



# URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

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## POLICY DOCUMENT OF DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

Uran Education Society's College of Management and Technology promotes and practices decentralization in all academic and administrative activities; it has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute.

### **Administrative Decentralization:**

The board includes management representatives, field experts, respected educators, representatives of legal bodies, the rector and other faculties are responsible for planning and policy making, the budget of the institution, the academic and scientific growth of the institute and other extensions. To deal with the development plan for the academic, administrative and infrastructural growth of the college and enable the completion of the college, a college development committee is formed which includes representatives of the management, principal, students, HOD representatives, lecturers, staff, industry experts and alumni representatives. curriculum, co-education and extracurricular activities.

The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HOD conducts a meeting with all the faculty members of the department and asks them to submit requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, college practices decentralization by providing operational autonomy to the departments.

Further, HOD prepares a consolidated report and submits to the Principal for approval. The Principal consolidates requirements of all the departments and forwards it to the management for approval. The sanctioned budget from the management is received by the institute.

### **Academic Decentralization:**

There are 30 different committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members i.e. Academic Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Institute. Its responsibilities are

- Prepare the Academic Calendar before starting of the semester with the approval of the Principal.
- Track the Syllabus completion of Theory/Lab for all the departments.



- To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- To make arrangements for the conduct of examinations in conformity with the University directives from time to time.
- To maintain proper standards of academic records. Namely handbook, course file content as per the university requirements / regulatory authority etc.
- To take active measures for improvement of standards of teaching, research and training.
- To consider the recommendations of the sub-committees and discuss the issues/developments at least once in a month.
- To discuss and review the co/extracurricular activities of the college.
- Maintaining discipline in the campus.
- Maintain the Minutes of the Meeting.
- Organizing Conferences/ Workshops.

Anti-Ragging, Grievance Redressal and Discipline Committees take care of healthy, enjoyable and disciplined culture in the institute. It comprises the Principal, HODs, Senior Faculty members and student representatives.

Various academic committees like library committee, Time table committee, Attendance Monitoring Committee etc take care of day-to-day academic functioning of the Institute.

### **Participative Management**

The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. The students and faculties are allowed to express themselves for any suggestion to improve the excellence in any aspect of the Institute.

#### **1. Strategic Level**

The Principal, HODs and staff members are involved in defining the policies and procedures, making guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, training and development, and library services etc. Staff members are also involved in deciding academic activities and examinations to be conducted in the institute.



**2. Functional Level**

At a functional level the faculty members participate in sharing knowledge by discussing the latest trends/ technology during faculty meetings. Some staff members are involved in preparation of the annual budget of the department and institute.

**3. Operational Level**

The Principal of the institution is a member of the management committee. It gives suggestions and monitors the procurement, introduction of new programs and welfare activities. 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 and achieve the mission and vision of the institution. Office staff is involved in executing day to day support services for students and faculties.



*Prudave*  
**I/C Principal**  
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