

6.2.2- **Participative Management: KRA's and Committee**

The institute has a vision to be a centre of excellence in Management committed towards socioeconomic advancement of the country. The leadership of ABS is through participative management all the way through structured organizational system with the involvement of all the Stakeholders.

The key components of organizational structure of the college are Governing Body (ABS Chairman and Governing council), Director-HE, and Administrator, IQAC & Academic Heads & Teaching staff, Non-teaching staff and Support staff. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees/ Boards. Various stakeholders of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

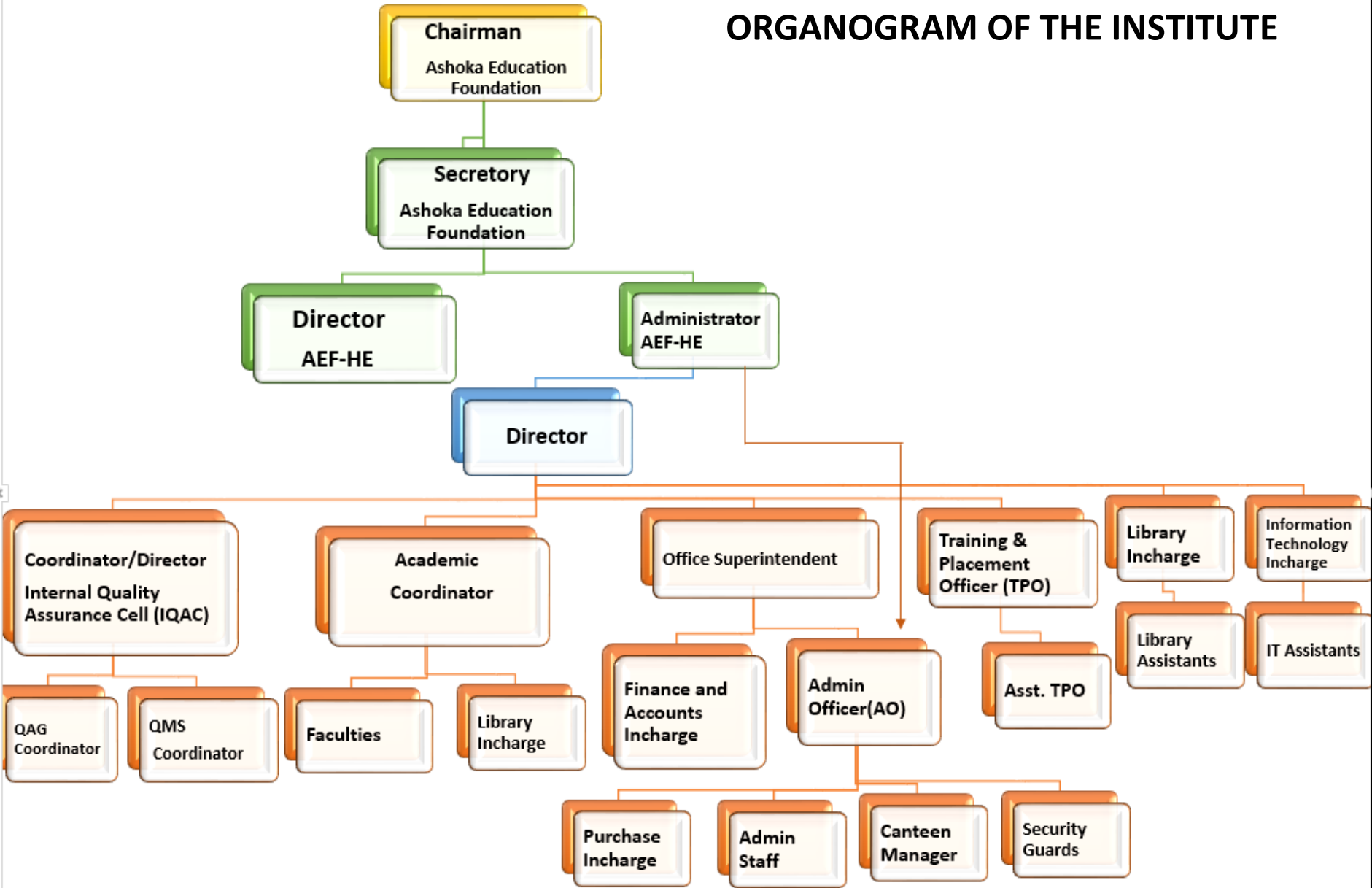
As per the university/ government guidelines, IQAC Cell, Anti-ragging Cell etc. are also in place for the institution. There are various committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous flexibility to the departments and participative decision-making process.

ABS strictly follows the service rules according to the AICTE norms. It is displayed on the college website too. Recruitment process is carried out according to the norms of the University, a body comprising of university representative, management representative, Director, external subject experts decides the worthiness of the candidates by his/her performance in the interview according to the parameters specified by

university manual. The teaching and non-teaching staff have the benefits of PF, Gratuity, Mediclaim and other benefits as applicable. The institution follows transparent promotional policies previously through Appraisal forms. Regular student feedback on improving quality of teaching learning process as well as Institutional governance are taken twice in a semester for timely corrections. This feedback is analysed and discussed with concerned faculty in the presence of coordinator and Director.

Grievance redressal committee is formed including Director, HODs' and teacher's representative who looks into the matters related to grievances of staff and students. Suggestion/complaint box is kept near the Director office/Admin office for the same. Also, every student has assigned a mentor. Grievances related to academic and non-academic matters are conveyed through them and Head of Institute oversees both the above processes. The Institute has formed all statutory committees like Anti Ragging Committee, Internal Complaint Committee to help students and staff.

ORGANOGRAM OF THE INSTITUTE



ASHOKA BUSINESS SCHOOL POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT, KRA'S AND SERVICE RULES & PROCEDURES:

Institute follow the process given in Quality Policy for effective and efficient procedures of administrative set up, and procedures. Institute publish advertisement in newspaper for any recruitment, applications are invited for the posts, interview letters are issued, after successful interviews demos are observed, if final selection is done then joining letters are issued to the candidates, appointment letters are issued to the new joined candidates. Induction program is implemented for the new joined candidates by the experienced faculty members. In the induction program: Policy, Vision, Mission, Work culture, Leave Policy and other details of the institute are explained to the new joined candidates. Induction program is organized for new joinee where orientation of HR policies, Institutes details, ISO process are explained.

Governing body administrative setup, and functions of various bodies:

a. Functions of Various bodies-

- **Governing Council**-This body is the highest authority headed by Chairman. He is responsible for finalizing all the policies. He provides guidelines for the framing of strategies and policies and ensures smooth working and overall development of the Institute.
- **Local Management Committee** Works as an interface between Management and the Institute. It provides recommendations regarding financial aspects, improvements in academic and extracurricular activities if required.
- **Director Higher Education** looks after all the academic activities in the various units under parent organization.
- **Administrative head** is responsible for updating and maintaining records of all concerned matters of the Institute. He also looks into matters of legal compliance, updating required information on the governing authority's portal. He is an interface between the Institute and various governing bodies.
- **Director** is responsible for all the Administrative and Academic activities stipulated by AICTE, DTE and SPPU. The Director serves as an interface between staff and management by effective communication.
- **Academic Coordinator** is responsible for developing, co-ordinating and monitoring of the academic policies, as per the vision and mission of the Institute. Academic Coordinator is also responsible for all the academic, co-curricular and extracurricular activities of the Institute.
- **Internal Quality Assurance Cell Coordinator/Director:** IQAC Coordinator is responsible for framing the policies, procedures for the institute and its quality implementation for development of the Institute and also responsible for NAAC accreditation.
- **Training and Placement Officer** is responsible for training and placement of the students. He looks after fulfilling the training needs as well as placement of eligible students in industry.
- **Office Superintendent** is responsible for updating and maintaining records of all Service matters of the Institute. He also looks after legal compliance, updating required information on the governing authority's portal.

b. Service Conduct Rules

1. **Appointing Authority:** All appointments of the faculty and Staff Members of the College are made by the Director and Administrator, subject to the approval of the Management.
2. **Mode of Selection:** Selection of a faculty member is made by a Selection Committee constituted and approved by the Management.
3. **Conduct and Discipline:** The Management takes necessary disciplinary action against any Staff Members for valid reasons after a formal enquiry is made and penalties may be imposed, whenever and wherever required, based on the enquiry report.

c. Recruitment, promotional policies

- **Recruitment Procedure:** Recruitment is done as per the guidelines of the affiliating university and AICTE.
- **Promotion Policies** all staff promotions are considered on the basis of merit-cum-seniority basis or as decided by the management from time to time. All the cases of promotions satisfying the norms prescribed by the AICTE are considered, subject to the requirement of the department and discretion of the Management.

d. Grievance Redressal Mechanism

Grievance Redressal Mechanism: Majority of the grievances are addressed through informal interactions (Parent-Teacher Meetings, Interactions of Director /Head with staff and students etc.) Suggestion box is available for students to give their suggestions/complaints. Preventive measures by way of creating awareness amongst students and staff regarding various issues help in reducing the grievances.

The various Grievance Redressal Committees established in the Institute are given below:

1. Staff Grievance Redressal Committee
2. Ladies Grievance Redressal Committee
3. Antiaging Committee
4. Students Grievance Committee

There are multiple Committees are framed through IQAC for overall implementation of all the academic and administrative activities. Following is the chart where all the committee framed with defined roles and accountability specified in the table. Yearly this may change/rotate as per the need of the institute.

Ashoka Education Foundation

ASHOKA BUSINESS SCHOOL

COMMITTEES

Sr N o	Committee	Sub Committee	Role of the committee members	Frequency of Meeting
1	Core Academic Committee	Academic Course Wise	<ol style="list-style-type: none">1. Planning & working on Academic activity.2. Preparation of Academic Activity calendar& send it for approval to the Director.3. Initiation of Subject allocation & forward it for verification & approval to the Director.4. Planning & working on Committee list for the year.5. Preparation of Workload distribution & committee allocation chart & forward it Director.6. Preparation Event List along with Coordinator names per Semester.7. Weekly Verification of Logbook8. Class Observation to monitor the classes.9. Daily Monitoring of Class Timetable Course wise.10. Monitoring of academic activity.11. Maintaining healthy atmosphere in the department.12. Working towards improvement in academic system of the college.13. Prepare the monthly report and submit on the first day of next month to the Director.14. Preparing yearly guest lecture calendars.15. Any other work assigned by higher authorities	Monthly

2	Class In Charge/ Teacher	<ol style="list-style-type: none"> 1. Preparation of Class student list as per ERP. 2. Nominating class representative for one semester. 3. Maintaining Class decorum. 4. Maintaining disciplined environment of the class 5. Communicate with mentor and Coordinator if some problem occurred in the class 6. Preparing all class reports if required for mgt. 7. Preparing Class result analysis within two of declaration of result. 8. Preparing interaction report & forward it to Director through Coordinators 9. To communicate with admin officer if any other query regarding the students. 	Monthly
3	Logbook In charge	<ol style="list-style-type: none"> 1. Daily Checking of Logbook in hard copy and Verification of Logbook in ERP with duly signed forward 2. It to unit head and UH will send it to mgt. 3. Updating if any college common events in logbook 4. Daily availability of Logbook as a coordinator keep it safe. 	weekly
4	Time Table committee	<ol style="list-style-type: none"> 1. Framing class time table for every semester/term. 2. Ensure Timetable alignment /entry in ERP. 3. Distributing the time table to the respective faculties. 4. Displaying the time table on Notice Board of respective class room and lab,staffroom,Director's Cabin and admin office 5. Monitor the allocation of classes & Computer Labs as per the timetable for the smooth working. 6. Maintaining record/file properly through ERP 7 hard copies. 	Sem wise (as per need)
5	Discipline committee	<ol style="list-style-type: none"> 1. Application of code of conduct. 2. Daily Monitoring Uniform / Dress code 3. Attendance of students, punctuality, regularity 4. Maintain the record of late coming students. 5. General campus wide discipline. 6. Maintain the decorum of the college as per rules & regulations to conduct academic sessions smoothly. 7. Communicate student misbehaviour case to the authority for further decision. 8. Maintain healthy environment amongst the staff and students. 	Monthly

6		Lab In charge	<ol style="list-style-type: none"> 1. Provide Lab facility to the staff & students as per their subject requirement. 2. Maintain the all Computer Lab up to date. 3. Maintain the data of the PC's. 4. Give Printing facility to the Staff & Students. 5. Maintain the attendance of the student in the Lab hours. 6. Maintain the Discipline in the Lab. 7. Install& update the software's & Hardware's as per the requirement. 8. Conduct the Lab exams smoothly if required. 9. Communicate with Admin Officer & Coordinators if any rule changes in the Lab. 	Monthly
7	Academic Evaluation committee	University Exam	<ol style="list-style-type: none"> 1. In coordination with CORE ACADEMIC COMMITTEE planning of tutorials ,Internal text & term exam 2. Preparation and conduction of University examination. 3. Maintaining record/file properly for university result preparation. 	Semester wise
8		Internal Exam	<ol style="list-style-type: none"> 1. Collection of mark list from respective in charge teacher/subject teacher 2. Declaring class assessments, internal/external examination dates in advance 3. Collection of Question papers from respective staff 4. Maintain the monthly evaluation sheet. 5. Conducting the Midterm and End term exam 6. Preparation of Internal & External exam mark list as per university format 	
9	Event management & co-curricular activities committee	Frolic	<ol style="list-style-type: none"> 1. Planning seminar /conference/workshop minimum one in year. 2. Executing the seminar /conference/workshop with high success rate. 3. Preparing and executing annual in house integrated event with a relevant theme ensuring record participation from other colleges. 4. Preparing students to participate in all the events organized by other colleges. 5. Preparation of report & its submission to co-coordinator 6. Preparing and sending the pre and post event news to daily newspapers with help of Media Committee. 	Monthly

10	Cultural Committee	<ol style="list-style-type: none"> 1.Enrichment of existing curriculum for the cultural value addition 2. Encouraging students to participate in all the events organized by other colleges. 3. Identifying the cultural talents like in vocal/instrumental music/dance/debate/skit/mimicry/One act play/Drama and creating opportunities for their enhancement. 4. Inspiring these talents to participate in different competition and win prizes. 5.Preparing report & submitting it to co- coordinator 6. Preparing news & submitting it to newspaper. 	Monthly
11	Sports Committee	<ol style="list-style-type: none"> 1.Inspiring talents to participate in different competitions and win prizes 2. Identifying indoor/outdoor sport talents and nurturing them for further development. 3. Motivating the talented students to participate in local/state/national level sport/cultural competitions 4. Preparing news & submitting it to news paper 	Before sport's meet
12	Educational Picnic Committee	<ol style="list-style-type: none"> 1.Preparing list of places for Educational Picnic 2.Selection of good spot for annual Picnic 3.Arrangement of Bus, lodging & other entertainment activities 4. Preparing report & submitting it to co- coordinator 5. Preparing news & submitting it to newspaper. 	Before the time of Picnic
13	Educational Visit / Industrial Visit	<ol style="list-style-type: none"> 1.Preparing list of places for Educational visit 2.Selection of suitable place 3. Coordinating with the institution to get permission for visit 4.Organizing transport facility 5. Preparing report & submitting it to co- coordinator 6. Preparing news & submitting it to newspaper. 	Before the time of Educational visit
14	Magazine Committee	<ol style="list-style-type: none"> 1. Collection of article on various topics from the students & staff 2. Photograph collection from respective activity in charge & selection of suitable photos. 3. Editing the first draft. 4. Finalising the magazine contents and forwarded to the higher authorities for approval. 5.Collection & distribution of final copies 	Before, during and After Publication

15		Activity, Seminars and Guest Lecture	<ol style="list-style-type: none"> 1. Identifying the resource person for guest lecture and seminars with coordination of faculties. 1. Organising the guest lecture and seminars as per academic calendar with help of coordinators of that event. 2. Ensure the availability of all resources for the guest lecture/seminar. 3. Distributing and collecting the feedback forms from the students after guest lecture/seminar 4. Analyse the feedback and submit the report after it. 5. Prepare monthly activity report on the first day of next month. 	Monthly
16	Training & Placement committee	Training & Placement committee	<ol style="list-style-type: none"> 1. Profiling of students on academic and other than academic parameters. 2. Preparing general PD and Communication Module. 3. Planning delivery schedule in consultation with resource person and core academic committee. 4. Preparing and administering aptitude tests, psychometric tests, group discussions, mock interviews and final PI 5. Organizing campus placement/ career fair activities for the students 6. Identifying the companies for internship and projects 	1 week prior to the date of interview.
17		IIPC	<ol style="list-style-type: none"> 1. Preparing the various module/schedule of SDP /IIPC with consultation of industries and faculties. 2. Ensuring the execution of modules/schedule effectively. 3. Maintaining the records. 4. Preparing the weekly as well as monthly report of the same. 	Monthly
18	Admission committee	Admission committee	<ol style="list-style-type: none"> 1. Confirming the sanctioned intake capacity for each course. 2. Preparing the process of admission. 3. Preparing the counselling schedule. 4. Ensuring the availability of required material for admission process. 5. Monitoring the calls to generate the foot falls. 6. Monitoring the counselling to confirm the admission. 7. Keeping the daily track of admission process to ensure meeting the objective and take corrective action whenever required. 8. Checking & collecting completed admission forms. 9. Submitting the daily report of admission and inquiry status. 10. Submitting the final file of admission record to the Director. 	Before the time of Admission

19		Promotional Activity	<ol style="list-style-type: none"> 1. Planning and collecting sizable quality data from in and around Nashik district and adjacent prospective districts of Maharashtra and neighbouring state, where applicable 2. Organization of orientation program on various courses in different junior colleges. 3. Validating the collected data for further use. 4. Calling various passed students for counselling. 5. Administrating the career inventory test to the students 6. Report preparation of counselling & feedback of the candidate 7. Maintaining proper record of each activity 	Monthly
20	Student services/	Library committee	<ol style="list-style-type: none"> 1. Coordinating with Director for maintaining adequate copies of text books/reference books/Compact discs/audio video films/journals/periodicals/magazines/newspapers/business newspapers. 2. Making students form a habit of reading by introducing library hour in time table. 3. Introducing e-book, e-learning as an advance learning methodology. 4. Supervising students during library lecture 	Monthly
21	Alumina committee	Alumni committee	<ol style="list-style-type: none"> 1. Assessing the possibilities of involving alumni-“Kshtij”-for guest lecturer. 2. Organizing annual “Kshitij” alumni meet. 3. Planning different activities for alumni to participate. 4. Motivating Alumni to contribute towards College activities. 5. To establish good connectivity with Alumni students. 	Before the time of alumni meet.
22	Administration & Accounts committee	Administration committee	<ol style="list-style-type: none"> 1. Organizing parent’s meet twice a year. 2. Confirming the adequacy of infrastructure for smooth functioning of core academic activities 3. Monitoring the day to day housekeeping of premises to ensure proper learning ambience 4. Confirming the availability of conventional and modern teaching devices in working condition 5. Listing the AMC requirement of premises, devices. And renewing the yearly contract. 	Monthly

			<p>6.Working of capital purchases requirements and forwarding to appropriate authorities</p> <p>7.Recommending up grading of learning environment</p> <p>4.Keeping academic and non-academic staff in a good humour to ensure high morale</p> <p>5. Maintain record of admission , examination & university correspondence</p>	
23		Accounts committee	<p>1.Working on capital purchases requirements and forwarding to appropriate authorities</p> <p>2.Preparing and forwarding annual budget to appropriate authorities in time</p> <p>3.Ensuring maintenance of all written communication as a record in respective files</p>	Monthly
24	Staff Welfare		<p>1. Prepare notice & agenda of meeting whenever is meeting called.</p> <p>2. Circulate the same to the concerned persons.</p> <p>3. Write the minutes of meeting and circulate to the all concerns.</p> <p>4. Forward meeting register to the Director at the end of Month.</p> <p>5. Coordinate to provide facility to all the staff members as per requirement.</p> <p>7. Communicate the staff queries to the Director/director for decision.</p> <p>8. Organise Welcome/Birthday /Farewell for staff.</p> <p>10. Make the staffroom comfortable for smooth working of the staff as per requirement.</p>	Monthly
25	Mentorship In charge		<p>1. To establish connect with student to be as mentor, guide and coach.</p>	As and when required
26	Media Committee	News Paper/ e-bulletin/Article publishing in news paper	<p>1. To publish new through various channel like Newspaper/FB/Social Networking /e-Bulletin etc.</p>	Monthly
27	Research Cell		<p>1. To initiate research culture amongst Students & staff</p> <p>2.To Promote research in the core disciplines research that will meet the need of the Community and the nation in general.</p> <p>3.Preparation of detailed plans for the development programs of Research and technological development.</p> <p>4. To motivate students and staff for participating in state/National/International Conferences.</p>	Monthly

28	ERP Committee		<ol style="list-style-type: none"> 1. To initiate Automation of existing system. 2. To implement ERP in college at all levels. 3. To coordinate amongst the stake holders of ERP and ERP Head. 4. To take a follow up of queries if raised by ERP stakeholders. 5. To reduce paper work and to implement digital system. 	Monthly
29	IQAC Cell		<ol style="list-style-type: none"> 1. To set up quality excellence in college. 2. To aim for college development and growth. 3. To initiate quality program for students progression. 4. To organise the seminar/workshop for faculty development and enhancement. 5. To conduct various programs for organisational development. 	Yearly
30	Monthly Reports		<ol style="list-style-type: none"> 1. To initiate monthly reports to all. 2. To check and verify whether reports as per standard mentioned in QMS/ERP. 3. To submit reports timely to top management. 	Monthly
31	Students Council (SDO)		<ol style="list-style-type: none"> 1. To establish student council in college. 2. To motivate students to run the college events through excellence. 3. To train the students for leadership. 4. To organise programs initiated by university through student's council. 	Monthly
32	Attendance In Charge		<ol style="list-style-type: none"> 1. To monitor class wise attendance in either mode. 2. To verify ERP reports of attendance(Class wise) 	Monthly
33	Notice Board Updatons with current updates		<ol style="list-style-type: none"> 1. To motivate students to update the notice boards with current information. 2. To ensure information display for the students which is mandatory as statutory body. 	As and when required
34	AAA/ISO Committee		<ol style="list-style-type: none"> 1. To ensure quality system in college. 2. To review process for excellence. 3. To present the data to the management as when required. 4. To prepare all dept.'s for audit. 5. To prepare MOM of MRM and convey it to all stakeholders. 	Monthly

35	Central Committee Head		<ol style="list-style-type: none"> 1. To execute central activity as per QAG dept. 2. To monitor central activity and submit timely report to top management. 	Monthly
36	Anti-ragging Cell		<ol style="list-style-type: none"> 1. Formation of anti – ragging cell as per university’s guidelines 2. Setting up grievance redressal mechanism 3. Giving an orientation to the class about the:-- concept of ragging, 4. --which kind of behaviors/activities are called as ragging <ul style="list-style-type: none"> ■ How ragging is considered to be an offence punishable by law ■ Harmful effects of ragging on the victim 5. Sending report of the activities to the university 6. Maintaining relevant file 	As and when required
37	Grievance Redressal Committee		<ol style="list-style-type: none"> 1. Formation of Grievance Cell as per the University/UGC norms 2. Setting up the mechanism for grievance redressal (Need to write the mechanism – how it will be handled) 	As and when required
38	Sexual Harassment Cell /Vishakha Cell		<ol style="list-style-type: none"> 1. Formation of Women’s Cell/Vaisakha Cell as per the guidelines of the university 2. Conducting activities to sensitise students about the issues related to women, what is termed as sexual harassment, domestic violence, women’s’ empowerment 3. Giving the background of women’s’ movement, Vaishakha Act etc. 4. Providing information about the laws protecting women 5. Conducting discussions/organizing guest speakers to talk about ‘empowerment of women’ & Keeping records of the activities 	As and when required
39	Vyaktitva Student council		<ol style="list-style-type: none"> 1. Forming of the student council for smooth running of the course as a forum for students to put forth their ideas 2. Involving students in the planning & execution of curricular & co-curricular activities/events & college administration 3. Encouraging students to be an active member of Student Council 	As and when required

40	Website update		<ol style="list-style-type: none"> 1. Updating the site at the beginning of the year & making changes in the names of the faculty courses etc 2. Announcing each event before it happens 3. Uploading the news & photographs of all the events as soon they happen 	Monthly & Before & after every major activity
41	Curriculum Design & Development		<ol style="list-style-type: none"> 1. To identify gap between Syllabus given and Need of industry. 2. To design Certificate course in a year for student development. 3. Implement the course with external agency or internal Resources. 4. Course evaluation 5. Certification to the students who have attended course. 	Yearly One course

Academic Coordinator

IQAC Coordinator

Director