



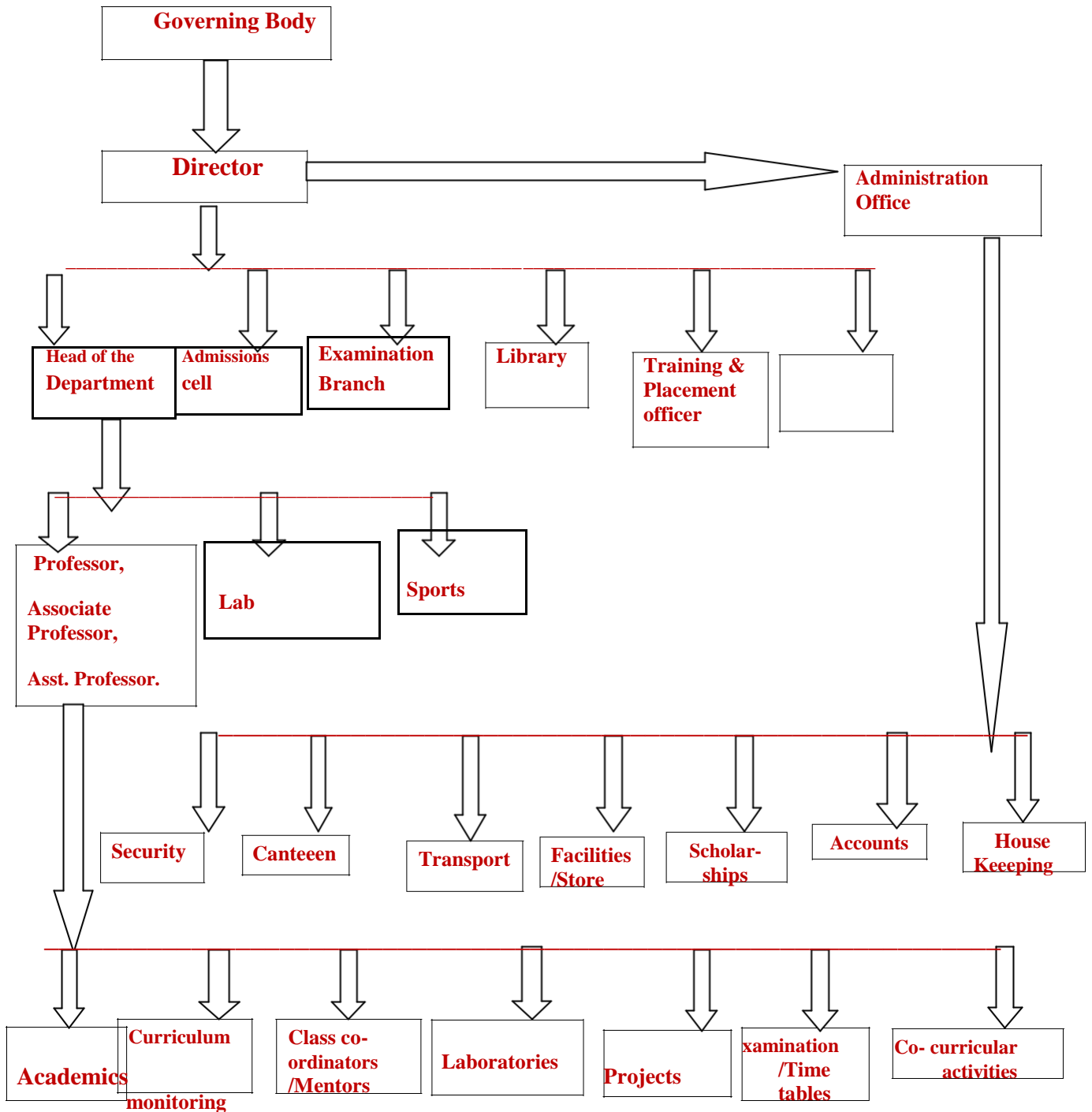
6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management 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.

Nav Sahyadri Charitable Trust's, Institute of Business Management & Research, Chakan has been established in 2008. 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.

ORGANIZATION CHART OF SCIENT



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.

Functions of Key Administrative Positions:

| POSITION | FUNCTION |
|---------------------------|---|
| GOVERNING BODY | <ul style="list-style-type: none"> • Review academic and other related activities of the College • Consider new programs of study for approval of AICTE (With NEP 2020) • Consider recommendations of the Director regarding Promotions • Ratify Selections / appointments /medals and prizes • Pass Annual Budget of the College • Annual University affiliation |
| SECRETARY | <ul style="list-style-type: none"> • 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/DIRECTOR | <ul style="list-style-type: none"> • 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 |

| | |
|--------------------------|---|
| | <p>Body</p> <ul style="list-style-type: none"> • 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 NSCT'S IBMR, CHAKAN • To become responsible for the general amenities and arrangements for students and employees of NSCT'S IBMR, CHAKAN |
| <p>COMMITTEES</p> | <ul style="list-style-type: none"> • Every committee constituted at college level and department level 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. <ul style="list-style-type: none"> • 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. |
| | <ul style="list-style-type: none"> • Department HOD prepares departmental workload as per the SPPU, PUNE syllabus. Allocation of workload in prescribed formats. Coordinating with library |
| | |
| | |

HEAD OF THE DEPARTMENT

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, slip 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/counseling report books..etc

DEPARTMENT CO- ORDINATOR

- Every Department has a Co-ordinator to monitor the, Time Table In-charge, Class In-charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges.
 - All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony .

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 is 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/Director, 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

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.
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- 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.
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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 40+ 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:

- Academic Committee
- Admin Committee
- Admission Committee
- Alumni Activities Committee
- Anti Ragging Committee
- Discipline Committee
- Examination Committee
- Infrastructure, Maintenance and Repair Committee
- IQAC Committee
- Library Committee

- NAAC Committee
- Project & Internship Committee
- Student Grievance & Redressal Committee
- Training & Placement Committee

Service Rules, Policies and Procedures:

The institution has its own service rules, policies and procedures for effective functioning of the institution. It is published in 2008.

All these are available at Principal's office, HOD's chamber, library, Examination cell, placement cell etc., and distributed among all the employees.

Recruitment of Faculty/Supporting Staff.

- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert, Principal/Director and Chairman.
- Preference is given to relevant qualifications, teaching, research and industrial experience.
- A demonstration is taken from each person to understand the teaching capabilities and competency.
- The guidelines of the university and AICTE are followed during the recruitment of the faculty.
- The selected candidates are required to attend the university ratification process.
- Supporting staff are recruited by the panel consists of HODs, Principal and Chairman.

Promotional Policies

Based on the staff performance appraisal, they are promoted to higher levels.

Qualification, Eligibility and Salary Structure as per AICTE norms

(Additional information)

Committee 2019-20

| | |
|--|--|
| 1. Discipline | Principal/Director / all Dept. HOD's |
| 2. Anti- ragging | Principal/Director / HOD's / senior faculty members/ |
| 3. Academic | Principal/Director HOD MBA HOD |
| 4. Research & Development | Principal/Director/HOD, HOD MBA HOD |
| 5. Syllabus coverage | Principal/ HOD's |
| 6. Time table | HOD MBA HOD |
| 7. Examination cell | HOD MBA HOD |
| 8. Internal assessment Test Department Co- ordinators | HOD MBA HOD/Faculty |
| 9. Cultural | Principal/ Director/HOD MBA HOD/Faculty |
| 10. Campus News Publications | Principal/ Director/HOD |
| 11. Technical Association | MBA HOD/Faculty |
| 12. Campus Maintanance & safety | MBA HOD/Faculty |
| 13. Transport | MBA HOD/Faculty |
| 14. Stores & Purchase | MBA HOD/Faculty |

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| 15. Budget committee | Principal/ Director/HOD MBA HOD/Faculty |
| 16. Training & Placement committee | Principal/ Director/HOD MBA HOD/Faculty |
| 17. Alumni | Principal/ Director/HOD MBA HOD/Faculty |
| 18. Programme Assessment Committee | Principal/ Director/HOD MBA HOD/Faculty |
| 19. Students Grievance & Readdressed committee | Principal/ Director/HOD MBA HOD/Faculty |
| 20. IQAC | Principal/ Director/HOD MBA HOD/Faculty |
| 21. Admin committee | Principal/ Director/HOD MBA HOD/Faculty |

Committee members list 2018-19

| | |
|--|---|
| 1. Discipline | Principal/Director / all Dept. HOD's Principal/Director / HOD's / senior faculty |
| 2. Anti- ragging | members/ Principal/Director HOD |
| 3. Academic | MBA HOD Principal/Director/HOD, MBA HOD |
| 4. Research & Development | Principal/ HOD's MBA HOD |
| 5. Syllabus coverage | MBA HOD |
| 6. Time table | HOD MBA HOD/Faculty |
| 7. Examination cell | Principal/ Director/HOD MBA HOD/Faculty |
| 8. Internal assessment Test Department Co- ordinators | Principal/ Director/HOD MBA HOD/Faculty |
| 9. Library | MBA HOD/Faculty |
| 10. Sports | Principal/Director / all Dept. HOD's |
| 11. Cultural | Principal/Director / HOD's / senior faculty |
| 12. Campus News Publications | Principal/Director / all Dept. HOD's |
| 13. Technical Association | Principal/Director / HOD's / senior faculty |
| 14. Campus Maintanance & safety | Principal/Director / all Dept. HOD's |
| 15. Transport | Principal/Director / HOD's / senior faculty |
| 16. Stores & Purchase | Principal/Director / all Dept. HOD's Principal/Director / HOD's / senior faculty |

| | |
|---|--|
| 18. Budget committee | Principal/Director / all Dept. HOD's |
| 19. Training & Placement committee | Principal/Director / all Dept. HOD's |
| 20. Alumni | Principal/Director / all Dept. HOD's, Faculty |
| 21. Programme Assessment Committee | Principal/Director / all Dept. HOD's, Faculty |
| 22. Students Grievance & Readdressal committee | Principal/Director / all Dept. HOD's, Faculty |
| 23. Club co- ordinators | Principal/Director / all Dept. HOD's, Faculty |
| 24. IQAC | Principal/Director / all Dept. HOD's, Faculty |
| 25. Admin committee | Principal/Director / all Dept. HOD's, Faculty |

**Nav Sahyadri Charitable Trust's, Institute of Business
Management & Research, Chakan**

Chakan – 410501

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**SERVICE RULES FOR
TEACHING & NON-
TEACHING**

**NSCT'S INSTITUTE OF BUSINESS
MANAGEMENT & RESEARCH,
CHAKAN**

Address:- 94/1B, Near Chakreshwar Temple,
Chakreshwarnagar,
At Po. Chakan, Tal-Khed,
Pune 410501

Phone No: (91) 91722 23984, 91722 23985.

1. General

(a) These rules shall be called "NSCT's Institute of Business Management & Research, Chakan, Service and Conduct Rules"

(b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2. Definition:

(a) 'College' means NSCT's Institute of Business Management & Research, Chakan

(b) 'Society' means NSCT's Institute of Business Management & Research, Chakan.

(c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(d) 'Supporting Staff Members' means a person appointed in a Non - Teaching post to which no other person holds a lien.

3. Appointing Authority:

All appointments of the faculty and Staff Members of the College shall be made by the Secretary, subject to the approval of the Management/Society.

4. Appointment on Contract:

Appointment of faculty and other Staff Members can be made on contract basis by the Management subjected to the approval of the Management/Society.

5. Mode of Selection:

(a) Faculty and other Staff members appointed on regular basis will be on probation for a period of Two years from the date of appointment.

(b) Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Society.

6. Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

(c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

7. Retirement:

- (a) The age of retirement of teaching faculty member shall be as per AICTE Norms.
- (b) The age of retirement of other non -teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Society.

8. Leave:

- (a) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- (b) The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- (c) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.
- (d) Casual leave will be admissible to an employee of the college for a total period not exceeding 15 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorate basis.

(e) It may be granted for a period not exceeding 10 days at a time including holidays. Any balance period of casual leave shall lapse with the calendar year.

(f) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.

(g) Casual leave required advance sanction and the employee has to make alternative arrangements for his/her work.

(h) Casual leave for half a day can be granted to an employee for the forenoon or afternoon.

(i) Special Casual leave for a total period not exceeding 15 days in an academic year may be granted to a Regular Employee of the college and lapses within the calendar year.

(j) The teaching staff whose probation has been declared shall be credited with 6 days of Earned Leave for every year of completed service from the day of declaration of probation.

(k) When the employee is not allowed to avail a part or whole of vacation for the benefit of the college, additional Earned Leave shall be credited at the rate of one day for every three days of vacation that he/she was deprived of and lapsed in a calendar year.

(l) Medical Leave admissible to an employee, whose probation has been declared, will be 10 days for each completed year of regular service. However, the employee may avail twice as many days with half-pay.

(m) Medical Leave may be granted to an employee based on the Medical Certificate obtained from any of the doctors in the panel of doctors approved by the College Authorities. Medical Leave can be accumulated up to maximum of 120 days in the entire service.

9. Vacation:

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

(a) The teaching staff and non teaching staff whose services are regularized shall be eligible for vacation in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Vacation may be declared for a minimum period of 07 days including holidays and Sundays.

(b) The eligible period of vacation for Teaching and non -Teaching Staff Members is as decided by the management according to affiliated university rules.

(c) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between and as per the Circular given by SPPU, Pune).

(d) The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays .

(e) Un-availed summer / winter Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.

(f) Staff Members must submit joining report to the Principal on the next day of completion of vacation.

(g) Staff Members shall be permitted to attend Valuation duty during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.

(h) If a Staff Member is "Absent" for duty, for more than 2 times, the vacation will be deducted from his/her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).

10. On Duty:

(a) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

(b) Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

(c) The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

11. Conduct and Discipline:

The Management/Society shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

Certification:

- (a) Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates.
- (b) Students having 100% attendance in each academic year will be awarded with Merit Certificates.
- (c) Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.
- (d) Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.
- (e) “Best Teacher” “Best Employee” awards are also distributed to the deserving employees.

Others:

- (a) Presenting paper in International Conference, Publishing papers in high indexed International Journals Research, Publishing books are given helping hand in terms of money and fees of it.

(b) Best Department in UG and PG.

(c) Best outgoing student in UG and PG.

13. Amenities

1. The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.
2. The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
3. Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.
4. Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.
5. By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.
6. CCL is given to Staff Members for carrying out the assigned works during Holidays.
7. Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
8. If found dissuading from anything listed in these Rules, the Management/Society shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.