to organize meetings of staff for effective administration and teaching learning in campus and looking into effective running of curricular and co-curricular activities. For the college staff he can sanction the leave as per the norms. He will also make sure the employee and students are aware of the rules, policies and procedures of the institution.

To understand the real growth of the institute and to access the lacunae he shall take feedback of all stake holders and as per responses he shall take the necessary actions for improvement of college results and academics. He will allot funds for maintenance of the College building, lawns, electric and water supply fittings, classrooms, equipment, and lab-furniture.

Principal must look into Act, Statutes, Ordinances, Regulations, Rules, and other orders as issued by Govt. of Maharashtra and RTM Nagpur University, Nagpur. Accordingly he must ensure that all statutory committees are formed as per the statutory requirements and in a timely manner. He must diligently manage and disburse all funds earmarked for the college. For any requirement in college, he shall also publish the corrigendum in newspaper and approve vendors for resources.

His another important role is to promote industry institution interaction and to Plan for campus placements through training and placement. He shall monitor and update the institute website with complete information about the institute. He also shall monitor, manage and evaluate administration of the institution, organize meetings of Governing Body, College Academic Council and other college Committees and maintaining the minutes of the meeting.

#### **Vice-Principal:**

He is the second in place to look into college affair besides principal. His works in college to look into teaching learning affairs in the college. To look into teachers and teaching plan and teachers dairies for ensuring the effective teaching. Also to report the principal about the same. He also help HoDs in organizing departmental activities and approve the same after consulting the Principal. In the absence of the Principal he is the one who has the charge of the college administration. He is the mediator between the teachers and the Principal in the college.

#### **Head of the Departments (HoDs)**

The responsibility of HoD is to look into the effective teaching learning of the subject. He will assist teachers in preparing the teaching plan and help in finalizing the lesson plans. His major role is in allocation of subject and work distribution. Later with the consultation of the time table committee, prepare the departmental time table. College prepare its Academic calendar in accordance with the university. The Department also must prepare its academic calendar for the departmental activities. HoD must be in touch with the Vice principal and Principal regarding the affairs of the department. He shall give the requirement of the department to the principal after consultation with Vice-Principal. He will also recommend teachers leaves of the teachers in the dept. to the principal. Also he shall recommend the teachers training programme and their participation in any seminar/workshop etc. His important work is to conduct periodic meeting with the colleagues for the effective organizing of the activities and planning the academic venture as per the calendar. He shall maintain the departmental records with the help of teachers in the dept.

**Distribution of Administrative works:**

College principal has already given various administrative works to the admin staff as per their appointments and caliber. The college has following major admin sections to which the supervisor/Registrar is the head of the total non-teaching staff and medium between them and the Principal. They are, Account section, Admission Section, Exam Section (Regular & External), Scholarship Section, Record maintenance, etc.

**Culture of Participative Management:**

In college, decision making is the shared matter and Principal always brings many matters related college development, admin issues, employee related matters, etc. in the Vikas Samitee for decision making and approval. Principal, Vice Principal, HoDs, and Admin sections Heads are given autonomy for making decision on their level by considering faculty members.

It's always a matter of practice, for the functioning of the any committee / Unit; its rules and regulations are decided in the staff council or individual committee meetings by inviting Principal and IQAC coordinator of the college. Some committees like Admission committee; Grievance Cell, Feedback cell, Examination Committee, Library Committee, NSS, etc. usually call its meetings time to time for decision making. In the process of decision making and its implementations, Teaching, Non-teaching staff, and students represents in different committees to promote participative culture in the college.