



SANMARG SHIKSHAN SANSTHA NAGPUR

UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860 R. NO. 40/66 M.S. & Charitable Act, Reg.(814) (N)

MADHUKARRAO PANDAV COLLEGE OF ENGINEERING

Bhilewada, Bhandara.

Website: www.mpceb.in

email: mpcebhandara09@gmail.com

Phone: [07184-298755](tel:07184-298755)

Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur

Criteria No. 6: Governance, Leadership and Management

6.1.2 The Effective leadership is visible in various institutional practices such as decentralization and participative management.

Index

Sr. No.	SAMPLE PARTICULAR	Page No.
1	Decentralization Process	2
2	Functions of Academic Monitoring Coordinator and Head of Department	3
3	Links of different committees/cells	4

Decentralized Governance in the Institute

The Institute prioritizes decentralization and participative management, empowering various functionaries with delegated authority and operational autonomy to drive change.

1. **Supervision by the Principal:** All departments, academic activities, administrative offices, and institutional committees operate under the supervision of the Principal.
2. **Academic Coordination:** Daily academic affairs are managed by the Academic Monitoring Coordinator and the Heads of Departments (HoDs).
3. **Centralized Examination System:** Sessional and Pre-University exams are conducted centrally, ensuring uniformity in the examination process.
4. **Institutional Committees:** Committees with specific portfolios are established to manage various functions, with designated in-charges and members.
5. **Collaborative Decision-Making:** Meetings between the Principal, HoDs, and committee in-charges take place as needed. Resolutions and decisions from these meetings are shared with faculty, staff, and students for implementation.
6. **Student Engagement:** Student committees and departmental Student Forums are set up to involve students in various activities, fostering engagement and collaboration.

This structure promotes centralized oversight, while allowing for delegated management of daily activities and collaboration across departments and committees.

Role and Responsibilities of the College Development Committee (CDC)

1. **Oversight of Academic Affairs:** The CDC is responsible for overseeing all academic matters of the institution, ensuring adherence to the standards and regulations set by the UGC, AICTE, DTE, and RTMNU.
2. **Supportive Activities:** Beyond academics, the CDC manages important ancillary functions, including:
 - Research and development initiatives
 - Organizing industry visits and facilitating industry-institute interactions
 - Training and placement programs for students
 - Promoting entrepreneurship development
 - Strengthening alumni relations
3. **Regular Reviews:** The CDC periodically reviews the academic and infrastructural requirements of the institute, assessing areas such as student and staff welfare, and determining necessary adjustments in student intake.
4. **Code of Conduct and Integrity:** The committee ensures that all members of the institution adhere to the established code of conduct, fostering a culture of academic integrity and prioritizing student well-being.

This framework provides comprehensive support for the academic and professional growth of both students and staff, while aligning institutional operations with regulatory standards.

Functions of the Academic Monitoring Coordinator and Head of Department

The roles and responsibilities of the Academic Monitoring Coordinator (AMC) and Head of Department (HoD) encompass the following:

1. **Institutional Oversight:** Both the AMC and HoD operate under the authority of the management and Principal, working to promote the welfare and growth of the institute.
2. **Regulatory Compliance:** They are responsible for ensuring that the institute adheres to regulations and guidelines established by governing bodies such as UGC, AICTE, DTE, RTMNU, and the Ministry of Higher Education.
3. **Administrative Responsibilities:**
 - Oversee the admissions process
 - Allocate subjects and prepare the academic timetable
 - Initiate and manage academic sessions
 - Coordinate academic activities, ensuring smooth functioning
 - Liaise with the university regarding academic matters
 - Handle examination-related tasks, including:
 - Internal and external marks submission
 - Evaluation of projects
 - Viva voce assessments
 - Publication of results
4. **Activity Implementation:** They ensure that the curriculum, co-curricular, and extracurricular activities are effectively implemented, fostering a well-rounded educational experience for students.

This structure emphasizes the AMC's and HoD's crucial roles in both academic administration and maintaining adherence to regulatory standards, ensuring a balanced educational environment.

The following members of faculty have been assigned with administrative responsibilities for the session 2023-24:

Administrative Heads:- Principal, AMC, HoD	
Name	Designation
	Principal
Prof. S. P. Alone	Vice Principal
Mr. A. Lanjewar	Administrative Officer
Mr. N. Kadu	Chief Accounts and Finance Officer
	Academic Monitoring Coordinator
Prof. P. Koche	H.O.D., Civil Engineering
Prof. D. Bhivgade	H.O.D., Computer Engineering
Prof. A. P. Goswami	H.O.D., Electrical Engineering
Prof. C. Suryawanshi	H.O.D., Electronics & Tele. Engineering.
Prof. R. Nimje	H.O.D., Mechanical Engineering
Prof. A. vaidya	First Year Coordinator
Dr. A. Gajghate	H.O.D., MBA

Additionally many institute level supporting cells are constituted for handling various other responsibilities.

Following committees/cells are available in the institute:

- College Development Committee
- Internal Quality Assurance Cell (IQAC)
- Anti-Raging Committee
- Grievance Redressal Committee
- OBC Committee
- Minority Committee
- SC/ST Committee
- Training and Placement Committee
- Entrepreneurship Development Program (EDP) Committee
- Alumni committee
- Industry Institute Interaction Committee

- Internal Complaint Committee

Different Link of various committees are as follows:

- 1) Internal Quality Assurance Cell (IQAC):

<https://www.mpceb.in/img/Formation%20of%20IQAC%20Committee-1.pdf>

- 2) Grievance Redressal Committee

<https://www.mpceb.in/img/Grievance%20Redressal%20Committee%20Formation.pdf>

- 3) Internal Complaint Committee

[https://www.mpceb.in/img/Internal%20Complaint%20Committee%20\(ICC\).pdf](https://www.mpceb.in/img/Internal%20Complaint%20Committee%20(ICC).pdf)

- 4) Industry Institute Interaction Committee

<https://www.mpceb.in/img/Formation%20of%20Institution%20-%20Industry%20Cell.pdf>

- 5) SC/ST Committee

<https://www.mpceb.in/img/Committee%20for%20SC-ST.pdf>


Principal Signature & Stamp
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara.