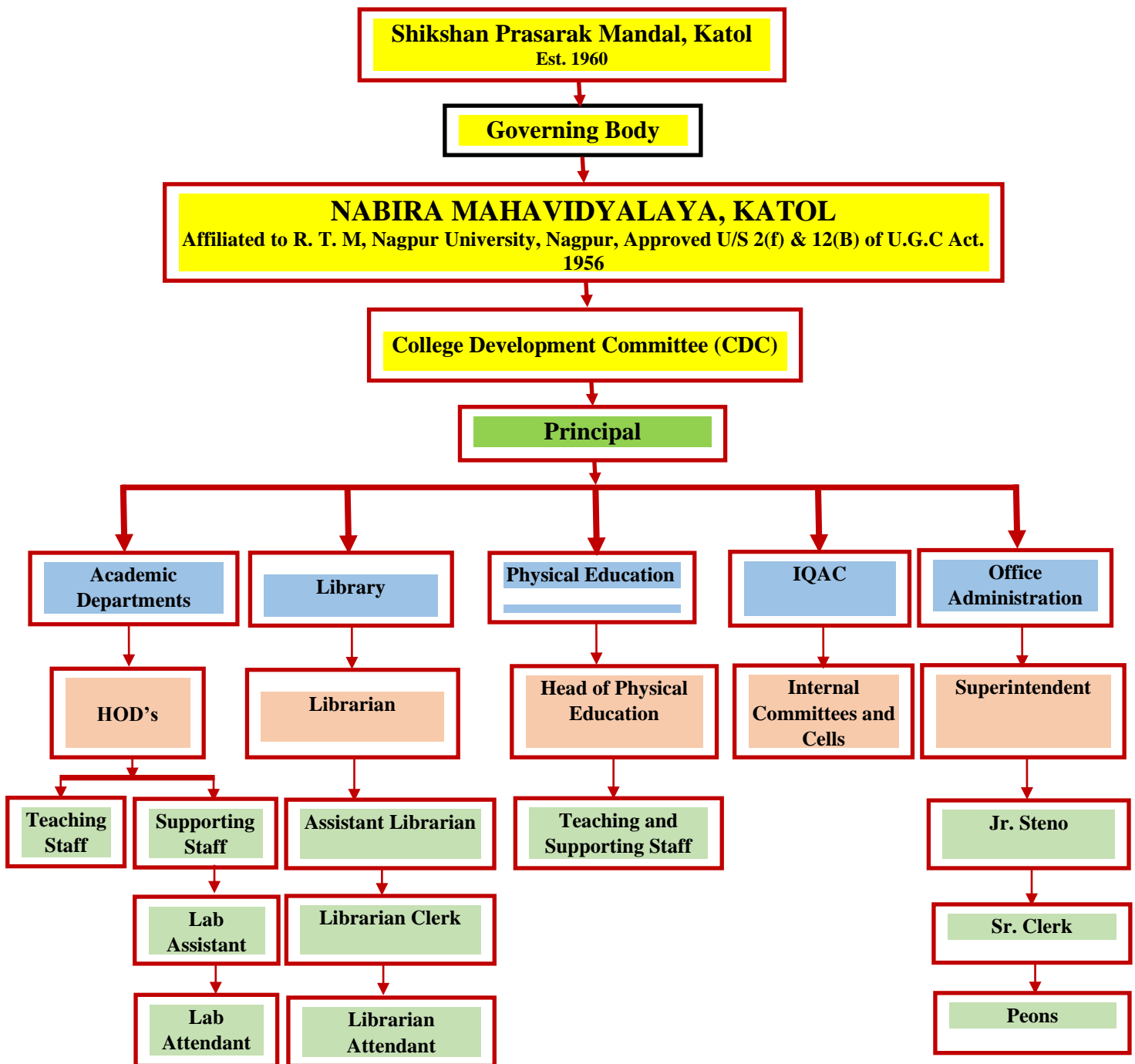**Shikshan Prasarak Mandal's**

NABIRA MAHAVIDYALAYA

KATOL,DIST.NAGPUR, Pin-441302(M.S.)

Governance Leadership and Management

Governance Leadership and Management

Shikshan Prasarak Mandal, Katol
Est. 1960

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Governing Body

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NABIRA MAHAVIDYALAYA, KATOL
Affiliated to R. T. M, Nagpur University, Nagpur, Approved U/S 2(f) & 12(B) of U.G.C Act. 1956

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College Development Committee (CDC)

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Principal

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Academic Departments	Library	Physical Education	IQAC	Office Administration
HOD's	Librarian	Head of Physical Education	Internal Committees and Cells	Superintendent
Teaching Staff / Supporting Staff	Assistant Librarian	Teaching and Supporting Staff		Jr. Steno
Lab Assistant	Librarian Clerk			Sr. Clerk
Lab Attendant	Librarian Attendant			Peons

Organogram of the Institute

Shikshan Prasarak Mandal, Katol

Shikshan Prasarak Mandal, Katol was established in the year **1960** with generous donation from **Shree Bhikulalji Nabira** so as to spread higher education. The Mandal flourished under the leadership of founder president Barrister S. K. Wankhede (The creator of famous Wankhede Cricket Stadium, Mumbai and Ex-Finance Minister of State)

Vision

- Nabira Mahavidyalaya, Katol commits to ensure all-round development of students' personality,
- awaken in them the light of knowledge by dispelling the darkness of ignorance,
- helps them become self-reliant, and mold them into better persons physically, socially, and ethically.

Mission

- To stimulate the academic atmosphere to enhance the quality of teaching-learning and research by using modern modes of education,

- To introduce new programs keeping the current and changing need of students and society,

- To help students become self-reliant,

- To offer opportunities to grow educationally and ethically, and

- To uplift economically weaker and oppressed class in the rural area.

Members of Shikshan Prasarak Mandal & College Development Committee

SPM Administration

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 17 members representing as under-
a) President
b) Vice -President
c) Secretary
d) Joint Secretary
e) Treasurer
f) 12 members

Institutes Run by SPM
1) Sr. College: 1
2) Higher Secondary Schools (CBSE+State): 2
3) Secondary Schools: 1
4) Primary Schools: 1

Administration of the College:

Shikshan Prasarak Mandal, Katol was established in the year 1960. 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 Shikshan Prasarak Mandal.

The following are the members of CDC:

(a) **President** of the management;
(b) **Acting Secretary** of the management;

(c) **Three members** from field of Agriculture, Industry, Social service and Education nominated by the President;

(d) **Three members** from the teacher's representative in the college;

(e) **One member** nominated by the Principal;

(f) **one** non-teaching employee, elected by regular non-teaching staff from amongst themselves;

(g) Co-coordinator, Internal Quality Assurance Committee of the college;

(h) President and Secretary of the College Students' Council;

(i) Principal of the college.

The College Development Committee **shall meet at least two 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 Cell and make suitable recommendations;

(13) frame suitable admission 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 Cell

The IQAC Coordinator is responsible for the

• Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College

• Dissemination of information on the various quality.

• Organization of workshops, seminars on quality related themes and promotion of quality initiatives.

• 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.

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.

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 SPM.

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.

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 camp and sports events.

Organizing Annual Sports Day at the End of the Academic year.

Executing any other activity related to sports.

College Committees

The Various committees and cells are constituted to 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 coordinator who works with the assistance of the members taken from teaching and administrative staff.

Following is the list of the committees that are operative during 2019-20 for monitoring and governing various activities: -
1) Internal Quality Assurance Cell (IQAC)
2) Time table Committee
3) Feedback Committee
4) Admission Committee
5) Prospectus Committee
6) College Examination and Evaluation
7) University Result Analysis Committee
8) Remedial Courses Committee
9) Website Management Committee
10) Research Innovation/ Seminars and Conferences/ Workshop
11) N.C.C Committee
12) N.S.S Committee
13) Lifelong Learning & Extension Cell
14) Library Committee
15) Planning, Development (Grants) and Information Committee
16) Carrier Counselling and Placement Cell
17) Cultural Committee
18) Learning with earning Cell
19) Scientific Temper Inculcation and Innovation Committee
20) Magazine Committee
21) Parent-Teacher Association
22) Alumni Association
23) Endowment and Prize Distribution Committee
24) Women Grievance Redressal Committee
25) Sports Committee
26) Students Council
27) Entrepreneurship and skill Development Cell

28) Personality Development Cell
29) Students Redressal Cell
30) Anti Ragging & Anti-Harassment cell
31) Internal Complaint Committee
32) Students Welfare Committee
33) Organization and Management Committee
34) College Councial
35) Purchase Committee
36) Stock Verification Committee
37) Publicity Committee
38) College Bulletine (Akashganga) Committee
39) Jayanti-Punyatithi Committee
40) Green Audit Committee
41) College Canteen Committee

Office Superintendent
The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.

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

Role in design and quality implementation policy and plans:

Quality policy of the College
Nabira Mahavidyalaya, Katol 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
(a) Support for academic and infrastructural growth of the College.
(b) Appointment of teaching and non-teaching staff.
(c) Monitoring of overall administration of the college.
(d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
(e) 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.
(a) Admission of students and maintenance of discipline in the College.
(b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
(c) Observance of provisions of Accounts Code.

(d) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.

(e) Correspondence relating to the administration of the College.

(f) 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.

(g) 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.

(h) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

(i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.

(j) Safe-guard the interests of teachers/non-teaching staff members and the management.

(k) 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

(a) Application of quality benchmarks/parameters for various academic and administrative activities of the institution

(b) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

(c) Optimization and integration of modern methods of teaching, learning and evaluation.

(d) Dissemination of information on various quality parameters of higher education

(e) Development of Quality Culture in the institution;

(f) Documentation of various programmes/activities leading to quality improvement.

(g) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.

(h) Coordinating with other Cell coordinators and HODs.

(i) Suggesting budgetary provisions for activities related to the cell.

Role of Committee Chairman

The Committee Chairman of each committee has the following functions

(a) Prepare the list of activities to be taken in the academic year

(b) Send proposal to the Principal and get the budget approved.

(c) Coordinate with all the team members.

(d) Send notices for timely meetings and prepare agenda for the same.

(e) Carry out all the activities related to the respective committee.

(f) Submit the accounts of the Expenditure incurred for the activities held.

Role of Head of Department

The Head of each department has to

(a) Monitor day to day teaching learning activity of the department.

(b) Distribution of workload among the teachers of the department.

(c) Purchase of books, equipment's in the department.

(d) 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.

(a) Implementing the teaching –learning schedule and taking part in evaluation process.
(b) Assisting the administration through the participation of different academic committees.
(c) Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.
(d) 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 College Development Committee of the College. CDC 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 Governing body for 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 R.T.M. Nagpur 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, students of the college got top in the merit list of 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 equipment's, 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. 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 Superintendent of the college. The Superintendent 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.

Academic Audit
Academic audit in the form of result, progress of syllabus, infrastructure, stock verification were checked by the committee members & reports of the same submitted to the IQAC & Principal.

Financial Audits

Internal audit is a continuous process which ensues after each and every financial transaction. The auditor is appointed by the Principal.

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 J.D office. 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

The nature of the payment is categorized into
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 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 SPM.

Institutional Strategies for Mobilization of Funds
Nabira Mahavidyalaya, Katol is an affiliated college to R. T. M. Nagpur University, Nagpur. The Conventional Programmes like B.A., B.Com. and B.Sc. are grants- in- aid and hence obtain grants for staff i.e. teaching and Non-teaching salary from the Government. Moreover, grants are also received from the University Grants Commission and DST under special assistance & Project. 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 same the PG courses which are non-aided. Tuition fees coming from these branches also assist in raising revenue for utilization of college Development.
Donations from philanthropists as well as from the alumni also add to the revenue generated by the college.
The Parent Institute SPM also contributes major capital for construction and infrastructure augumentation purposes.

Recruitment procedure

Service Rules and Recruitment
For the service conditions and rules, the college follows the rules and regulations laid down by R. T. M. Nagpur University, Nagpur, UGC, New Delhi and Government of Maharashtra. The candidates are interviewed by the Selection Committee appointed 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 SPM follows Government of Maharashtra rules.