

# **MIT** | **Arts, Commerce & Science College**

**Maharashtra Academy of Engineering and Educational Research's**

**MIT Arts, Commerce and Science College,**

**Alandi (D), Pune – 412 105.**

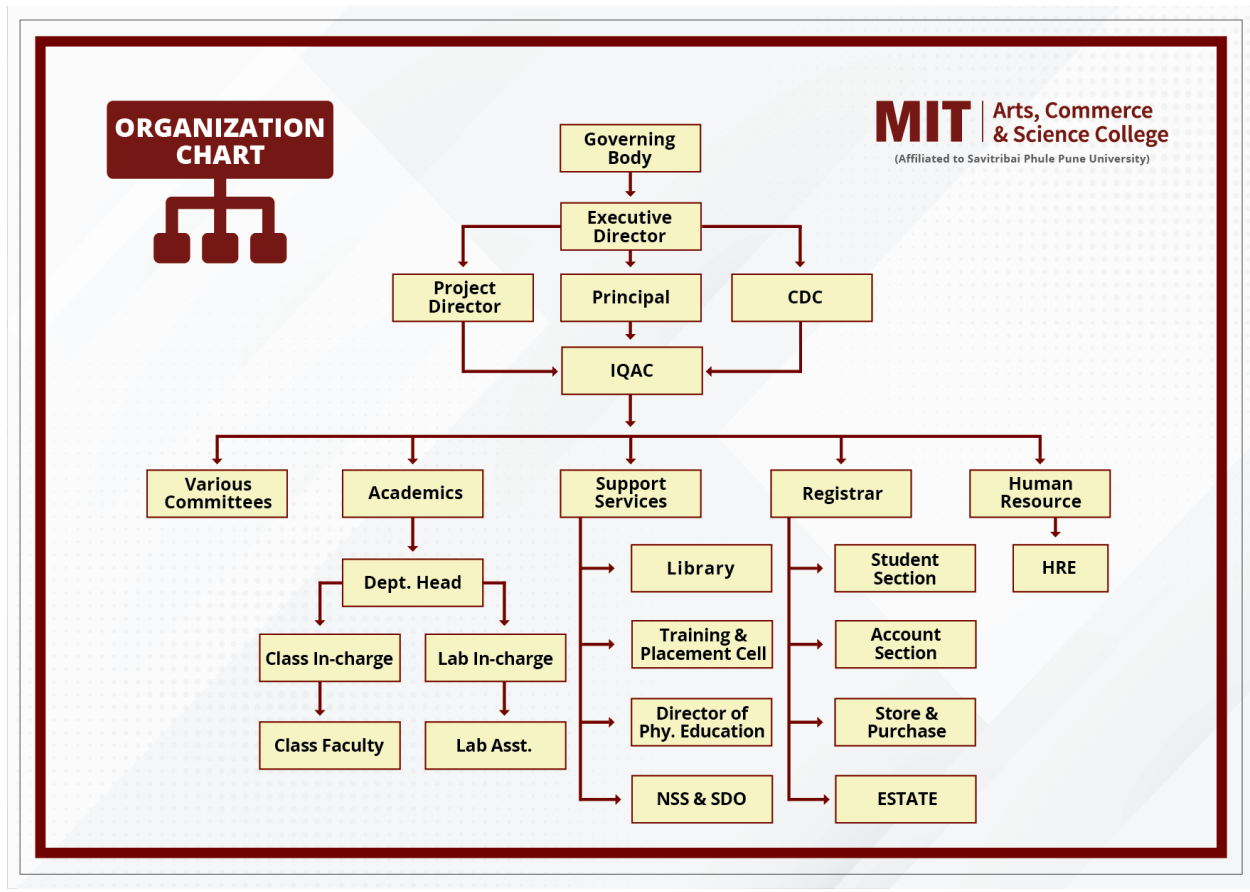
**Affiliated to Savitribai Phule Pune University**

**LEADERSHIP AND GOVERNANCE**



## ORGANOGRAM OF THE INSTITUTION

The organogram is an administrative diagram of college that describes the decentralized structure of administration. It is necessary that all aspects should be organized in order to attain the desired goal. The administration of MIT Arts, Commerce and Science college is collaborative efforts of project director, principal, teaching, non-teaching staff and students with cooperation and support of all stakeholders in pursuit of common objectives.



## **ABOUT MAEER'S GROUP**

Maharashtra Academy of Engineering Education and Research (MAEER), was established as a society and trust with the sole aim of creating and developing professional education facilities to train the aspiring young generation and provide dedicated, ambitious and skilled professionals to serve society and the nation at large. MAEER believes that "The union of Science and Spirituality alone will bring Harmony and Peace to Humanity", as said by Swami Vivekananda. The vision of the founders of MAEER is to create a "Centre of Excellence in the field of Education and Research".

Since its inception, MAEER has been striving for the betterment of society through a value-based education system. With over 50,000 students across varied disciplines, it has achieved tremendous success in a short span of time and has created excellence in the fields of Engineering, Medicine, Research, Management, Primary and Secondary Education, Design, Peace Studies, Environment and Pollution control and also towards promoting Human Values and attaining the ultimate goal of World Peace. The motto of MAEER is "To harness the knowledge of Science and Technology for the welfare of society".

MAEER's Maharashtra Institute of Technology (MIT) was founded in the year 1983 by Prof. Vishwanath D. Karad (Founder, Executive President and Director General), along with the collective efforts of many educationists, scientists and social thinkers. MIT is one of the first few private Engineering Colleges in the state, now offering academic programs in more than 63 institutions for over 50,000 students annually.

MIT has excelled in the field of education and is known today as one of the foremost centers of education and learning not only in India, but world over. For thousands of its students, it has been a gateway to professional excellence. To meet the demands of a changing and challenging global environment, MIT offers academic programs in Engineering, Medicine, Arts, Commerce, Science, Pharmacy, and Management through classroom as well as the distance learning mode.

The MIT Group of Institutions has grown exponentially in the past three decades, making a tremendous impact in the field of education throughout the country. With more than 10 campuses in the state of Maharashtra covering almost 1000 acres of area, the MIT Group

provides education in the fields of Engineering, Medicine, Pharmacy, Marine Engineering, Telecom Management, Design, Food and Technology, Business Administration, Government and Education.

MIT Group believes in developing the overall personality of its students in order to create future responsible global citizens. Hence, imparting training is done based on the five principles of the MIT's holistic development policy –

1. To develop a spirit of inquiry and achieve Academic Excellence.
2. To inculcate a sense of discipline and character.
3. To develop a spirit of Social Commitment.
4. To promote a Culture of Peace in the society.
5. To build a strong Industry – Institute Interface.

## **ABOUT MITACSC**

With a vision to develop an excellent ambiance for academics and research conjugated with a vibrant environment to meet the challenges of the fiercely competitive world, the founder of MIT group Prof.(Dr.) Vishwanath Karad took initiative to impart quality education with easy access to the young generation in rural area and the mission for excellence in education started under the name of MIT Arts, Commerce and Science College, Alandi(D), Pune, in 2007 under the aegis of Maharashtra Academy of Engineering and Educational Research (MAEER) Pune, affiliated to Savitribai Phule Pune University and recognized by the Government of Maharashtra.

The college is located in Alandi, the holy land of Saint Dnyaneshwar, the poet and philosopher who had devoted his life in establishing rationality of reason. With this great heritage, the college also endeavors to delegate knowledge in a peaceful environment by committed, passionate, dedicated, innovative and experienced faculty through active learning, field visits, experts' guidance, training programs, research guidance and support, and continuous assessment. The efforts are made to create a world-class infrastructure with latest technological advancements.

MIT ACSC has an excellent reputation as a leader and pioneer in spreading education to wide community with it's rich academic and cultural heritage which contributes in developing noble

citizen to the society. It has committed to engage alumni, students, faculties and other stakeholders collectively to achieve the educational goals.

The college offers undergraduate and postgraduate programs- Bachelor of Arts, Bachelor of Commerce, Bachelor of Business Administration, Bachelor of Business Administration- International Business, Bachelor of Administration- Computer Application, Bachelor of Science, Bachelor of Science-Computer Science, and Master of Science-Computer Science.

The college, Principal and staff members have received various prestigious awards, prizes and honors for their magnificent contribution in imparting knowledge, inculcating life skills, developing research skills and providing the best placement. The most prominent are:

Education Excellence Award for best placements amongst Educational Institutions in Pune, Maharashtra, Best College Award in Rural Area by Savitribai Phule Pune University for two consecutive years 2015-16 & 2016-17, India Today MDRA Best Colleges Ranking 2018. The college takes pride for its past achievements, present progress and also takes responsibility for its bright future.

### ***Vision:***

*To develop the Institute into a world-class learning centre with an excellent ambience for academics and research conjugated with a vibrant environment for honing the extra and co-curricular skills of all its stakeholders to enable them to meet the challenges of the fiercely competitive world.*

### ***Mission***

*To aspire and strive for excellence in education and research by developing and sharpening the intellectual ability and potential of learners for the welfare and prosperity of society and stakeholders.*



**Dr. Prof. Vishwanath Karad**

***Founder, President, MAEER's  
Group of Institutions.***

***Message:***

*“At the MIT Arts, Commerce and Science College, the serene environment of Alandi adds on to the relentless efforts of the teachers to impart the prescribed syllabus with the unique blend of Science and Spirituality thereby creating youth of character who can change the world for the better. I am confident that the students of MITACSC will cherish their pursuit of knowledge here and will conquer greater heights of their career”.*

A Man with a great Vision and Insight, An Eminent Educationist, a Well-known Teacher of Repute and an Ambassador and Torch Bearer of World Peace. Prof. (Dr.) Vishwanath D. Karad, born in a very pious farmer's family, in the tiny village, Rameshwar (Rui) in the State of Maharashtra, India has earned a great reverence, respect and recognition for his distinguished services through his missionary pursuit in promoting the “Value Based Universal Education System” and Training Programs for ‘World Peace.’ He is one of the internationally acclaimed educationists, a great visionary and a highly devoted teacher of repute. Prof. Vishwanath Karad, with his tremendous sense of dedication and commitment to promote the “Culture of Peace” in the world, has devoted his entire life for the noble cause of human welfare. His life Mission for World Peace and the pioneering work in promoting “Value Based Universal Education System” has helped hundreds of thousands of students and others in developing their positive mindsets.





**Dr. Sunil Karad**

*Executive Director,  
MIT Group of Institutions, Pune.*

**Message:**

*“Academic excellence, meticulous planning and attitude for continuous research’ is the backbone of any successful individual and institution”.*

*“Your work speaks for you and practices the same mantra”.*

A childhood aptly described is the one that **Dr. Sunil had in Rameshwar. Born on Thursday, 27th January 1972**, in the family of Varkari Sampraday, he was brought up in pious environment and in close association with nature amidst strong family values and high regard for Indian culture. Here, he developed – personally, socially and spiritually. Having done his primary schooling in Rameshwar, he went on to pursue higher planes of education beginning with secondary schooling in Pune. Since then, there has been no looking back.

Dr. Sunil Karad has excelled in all the projects undertaken, due to the strong foundation of comprehensive research, constructive planning and effective execution.

## Governing body

### MAEER'S BOARDS and BODIES

#### Board of trustees

<b>Prof. Dr. Vishwanath D. Karad</b>	<b>Managing Trustee</b>
<b>Dr. Suresh G. Ghaisas</b>	<b>President, Managing Committee &amp; Trustee</b>
<b>Prof. Prakash B. Joshi</b>	<b>Joint Managing Trustee</b>
<b>Dr. Chandrakant S. Pandav</b>	<b>Trustee</b>
<b>Mr. Tulshiram D. Karad</b>	<b>Trustee</b>
<b>Dr. Mangesh Tulshiram Karad</b>	<b>Trustee</b>
<b>Dr. Sunil K. Karad</b>	<b>Trustee</b>
<b>Prof. Rahul V. Karad</b>	<b>Trustee</b>
<b>Dr. Virendra S. Ghaisas</b>	<b>Trustee</b>
<b>Dr. Suchitra U. Nagare</b>	<b>Trustee</b>

#### Managing Committee

<b>Dr. Suresh G. Ghaisas</b>	<b>President, M.C. &amp; Trustee</b>
<b>Prof. Dr. Vishwanath D. Karad</b>	<b>Executive President and Managing Trustee</b>
<b>Dr. Chandrakant S. Pandav</b>	<b>Vice President</b>
<b>Prof. Rahul Vishwanath Karad</b>	<b>Vice President</b>
<b>Prof. Dr. Mangesh T. Karad</b>	<b>Secretary</b>
<b>Dr. Sunil Kashiram Karad</b>	<b>Treasurer</b>
<b>Prof. Prakash B. Joshi</b>	<b>Joint Managing Trustee</b>
<b>Dr. Virendra Suresh Ghaisas</b>	<b>Joint Secretary</b>
<b>Dr. Suchitra Umesh Nagare</b>	<b>Joint Treasurer</b>
<b>Shri. Sudhakar Vasudeo Kulkarni</b>	<b>Member</b>
<b>Shri. Ramesh K. Karad</b>	<b>Member</b>
<b>Mrs. Swati Mukund Chate</b>	<b>Member</b>



A MAEER'S MIT governing body has the authority to exercise governance over an organization. Governing body has a sole responsibility and authority is to make binding decisions in a given system by establishing laws. Governing body work together with management and other stakeholders through a process to plan the strategies that will take the organization towards that purpose and vision. Governing body work as a value guardian means articulating out organizational values, institute mission and priorities for protection against undermining.

### **Roles and responsibilities**

- To set and monitor the organization's mission, purpose and the strategies within the boundaries of the organization's constitution and legal obligations.
- To involve the key stakeholders to set and monitor the organization's mission and maintain positive relationships with them.
- To monitor the organization's programmes and services.
- To set the standards for evaluating its own governance performance.
- To send report regularly to the funders to ensure that any money provided is used as agreed and expenditure incurred is appropriate and monitored.
- To identify and manage obstacles that might prevent the organization from reaching its goals.
- To foresee what could affect the organization and make sure plans are in place that will minimize or eliminate the impact of events or changes that will have a negative effect. This means being involved in risk management, particularly around financial matters and legal compliance.

## **Role and Responsibilities of Governing body**

### **Executive Director**

Executive director, **Dr. Sunil Karad** is the key management leader of MIT Arts, Commerce and Science College, Alandi (D), Pune. He oversees the administration, programs and strategic plans of the organization.

### **Roles and Responsibilities –**

1. **Board of Governance** –Works with board in order to fulfill the organization mission.
  - Works to lead MIT Arts, Commerce and Science College, Alandi (D), Pune in a manner that supports and guides the organization’s mission.
  - Communicates effectively with the Board in a timely and accurate manner and provide all information necessary for the Board to function properly and to make informed decisions.
2. **Financial Performance and Viabilities** – Develops sufficient resources to ensure the financial health of the organization.
  - Raise funds and develop other revenues necessary to support organizations mission
  - Ensure that the college can successfully fulfill its mission into the future through strategic planning.
3. **Organization Operations** - Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Hire and retain qualified staff.
  - Effective administration of organizations operations.
  - Sign all notes, agreements and other instruments made and entered into on and behalf of the college.
4. **Other Actual responsibilities** –
  - Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
  - Supervise, collaborate with organization staff.
  - Planning and operation of annual budget.

- Strategic planning and implementation.
- Oversee marketing and other communication efforts.
- Review and approve contracts for services.

### **Project Director**

Project director retains primary responsibility for financial accountability. He develops sponsored project proposals in compliance with organizations guidelines and policy. Project director approves expenditures and assures that expenses incurred are allowable, reasonable, and allocable to the project.

## **Administration of the college**

### **Principal**

The general management and administration of the college is vested with the Principal. Under his administration various segments are formed which includes IQAC, various committees, departments, support services, registrar and human resource.

The Principal controls and directs the activities of the college and staff.

The Principal is designated or entitled to be a member and controller of every committee for the efficient and proper management and administration of the college through the different committees. He is the link between the Management and the college.

The Principal ensures that the moral values, principles, code of conduct and relevant strategic management plans are reflected in the objectives, mission, vision and internal quality assurance system of the organization.

The Principal develops standardized curriculum, assess teaching methods, monitor student achievement, encourage parent involvement, revise policies and procedures, administer the budget, hire and evaluate staff and oversee facilities. Other important duties entail developing safety protocols and emergency response procedures.

The Principal performs vital role by effective and efficient functioning of the academic and administrative activities. For proper operation of administrative, co-curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the teaching and non-teaching staff. The committee members coordinate and execute the activities and report to the Principal.

### **Other responsibilities**

- Observe and implement directives issued by Government authority's viz. UGC, Director of Education / Vice Chancellor / University and other concerned authorities.
- Coordinate with the University, the UGC, and other government institutions to follow and act according to necessary regulations.
- Monitor the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitor the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- Monitor the student discipline and conduct (including attendance) and maintain the decorum of the institution.
- Monitor effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University/Management.
- Monitor all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
- Monitor all the correspondence activities with governmental, corporate and other academic bodies / institutions.

- Monitor the procurement and purchase of the entire necessary infrastructure like furniture and fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- Maintain cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
- Conduct meetings on behalf of the institution which include the meetings of staff, Heads of Department, Coordinators.
- Assess the academic progress of the departments.
- Monitor the faculty performance in the university results.
- Monitor the students' on-line feedback.
- Assess the research progress of faculty members pursuing Ph.D.
- Recommend faculty members to participate in Conference / Seminar / Workshop.

**Local Administration of the college is run through following committees with determined objectives –**

### **College Development Committee**

#### **Objectives:**

- To 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.
- To decide overall teaching programs or annual calendar of the college.
- To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- To prepare the annual financial estimates (budget) and financial statements of the institution and recommend the same to the management for approval.

- To make recommendation regarding students and employees welfare activities in the institution.
- To frame suitable admission procedure for different programs by following the statutory norms.
- To plan major annual events in the college such as annual day, sports events and cultural events etc.
- To inform and recommend the administration about appropriate steps to be taken regarding discipline, safety and security issues of the college or institution.
- To make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the institution.
- To make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of NAAC etc.
- To discuss and make suitable recommendations on the reports of Internal Quality Assurance Committee.

### **Internal Quality Assurance Cell (IQAC)**

#### **Objectives:**

- Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/ 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.



## Academic Planning Committee

### Objectives:

- To prepare the academic calendar and time table of the college.
- To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.

## Examination Committee

### Objectives:

- To carry out all necessary functions for smooth conduction of internal, departmental, University examination as per the University norms, so that the assessment and evaluation is carried out satisfactorily.
- To keep the record of each and every issue related to the examination.
- To provide training to the staff regarding examination system.

## Admission Committee

### Objectives:

- To develop and monitor the admission process.
- To make changes in admission process as per guidelines given by the University in consultation with the Chairman.
- To provide necessary counseling to the students during admission and handling the grievances if any.
- To communicate necessary information to all members of the committee in consultation with the Chairman.

## Purchase Committee

### Objectives:

- To streamline the purchase process.
- To take the decisions regarding purchasing of any material.
- To purchase required material by negotiating for lowest rate.

## Discipline Committee

### Objectives:

- To look after day to day matters related to college discipline.
- To maintain discipline in the campus, college premises and classroom wherever the students are posted.
- To achieve the goal of creating a safe, motivating and accepting college environment by supporting the use of positive attitudes and practices.
- To uptake measures for inappropriate behavior including progressive discipline comprising suspension and expulsion where necessary.

## Faculty Development Program Committee

### Objectives:

- To support faculty members in their efforts to maintain and enhance faculty effectiveness in their teaching fields by keeping abreast of developments in their own discipline and by fulfilling academic responsibilities.
- To encourage creativity for innovative teaching.
- To empower and enable the teachers in the use of various tools and technologies.
- To ensure satisfactory adjustments to changing environments in instruction and within disciplines of teaching and learning.
- To encourage thoughtful and effective integration of educational technology into the teaching and learning process.
- To develop teaching learning materials and to use online e-Resources for effective teaching.
- To make aware teachers about their duties and responsibilities, challenges and opportunities in higher education, service conditions and carrier developments.

## Graduation Ceremony Committee

### Objectives:

- To prepare schedule of the ceremony.
- To check the certificates received stream-wise.
- To send the report of graduating students to the University.
- To return the non-distributed Graduation Certificates to the University.
- To make all necessary arrangements required for the ceremony.

## Sports & Gymkhana Committee

### Objectives:

- To provide essential sports equipment and training to students.
- To organize intra-college and inter-college competitions.
- To motivate the students to participate in Inter University, State level, National level and International level sports competitions.

## Internal Complaints Committee

### Objectives:

- To provide an exclusive platform to women employee and girl students to air their grievances either in person or in writing.
- To devise welfare schemes for women employees and girl students.
- To establish dignity, self-esteem and respect for women without any gender bias in the system.
- To express prohibition of sexual harassment inside the campus by notification, publication and circulation in appropriate ways.

## Staff Grievance Redressal Committee

### Objectives:

- To investigate the complaint as presented to the committee by the grievant.
- To obtain all the facts in the dispute and to come to conclusion as to whether or not the grievant has just cause of complaint.
- To examine and enquire the staff involved in malpractice.
- To maintain healthy environment in the college campus by addressing and resolving staff/faculty member's grievances.

## Library Committee

### Objectives:

- To ensure proper functioning and development of the library.
- To provide learning resources and learning friendly environment.
- To fulfill intellectual needs of students, staff and faculty members.

## Cultural Committee

### Objectives:

- To develop cultural atmosphere in the college.
- To provide platform where students can explore their hidden talent.
- To guide students to persuade their own skills through conducting different workshops and seminars.
- To motivate and inculcate the art forms among students.
- To make students aware of various competitions and to fulfill their needs related to the activities.

## Entrepreneurship Development Cell

### Objectives:

- To encourage the budding entrepreneurs to develop entrepreneurial skills.
- To impart and develop innovative aptitude and managerial ability among the students.
- To provide a sound knowledge and information to the students about setting up of small units.
- To nurture the business ideas of the students.

## Student Grievance Redressal Committee

### Objectives:

- To investigate the complaint as presented to the committee by the grievant.
- To obtain all the facts in the dispute and to come to conclusion as to whether or not the grievant has just cause of complaint. (It shall take care of the inputs received from the students, observers and staff regarding indiscipline, ragging and harassment activities by the students.)
- To examine and enquire the students involved in malpractice.
- To decide the punishment depending upon the gravity of the offence.

## Competitive Examination Cell

### Objectives:

- To create a positive involvement of the students in order to reach the goal of clean and responsible administrator to strengthen the democracy.
- To encourage UG and PG students to seek a career in the public services, appropriate to their abilities and potential through competitive examinations.
- To provide assistance, guidance, training and coaching to enable the intending candidates to appear themselves academically for such examination.
- To promote and assist in the developments of necessary qualities attitude, and competence among the students from other colleges also.

## Anti-Ragging Committee

### Objectives:

- To monitor the anti-ragging activity of the Institution, consider the recommendation of the Anti-Ragging Squad and take appropriate decisions including spelling out suitable punishment to those found guilty.
- To supervise the Anti-Ragging Committee in preserving a Culture of Ragging Free Environment in the college campus.
- To prohibit objectionable conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student or indulging in undisciplined activities.

## Research & Development Committee (R & D)

### Objectives:

- To engross every faculty member in R&D activities leading to Ph.D. degree and research proposal and paper writing.
- To have productive collaboration and interaction for the long-term association with R&D organizations, those will be beneficial for the students and faculties.
- To enhance the research awareness by conducting events like national and international conferences, workshops on research methodology and patents, symposia and guest lectures.

## NSS Advisory Committee

### Objectives:

- To encourage and motivate students and other members of the college community to understand the values and philosophy of NSS and create awareness about the scheme.
- To ensure cooperation and coordination of community agencies, government departments and non- governmental agencies.
- To plan the NSS programs which will have direct relationship with the academic curriculum
- To help NSS Program Officer in implementation of NSS Regular activities and special camping programs.

## Innovation Club

Innovation Club will be responsible:

- To organize initiatives like Smart India Hackathon, Grand and mini- challenges, Idea Competitions etc. for students.
- To encourage, inspire and nurture young students by exposing them to new ideas and process in innovative activities in their formative years.
- To interact with MHRD's Innovation Council (MIC) and have an opportunity to participate in various innovation initiatives and Atal Ranking of Institutions on Innovation Achievements (ARIIA) by Govt. of India.



## Canteen Food Inspection Committee

### Objectives:

- To inspect the quality, hygiene in relation to the preparation, supply and service of the food of the canteen.
- To monitor the operations of the canteen at regular intervals (once in a week).
- To prepare and submit a report of inspection to the chairman.

## Unnat Bharat Abhiyan Committee

The committee members will be responsible for–

- Identifying the basic developmental and productive needs of adopted villages and finding ways and means to meet these needs.
- Engaging with the problems of the adopted villages such as drinking water, education, health, agricultural practices, electrification, agricultural and rural industries, cooking energy, watershed analysis and to provide solutions for them.
- Working on societal problems, their solution, delivery, reporting and assessment.
- Identify efficient, cost effective and sustainable development practices in the adopted villages.
- Facilitate convergence of development schemes, resources, various planning and implementation initiatives, and coordination of agencies for successful interventions and measurable outcomes.
- Promoting networking and coordination among various science and technology based voluntary organizations and developmental agencies.
- Fostering collaborations between governance, knowledge institutions, local authorities and communities, NSS unit etc.

## Magazine Committee

### Objectives:

- To maintain track record of all curricular, co-curricular and extracurricular activities.
- To provide a platform for students to express themselves through various forms of writing like comments on current topics, research articles, literature, creative writings, paintings, poems, etc.
- To encourage freedom of expression.
- To provide a medium to exchange thoughts and information.

## Placement Committee

### Objectives:

- To identify the opportunities and facilitate arrangement for the Guest Lectures, Interactive Workshops, Conferences, Seminars, Brain Storming Sessions, Technical Discussions etc. with members of the industry, outside experts, eminent personalities at regular intervals suitable for the students.
- To conduct Industrial Training, Orientation Courses, Industrial Visits etc. for the faculty members and students at regular intervals.
- To facilitate joint research work, consultancy to industry, involving faculty and students.
- To conduct/participate in industrial exhibitions to highlight research facilities and expertise available with the institution.
- To facilitate for the deployment of professionals from industry as visiting faculty in the institute and to facilitate deployment of faculty members from the college to the industry to gain industrial experience and/or work on projects in industry for specific periods.
- To seek help of experts from industry in curriculum development of additional subjects and review of progress.
- To identify, continuing education opportunities, short-term programs and training needs of the industry, which the college can provide.
- To promote revenue generating activities for the college such as management training, Consultancy and R&D etc.

- To assess periodically the scientific and technological scenario/ happenings in India and abroad for taking up future R&D work for the students and faculties.

## Center for Lifelong Learning and Extension

### Objectives of CLLE:

- To impart education and training for Lifelong Learning in order to provide professional manpower for the development of human resource.
- To develop knowledge, skills, attitudes, values and integrate theory and practice appropriate to the Lifelong Learning of the students.
- To observe interdisciplinary collaboration for better understanding of human problems and reaching out to larger sections of community, specially deprived groups through extension projects.
- To offer support, guidance and facilitate participation of students in extension.

## Internal Committee for Persons with Disabilities

### Objectives:

- To identify the persons with disabilities in the college and create favorable environment for them in the college campus.
- To take care of day to day needs of differently abled persons and implementation of schemes existing and to be devised in future.
- To decide the proper functioning of Equal Opportunity Cell for persons with disabilities in the college.

## Equal Opportunity Cell

### Objectives:

- To create favorable environment for the persons with disabilities in the college campus.
- To provide a platform to the persons with disabilities under various programs in the college.
- To take care of persons with disabilities in the college.

## Alumni Committee

### Objectives:

- To increase interaction with the alumni.
- To promote and foster mutually beneficial interaction between the alumni and the present students of MITACSC and the Alumni themselves.
- To encourage alumni to take an active and abiding interest in the work and the progress of the Institute.
- To extend the help to the students of MITACSC for the placement and industrial training.
- To act as a bridge between college and the industries for interaction on new developments in the industry.
- To assist the college to promote research and development activities, testing and consultancy.

## Head of Department

Heads of Department monitor faculty/student relationships and provide advice and support when required. They identify and act on opportunities for improving teaching-learning and use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for students.

### Role and responsibilities of HOD

- HOD's monitor activities and report to the Principal.
- Manage day to day functioning of the department.
- Communicate, coordinate and convey necessary messages and instructions to staff.
- Conduct department meetings.
- Allocate subjects to the teaching faculties.
- Prepare of department budget.
- Collect the lesson plans from the teachers and ensure that they follow the plan and syllabi is completed in the stipulated time.
- Smooth preparation of exam and academic activities.

- Plan and execute the department events, add on courses, curriculum activities etc.
- Apply to different ranking at national level.
- Conduct and coordinate seminar and conferences
- Act as a bridge between management and staff.
- Handle student and staff grievances.
- Conduct and coordinate in Parent Teacher meeting.

### **Class In charge and Faculty**

#### **Role and responsibilities of class In charge and Faculty**

- Engage classes regularly and punctually.
- Take attendance of the students on regular basis and inform them about absenteeism if any.
- Develop teaching methodology to educate students about the topic.
- Make use of innovative teaching learning methods in classes.
- Prepare and execute teaching/lesson plan.
- Prepare result analysis of the respective classes.
- Collect attendance and tests marks from other subject teachers to prepare reports and communicate it to the HOD.
- Complete syllabus in stipulated time.
- Maintain attendance record of students and counsel the students.
- Provide information about job opportunities in their respective field.
- Participate in FDP, workshops, seminar, conferences and other training programs in consultation with HOD.
- Invite guest speakers for interaction with students.
- Guide them about higher education and opportunities.
- Consult with students on a regular basis and solve their difficulties/problems.
- Conduct class tests and evaluation.

- Assist students in periodic evaluation of his/her academic progress.
- Invigilate in class tests, internal and university exams.
- Prepare projects, assignments for the curriculum enhancement and students' growth.
- Involve in the college related curricular, co-curricular and extracurricular activities and other work if any.
- Consulting parents during parent teacher meet and try to solve their problems if any.
- Consult HODs regarding students' grievances.

## Library

### **Roles and responsibilities of Librarian**

- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- To manage online and offline library services.
- To arrange to prepare the library budget and policies relating to the library/Digital library.
- To monitor the daily operation of the library
- To maintain the books in good condition
- To assign duties and responsibilities to library staff
- To prepare annual budget for the library
- To survey new arrivals related to the subjects in the market by use of publisher's Catalogue.
- To comply rules and regulation led down by the university and management under the guidance of the Principal and conveys it to the students and staff.
- To organize user orientation programme, library week and book exhibition for students.
- To organize training programme, seminar and book exhibition for library users.
- To implement DDC classification system for book location.
- To establish and maintain effective working relationships with academic staff and students.
- To update all modules of library management software.
- To create awareness about e resources amongst students and staff.
- To update modules of digital library.



- To manage and update electronic and printed information resources.
- To make available open-source tool for online education.

## Physical education director

### Roles and Responsibilities

- To plan recreational activities important for growth of the students.
- To grade student performance and communicate it with faculties and parents.
- To prepare the college sports budget and report it to the principal.
- To ensure adequate sports material available to the students.
- To implement a conducive environment and mechanism for the students and motivate them to participate in inter department, inter college and at university as well as at national level tournaments.
- To organize various sport events, sport and health awareness programs.
- To organize Annual sports day program.
- To focus on maximum participation of the students in the various sports.

## Placement Officer

### Roles and Responsibilities

- To contact and coordinate with various companies or their HR personnel for campus interview purpose and maintain cordial relationship with them.
- To invite them and take permission for the campus interview.
- To correspond to prospective companies for the interview date and schedule of events.
- To inform the students about companies profile and job criteria.
- To collect students' information and details and send their resumes to the corresponding companies.
- To arrange interview facilities at the campus and written test halls or venue.
- To receive the personnel and provide necessary inputs about the college and to coordinate placement officer for smooth functioning at various locations.
- To collect appointment letters or to get in contact with them as soon as the interview is over.

- To distribute offer letter/ appointment letters to the selected students and collect acceptance letters from the students and dispatch to companies.

### **NSS Programme Officer**

Society is a group of persons who may have different ideology. NSS volunteers through their skills and dedication make it a homogeneous ideological group. NSS volunteers take care of Blood donation, cleanliness, child education, health awareness issues and many other activities.

The NSS volunteers perform the role of mediator between the education system and the community which is helpful in the nation' building. They get exposure to develop qualities of leadership, skills to become an organizer, and an administrator. It helps to attain the multi-faceted development of their personality.

Program officer organizes and implements NSS program.

### **Role and Responsibilities of NSS program officer**

- To motivate students to understand the values and philosophy of NSS.
- To assist or help students to plan, implement and evaluate the activities of NSS under charge and give proper guidance and direction to the student volunteer.
- To perform role of organizer, educator, coordinator, supervisor, administrator and public relation officer to improve the quality and magnitude of NSS program.
- To plan the NSS regular activities and special camp.
- To ensure that NSS volunteers complete the prescribed hours.
- To supervise the work of NSS volunteers.
- To maintain necessary records and register.
- To prepare report of activities and submit it in University.
- To report all activities to the Principal.
- To be responsible for the equipment and stores.
- To spend funds as per prescribed or decided university norms.
- To submit accounts in time.

## Registrar and Student Section

### Role and responsibilities of Registrar and Student Section

Registrar maintains the academic record of the students and plans and implements the registration process for the classes. He coordinates administrative work in the office, student admission, registration, examinations, student records, student affairs and discipline. All clerical or administrative staff works are done under supervision of Registrar. Student section also works under the Registrar.

## Account Section

### Role and responsibilities Account Section

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cash books / ledgers
2. Preparation of monthly accounts including writing of cash books, journals.
3. Verifying bills prepared.
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers.
5. Cash collection.
6. Supervision of challan writing and remittance to bank.
7. Supervision of postal accounts, if any.
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny.
9. Verification of cheques and bills.
10. Writing daily collection register for the college accounts.
11. Writing demand draft register, and other forms of money value register.
12. Preparation of audit reports and replies.
13. Responsible of keeping the following in safe custody:

- a. Bill books / receipt books
  - b. Files pertaining to accounts/purchases
  - c. Registers
  - d. Cash books
  - e. Ledgers
  - f. Vouchers
  - g. Cheque books / pass books
  - h. Bank challans
  - i. Fixed deposit certificates
  - j. Other important office documents
14. Preparation of salary reports.
15. Attending to the subject of income tax, and performing TDS at source for all payment transactions.
16. Any other accounts related function assigned from time to time.

## **Recruitment**

Manpower requisition form must be completed by HODs and submitted to the HR, who will review and assign the most appropriate title according to the job specifications in consultation with competent authority. This manpower requisition requires the approval from the Executive Director (or the competent authority appointed on his behalf). Once the job advertisement is ready, it is posted on the website and / or in the Newspaper on approval from the Executive Director (or the competent authority appointed on his behalf). The interview panel list is prepared as per UGC regulation and the interview panel conducts the interview to select the suitable candidate as per norms and recommend it to the governing body. Then, the Executive director (or the competent authority appointed on his behalf) decides the suitable candidates for appointment.

## **HR Policies -**

**The following HR policies are well mentioned in institutions HR Manual**

- Code of conduct
- Recruitment and Selection
- Joining and Induction
- Probation and Confirmation
- Performance Appraisal
- Promotions and Increment
- Transfer and Relocation
- Attendance and Payroll
- Leave Management
- Employee Benefit
- Training and Development
- Grievance and Appeals
- Employee Travel Expense
- Employee Landline and Mobile Expense
- Accommodation and Housing
- Concession in Tuition fees
- Exit Policy