



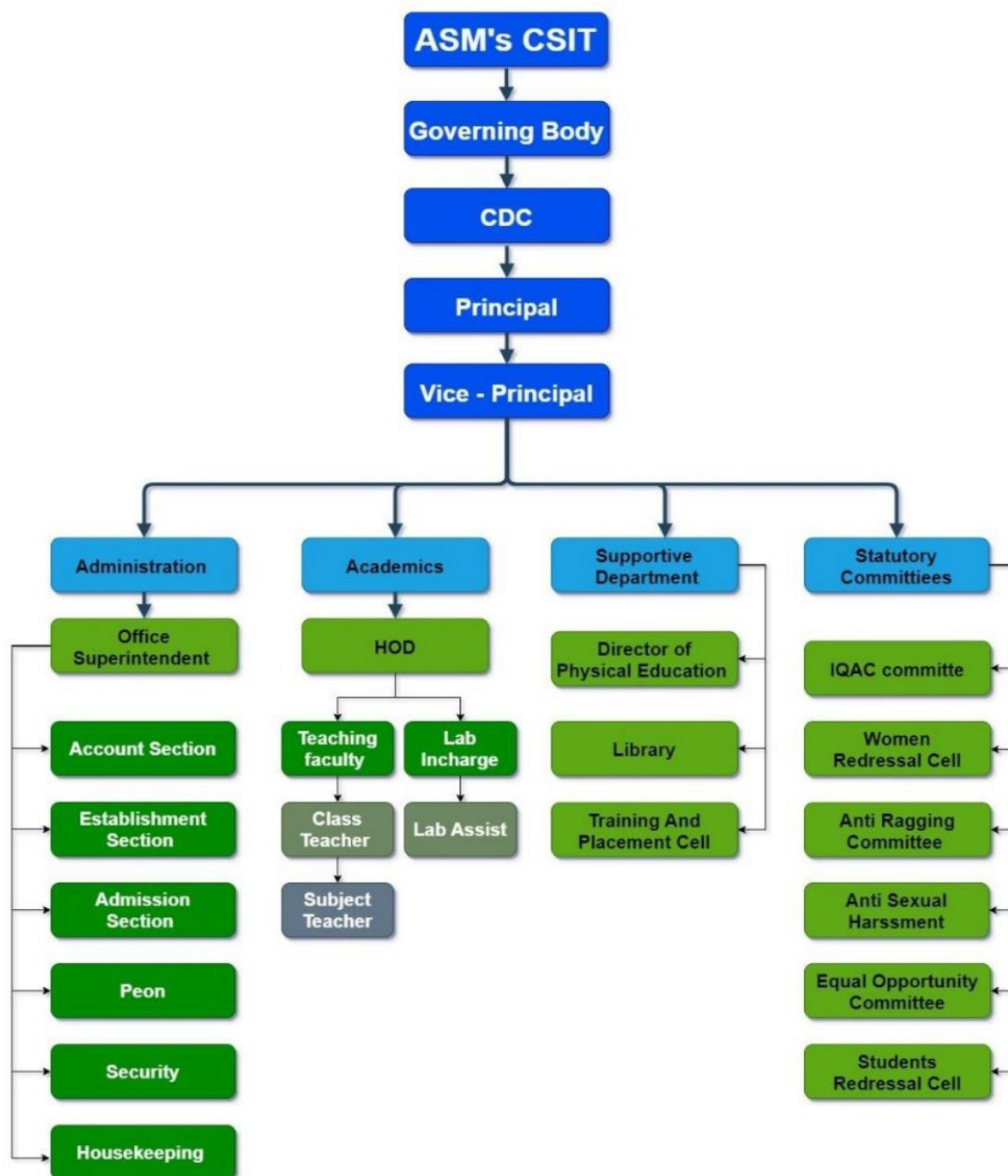
College of Commerce, Science & Information Technology, Pimpri-18

STAFF MANUAL- ROLES AND RESPONSIBILITIES

ADMINISTRATIVE SETUP

ASM's College of Commerce, Science & Information Technology has been established in the year 2001 and affiliated to the Savitribai Phule Pune University under the highly reputed brand of Audyogik Shikshan Mandal (ASM). It is a brainchild of late founder, Dr. R. R. Pachpande, was started with the able guidance of our dynamic chairman Dr. Sandeep Pachpande and Hon. Dr. (Mrs.) Asha Pachpande (Secretary ASM) has been thriving tirelessly to create managers with creativity, perseverance and commitment. Our Vision is to be a world center of learning that excels in Management & Information Technology education, research, training and consultancy. Our mission is to strive to attain excellence in education so as to contribute to the Socio-economic transitions in the nation by presenting unique pedagogical opportunities aimed at developing, outstandingly effective, committed & dedicated socially responsible global managers & leaders who make valuable contributions to all levels of the corporate world and society. IPs has constituted a Governing body to monitor and achieve the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational Chart of the institution is given below.

Orgonogram





Late Dr. R.R. Pachpande, Founder Director, Audyogik Shiksha Mandal

Founder Director, Audyogik Shikshan Mandal

Audyogik Shikshan Mandal was set up in 1983 with the noble intention of providing knowledge based courses in IT and Management. With an unwavering focus on research and extension work, the courses have tread the formidable path of identifying required areas of significance both from corporate angle and students view point. It is not an exaggeration to say that our students stand up to the expectation of several prestigious corporate and IT houses. The practical aspects of the courses have equipped them to take up many challenging assignments and succeed with flying colours.



Dr. Asha Pachpande, Founder Secretary, ASM, Director IBMR(MBA)

Audyogik Shikshan Manda! is a committed endeavour to develop a new generation of successful management trainees ready to take on the ever-changing scenario of global economy. As India treads the fast track of development and joins the prestigious league of economic superpowers, it has become all the more imperative to generate a competent generation of business experts equipped with the thorough knowledge of the varied facets and nuances of management and economy. Under the aegis of ASM Group of institutes, I am proud to present holistic courses, replete with the new trends in the fields of management, along with the practical aspects of the demanding economy. For realising this endeavour, we continue to offer a challenging curriculum which provides opportunities for academic achievement, personal growth and professional development. Our Institute is known for providing a 'winning edge' to our students through regular visiting Indian and Foreign faculty who are qualified and practicing managers from the Industry and Business. In addition, the geographical location of the Institute in the midst of Pimpri-Chinchwad Industrial township helps students cultivate a business-oriented attitude. This has proved, time and again, to be immensely conducive for their professional growth and development. We welcome you to discover for yourself all the dimensions that make our institute a fountain head of prospective managerial talent in Pune in the fields of Management.



Dr. Sandeep Pachpande, Chairman, ASM

The world today is shrinking and it has become crucial that students have practical experience and they are armed to face any given challenge and situation in these competitive times. We at ASM Group of Institutes provide enough instances where students are tested on their calibre to handle challenges and spearhead their team. Our aim is to provide students with a learning experience that amalgamates creativity, perseverance and commitment to achieve their desired goals. At ASM Group of institutes, we organize different events where students get ready for challenges of the corporate world. Through these events we help students sharpen their skills and encourage interaction with the industry. This interaction is what helps us groom students through real life situations, thereby providing ASM with a strong foundation for students to lead in the professional world. Over the past 30 years, the ASM Group of Institutes has been recognized as a centre of learning and a community of faith in keeping with the tradition and the cultural ethos of this great city called Pune. We are proud to offer you a learning experience in beautiful surroundings to stimulate and inspire you. When you join us you'll be welcomed to a safe, secure environment in which to study, by tutors who are committed to supporting you to achieve your chosen qualification. At the ASM Group of Institutes, we aim to build excellence in education, unleash the best creative & analytical potential in the field of Management and allow our students to evolve into professionals at par with the global standards. The practical aspect of our institute is to equip every student with the confidence to take up any challenge, assignment and supersede in today's competitive work culture. Sport has always played an important role in the life of the college. Wholehearted participation, enjoyment and a generous and enthusiastic nature are more valued than the winning of competitions. Under the guidance of expert coaches, the students have the opportunity to develop themselves and their interest in sport. Our location being in the heart of the industrial belt at Pimpri-Chinchwad, one of the biggest industrial zones in Asia, helps students cultivate a business-oriented attitude. This has proved, time and again, to be immensely conducive for their professional growth and development.

ASM Administration
The General Body

Institutes Run by ASM

1. Professional Colleges:

1. IBMR- INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH ASM IBMR is one of the leading education institutes located in Asia's largest Industrial Belt, Pimpri-Chinchwad. Since its inception 4 decades ago, IBMR has groomed some of the best Business Executives and entrepreneurs of the country. Strong industry partnerships, industry relevant curriculum, industry expert faculty members and the best in-class infrastructure are the hallmarks of ASM-IBMR.

2. IPS - INSTITUTE OF PROFESSIONAL STUDIES Institute of Professional Studies (IPS) is a management college affiliated to the Savitribai Phule Pune University. The highly reputed brand of Audhogik Sikshan Mandal (ASM) and approved by AICTE. The only institute where learner will find an ambience that gives him an immense pleasure to learn in a conducive environment helpful to his personal growth & satisfaction.

ASM's IPS recognizes the contribution and achievements of individuals in the corporate world by honouring them with achiever's award. This also provides a platform where students get the opportunity to learn and interact with these corporate super achievers providing the students with their invaluable insights. To help our students realize the importance of social responsibility, we present CSR Awards to luminaries who work towards building a better society and world.

3. IMCOST - INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

IMCOST is affiliated to the University of Mumbai and approved by AICTE. Backed by the 34 years of legacy of the ASM Group, IMCOST is one of the top ranked B-Schools in India. Located in the industrial belt of Thane, the institute offers its students consistent industry interaction, enabling them to learn from the leaders. The faculty pool of IMCOST consists of experts from the industry and academia. Along with foreign faculty and guest lecturers, IMCOST conducts regular industry visits, overseas tours, Extra and Co-curricular activities that provide an effective practical education to its students. The students of IMCOST consistently top the university top the university merit list and as a result have better placements adding to the excellent placement track record of the institute.

2. Traditional Colleges:

1. CSIT -COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

CSIT belongs to the enduring ASM group, having a 34-year legacy of educational excellence right from Pre-school to PhD.

ASM's College of Commerce, Science & Information Technology (CSIT) is located in the heart of Pimpri - Chinchwad Township. CSIT provides a platform to bridge the

gap between industries and the students. CSIT has taken up the responsibility and is striving to achieve higher standards of excellence. Apart from regular training, we organize research opportunities and seminar on different topics to meet the demands of industry in the international scenario and foster increased interaction between the students and the management.

3. Higher Secondary Schools:

4. Primary Schools:

1. GEMS - Geeta Mata English Medium High School

ASM's GEETA MATA ENGLISH MEDIUM HIGH SCHOOL (GEMS) Recognized by Govt. Of Maharashtra (Permanently non-grantable school). In 1995 Dr. R. R. Pachpande founded The Geeta Mata English Medium High School with the aim of inculcating values and empowering young minds with ability to provide India with a new generation of world beaters. Along with academics the students are encouraged to participate in co-curricular and extracurricular activities to build self-confidence and the enhance ability to express oneself to meet the challenges of life. 'GEMS' is located in the heart of Pimpri-Chinchwad, one of Asia's largest industrial belts. The school has classes from K.G to 10th Standard and is equipped with top-of-the-line facilities and amenities.

2. EMPROS International School

ASM's EMPROS International School CBSE curriculum at Chinchwad & Talegaon With 34 years of legacy in the field of education ASM Institute now comes up with "EMPROS International School" located at Pimpri-Chinchwad, Pune. The school is affiliated to CBSE Board. EMPROS International School is a forward-thinking school which envisions shaping the early education with activity-based learning. With things like Smart classroom, IT wizard program from NIIT, Personal social health education (PSHE) being just the tip of the iceberg, EIS is the school you and your kids also wanted. EIS is an institution with cultural value system within a safe, caring, multi-cultural and collaborative learning community.

5. Secondary Schools:

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6. Technical Courses:

- **BBA(CA)**
- **BSC(CS)**
- **MCA**
- **MSC(CS)**

Administration of the College is as follows:

Principal

The Principal of the college is the head of the institution and always caters to offer essential direction to the system. The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the link between the Management and the College. The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of Chairperson of the management or his nominee ex-officio Chairperson; Secretary of the management or his nominee; One head of department, to be nominated by the Principal Three teachers in the college, elected by the full-time amongst themselves

out of whom at least one shall be woman; One non-teaching employee, elected by regular non-teaching staff from amongst themselves; four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus; Co-coordinator, Internal Quality Assurance Committee of the college; President and Secretary of the College Students' Council; Principal of the college or head of the institution. The College Development Committee shall meet at least four times in a year. Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall, Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, and co-curricular and extra-curricular activities decide about the overall teaching programmes or annual calendar of the college Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts; Take review of the self-financing courses in the college, if any, and make recommendations for their improvement; Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college; make specific recommendations to the management to foster academic collaborations to strengthen teaching and research; make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the Same to the management for approval financial proposals of new expenditure not provided for in the annual financial estimates (budget); make recommendations regarding the students' and employees' welfare activities in the college or institution; discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations; Frame suitable admissions procedure for different programmes by following the statutory norms Plan major annual events in the college, such as annual day, sports events, cultural events, etc. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution; consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. Recommend the distribution of different prizes, medals and awards to the students. Perform such other duties and exercise such other power as may be entrusted by the management and the university.

Internal Quality Assurance Committee

There shall be an Internal Quality Assurance Committee [IQAC] in the university to plan, guide and monitor quality enhancement in all the academic activities of the university. The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time. The Annual Quality Assurance Report shall be approved by the Management Council of the University shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies. There shall be an Internal Quality Assurance Committee in each collage and recognized institution that shall be a constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time. The collages and recognized institution that shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies. The university shall monitor the functioning of Internal Quality Assurance committees in the colleges and recognized institutions within its jurisdiction.

The IOAC Coordinator is responsible for the Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College Dissemination of information on the various quality perimeters of higher education. Organization of workshops, seminar on quality related themes and promotion of quality circles. Documentation of the various programmes / activities leading to quality improvement. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Head of the Departments

The Heads of the departments act as frontrunners of their departments. They monitor activities of the departments and report directly to the Principal they are responsible for the overall management of the department(s) Manages the day-to-day functioning of the department Propose and Administer the development of new courses Organize the periodic review of courses. Coordinate the academic and administrative staff within the department. Coordinate the examination schedule. Liaise with National Bodies and external agencies where appropriate The Heads ensure that the programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standard and quality Co-ordination of the annual and ongoing monitoring of programmes, the self-evaluation of programmes is done.

Librarian

The College Librarian ensures the monitoring of the following functions of the college Library. Allocation of budget with the aid of Library Advisory Committee to each department as per the norms. Forwarding it for approval and sanction to the parent institution. Inviting list of text books, reference books, Journals, Books for extra reading etc. from each department and after the approval from the parent institution, sending it to the vendor appointed by ASM. Besides ordering, cataloguing, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need. Monitoring the Book Bank Scheme.

Physical Director

The Physical Director has the following responsibilities for the Sports section (indoor and outdoor). Training students for various sports and forming teams. Monitoring students' coaching, ground preparation, purchasing sports material and scheduling of the games. Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental inter-collegiate sports and games events. Making arrangements for the participation of students at university tournaments, regional/state/national level sports events. Organizing Annual Sports Day at the End of the Academic year. Executing any other activity related to sports.

College Committees

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members taken from teaching and administration staff. Following is the list of the committees that are operative during 2017-18 and 2018-19 for Monitoring and governing various activities:

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Purchase Committee

Role Of Top Management, Principal and Faculty Is Vital In Overall Development Of The College.

ROLE OF TOP MANAGEMENT

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (e) Assessment of requirement of new programs and courses to be started.

Role Of The Principal

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system.

- (a) Admission of students and maintenance of discipline in the College.
- (b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (c) Observance of provisions of Accounts Code.
- (d) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- (e) Correspondence relating to the administration of the College.
- (f) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
- (g) Supervision of the College and Examinations, setting of question papers for the College and university Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (h) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

- (i) Administration and supervision of curricular, co-curriculum /extra- curriculum or extramural activities, and welfare of the College, and maintenance of records.
- (j) Safe-guard the interests of teachers/non-teaching staff members and the management.
- (k) Any other work relating to the College as may be assigned to him by the Parent society from time to time.

Role of IQAC Coordinator

The IQAC Coordinator is mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution. Especially for the upliftment of academic activities.

Coordinator Is Responsible For the Following Functions

- (a) Application of quality benchmarks/parameters for various academic and administrative activities of the institution
- (b) Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes;
- (c) Optimization and integration of modern methods of teaching, learning and evaluation.
- (d) Dissemination of information on various quality parameters of higher education
- (e) Development of Quality Culture in the institution;
- (f) Documentation of various programmes/activities leading to quality improvement.
- (g) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.
- (h) Coordinating with other Cell coordinators and HODs.
- (i) Suggesting budgetary provisions for activities related to the cell.

Role of Committee Chairman

The Committee Chairman of each committee has the following functions

- (a) Prepare the list of activities to be taken in the academic year
- (b) Send proposal to the principal and get the budget approved.
- (c) Coordinate with all the team members.
- (d) Send notices for timely meetings and prepare agenda for the same.
- (e) Carry out all the activities related to the respective committee.
- (f) Submit the accounts of the Expenditure incurred for the activities held.

Role of Head of Department

The Head of each department has to

- (a) Monitor day to day teaching learning activity of the department.
- (b) Distribution of workload among the teachers of the department.
- (c) Purchase of books, equipment's in the department.
- (d) Coordinate co-curricular activities for the student

Role of Faculty

The faculty of the college is actively involved in teaching learning, evaluation, co-curricular and extra-curricular activities.

- (a) Implementing the teaching - learning schedule and taking part in evaluation process.
- (b) Assisting the administration through the participation of different academic committees.
- (c) Assisting in planning and implementation of academic programmes such as seminar, workshop, conferences, and National service scheme.
- (d) Undertake research and consultancy /extension, co-curricular and extra-curricular activities.

Leave Rules:

a) **Duty leaves:** Duty leave of the maximum 30 days in an academic year may be granted for the following reasons:

- 1) Attending conferences, workshops FDP etc.
- 2) Delivering Lecture in the partnering institutes.
- 3) For performing any other duty for the institute.
- 4) Working / performing academic and/or administrative duty on behalf of affiliating University.

b) Casual Leave:

- 1) Total casual leave granted to a teacher shall not exceed 12 in an academic year.
- 2) Casual leave cannot be combined with any other leave.
- 3) It can be combined with holidays including Sundays.
- 4) Holidays / Sundays falling within the period (sandwiched) shall be counted as casual leave.
- 5) One casual will be credited to every month to an employee's account.
An employee can use CL only in case of availability of CL in his account.
- 6) In one stretch a maximum of 2 casual leaves can be used.

c) Maternity leave:

- 1) Maternity leave on full pay may be granted to a woman staff for a period not extending 180 days.
- 2) This leave can be availed maximum twice in the entire career.

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d) Paternity Leave:

- 1) Paternity leave of 15 days may be granted to male staff during the confinement of his wife, and such leave shall be granted only up to two children.

e) **Vacation:** Vacation will be granted only to teaching staff members as per the directives of affiliating university.