

## Criterion VI - Governance, Leadership and Management

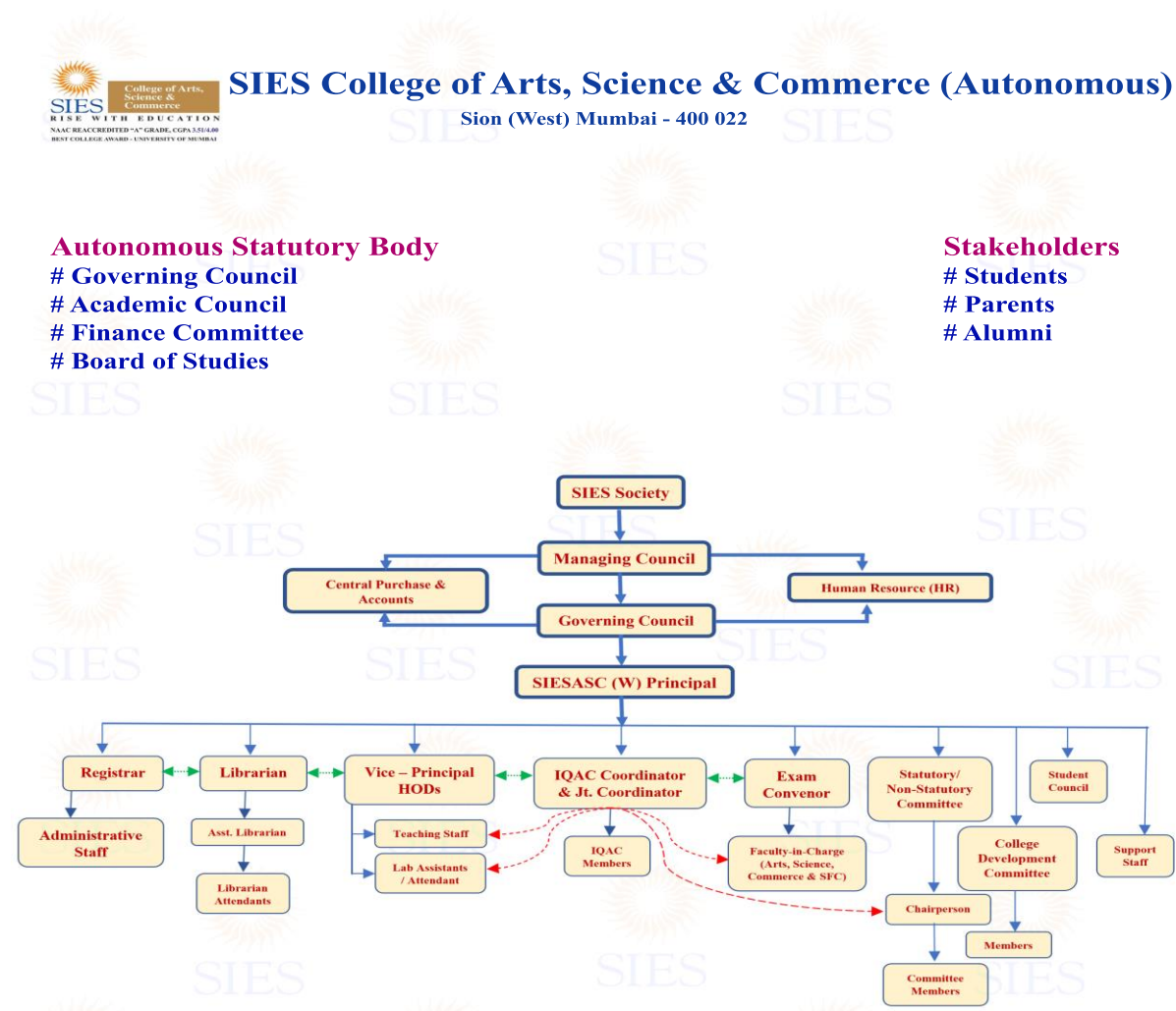
### 6.2 Strategy Development and Deployment

**6.2.1** - The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures.

The Intuition's Administration, Policies, Rules and Procedures are well-defined and functional.

[https://siesascs.edu.in/admin/uploads/5b49a3a79d44b71905c4f97d707f3f4dAdministrative%20Policy,%20Rules%20&%20Procedures\\_2020-2021.pdf](https://siesascs.edu.in/admin/uploads/5b49a3a79d44b71905c4f97d707f3f4dAdministrative%20Policy,%20Rules%20&%20Procedures_2020-2021.pdf)

### The Institution's Organogram



# Institutional Governance Structure and Roles

The institutional bodies are hierarchically organized, effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures are as follows:

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| <b>SIES Society</b>                    | <i>Administers and manages the affairs of the Society and its institutions, through its office bearers.</i>  |
| <b>Managing Council</b>                | <ul style="list-style-type: none"> <li>• Decides policy matters</li> <li>• Takes key decisions including the recruitment, confirmation of the services, promotion, and transfer of the employees.</li> </ul>   |
| <b>Governing Body</b>                  | <ul style="list-style-type: none"> <li>• Meet twice a year</li> <li>• Guide the college to fulfill the objectives for which it has been granted autonomous status</li> <li>• Approve new programmes of study leading to degrees and/or diplomas</li> <li>• To approve annual budget of the college before submitting the same to the UGC</li> </ul>  |
| <b>Academic Council</b>                | <ul style="list-style-type: none"> <li>• Meet twice a year</li> <li>• Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and Evaluation patterns</li> <li>• Right to return any proposal for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so</li> <li>• Make regulations regarding the admission, learning &amp; examination of students to different programmes of study in the college keeping in view the policies under Autonomy</li> <li>• Recommend to the Governing Body proposals for institution of new programmes of study.</li> </ul>   |
| <b>Board of Studies</b>                | <ul style="list-style-type: none"> <li>• Meet twice a year</li> <li>• Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;</li> <li>• Propose methodologies for innovative teaching and evaluation techniques</li> <li>• Suggest panel of names to the Academic Council for appointment of examiners; and</li> <li>• Coordinate research, teaching, extension and other academic activities in the department/college.</li> </ul>  |
| <b>Finance Committee</b>               | <ul style="list-style-type: none"> <li>• Act as an advisory body to the Governing Body</li> <li>• Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy</li> <li>• Monitors fee collection</li> <li>• Audited accounts for the above.</li> </ul>  |
| <b>Central Purchase &amp; Accounts</b> | <ul style="list-style-type: none"> <li>• Honorary Secretary is the in-charge of Purchase Department and mobilize purchase committee, finance and accounting committee, Capital Expenditure committee</li> <li>• Head Purchase, is responsible for overall procurement of all Capital/Revenue/AMC local/imported-Goods/services in line with approved budgets and is responsible for overall functioning of the Purchase Department and is responsible for liaisoning with Capex Sub-committee</li> <li>• Purchase Manager is responsible for procurement of all Capital (below Rs 1 lakhs) and AMC - local/imported goods/services in line with approved budgets</li> <li>• The Purchase Officer is responsible for procurement of all Revenue items in line with the approved budgets. The Purchase team report to Head Purchase</li> </ul> |

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|--|---|
| <p style="text-align: center;"><b>Human Resource (HR)</b></p>                                    | <ul style="list-style-type: none"> <li>• The Society HR policy is in place, includes recruitment of new teaching &amp; non-teaching staff, grant all kinds of leaves, and provide medical benefits</li> <li>• Central IT Team and Central Training Department support the institution in IT services and training programme</li> <li>• Provide additional technical service and training required, based on individual job responsibility or as per the recommendation of the HOD/HOI.</li> <li>• Follow the Service and Promotion rules put forth by the UGC, University of Mumbai and the State Government for the appointments and Promotions of the Teachers, Director of Physical Education and Librarian are followed.</li> </ul> <p><i>For the non-teaching staff, the rules of the state government are considered. Maharashtra Public Universities Act 2016 is also followed carefully.</i></p>  |
| <p style="text-align: center;"><b>Head of the Institution (HOI) /Principal</b></p>               | <p><i>The Principal is the Head of the Institution, has complete responsibility and accountability for all the functions of the College.</i></p> <ul style="list-style-type: none"> <li>• Take decisions regarding academic, administrative, finance, promotion of co-curricular and extracurricular activities</li> <li>• Motivate faculty for exploring new avenues for research projects, consultancy and publish research articles/books</li> <li>• Foster industry linkage and consultancy in accordance with the policy matters as per the rule and regulation of State Government and University Grant Commission.</li> </ul>  |
| <p style="text-align: center;"><b>Registrar</b></p>  | <p><i>The Registrar is the Administrative Head.</i></p> <ul style="list-style-type: none"> <li>• Custodian of the college office which includes three sections- Establishment, Accounts and UGC</li> <li>• Manages all the official records with the support of Head clerk, Senior clerks, Junior clerks, Assistants, and non-teaching staff.</li> <li>• Work for admissions, fee collection, scholarships and issue of various certificates</li> <li>• Maintain service records of the employees, keeping accounts and dealing with UGC schemes</li> </ul>   |
| <p style="text-align: center;"><b>Heads of the Department (HOD) and Course Co-ordinators</b></p> | <p><i>HOD and Course co-ordinators work under the supervision, direction and report to the HOI.</i></p> <ul style="list-style-type: none"> <li>• Supervise the working of the teachers and the employees working in the department</li> <li>• Review the performance of the teachers and employees working in the department and submit Confidential Reports to the HOI</li> <li>• Prepare the annual financial estimates of the Department, timetable for theory and practical classes, and seminars/assignments and examinations and/or tests</li> <li>• Raise Purchase Requisition for the purchase of equipment, chemicals, and books etc. for the Department and submit the same to the HOI</li> <li>• Ensure smooth conduct of the examinations/tests and evaluation of papers within prescribed timelines.</li> </ul>  |
| <p style="text-align: center;"><b>Teaching Faculty</b></p>                                       | <ul style="list-style-type: none"> <li>• Conduct classes/lectures as per the prescribed timetable including additional class/lectures if necessary, within the guidelines prescribed by the affiliating body/Management.</li> <li>• Conduct Tutorials, Practical, Counselling, Mentoring etc.</li> <li>• Conduct Invigilation duties and Evaluation of papers and assignments as instructed by the HOD/HOI.</li> <li>• Attend extra-curricular, co-curricular activities organized by the college, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties of a teacher assigned by the HOI/HOD.</li> <li>• Engage and build their capacity to improve in academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc.</li> <li>• Avail of duty leave / on duty leave with prior permission from HOD .</li> <li>• Assist the college authorities to enforce and maintain discipline among the students.</li> </ul> |

### **Non-Teaching Staff**

- The Registrar regulates the work and conduct of the Non-teaching staff in accordance with the Act, Statues, Ordinances, Rules and Regulations.
- Custodian of the records, the college seal and such other property of the College as the HOI may commit to his/her charge
- Facilitate and ensure coordination between the teaching and non-teaching staff in all matters related to college administration
- Maintain records of visitors to the college regarding courses being conducted, examination and admission rules and other allied matters
- Ensure completion within necessary timelines of all work related to affiliation, extension of affiliation, approval/ extension of approvals, obtaining staff approvals and ensure compliance of all applicable rules and regulations in relation to appointments and college administration
- Supervise and ensure smooth conduct of internal, external and university examinations and coordinate with the HOI and the HOD for distribution of all examination related work
- Monitor the use, breakdown, maintenance and repairs of all office equipment and machines including renewal of AMC's and submit a detailed monthly report to the HOI and Head – Administration
- Perform the duties assigned by the HOI or the Management.

### **Examination Committee**

- The Examination Committee is headed by the Controller of Examinations. The Principal of the college is the Chief Controller, Examinations.
- The Controller of Examinations is assisted by the Deputy Controller of Examinations along with other office support.
- Two committees –pre-examination and post committee manage examination timetables, supervision charts for teachers, assessment & result reports .
- Unfair means committee takes decision as per norms.

### **The Librarian**

- The Librarian is a head of Library and Information Centre and is assisted by Assistant Librarian and Library Attendants.
- Library Committee discusses the issues regarding the function of the library and information centre.
- Meet regularly to monitor the purchase of books/ Journals and budget.

### **Statutory and Non-Statutory Committees**

- Committees are constituted for smooth administration
- There are 31 Committees constituted for it
- The conveners/chairpersons of each committee plan, work and maintain report for the respective activities.

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

- IQAC plans for development and application of quality parameters for the various academic and administrative activities.
- Coordinates between the management, the Principal, the staff and the students.
- Conduct meetings, write minutes of the meeting along with action take reports
- Monitors the key indicators under the seven criteria listed by NAAC through periodic performance evaluations keeping in mind the changing trends in teaching learning and evaluation processes
- Spearheads several quality initiatives for the institution to scale greater heights, such as, SIES Centre for Excellence, Prajnya Vision Centre, Value Lab, Jigyasa-Research Hub and Nirmitee Kendra
- Organizes Faculty Development Programmes to build its faculties' capacity, to upgrade their knowledge and skill sets
- Arranges screening-cum-evaluation for promotion under CAS and does an internal screening
- Collects structured feedback from all the stakeholders and analyze the data for a better student support, and also conduct annual Student Satisfaction Survey
- Collect Institutional data to prepare AQAR reports in a structured MIS format, create Google forms, use Cloud storage for maintaining and sharing information
- Monitors and works for research promotion, encourage quality in publications

## College Development Committee

*According to the Maharashtra Public Universities Act 2016, the Local Managing Committee has been replaced by College Development Committee.*

- *Members from the Management, expert from the field of education, research, society, industries, teaching, non-teaching staff and students are represented in this Committee*
- *Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth*
- *Foster excellence in curricular, co-curricular and extra-curricular activities, the annual financial estimates (budget), financial statements of the college and an annual calendar is prepared*
- *Take decision to introduce new academic courses and the creation of additional teaching and administrative posts, policy to encourage and strengthen research culture, consultancy, collaboration and extension activities in the college, encourage use of information and communication technology in teaching and learning process.*
- *Discuss and pass the reports of the Internal Quality Assurance Cell with appropriate suggestions communicated to the respective authority*

## Alumni

- *SIES Past Students' Association is registered under the Societies Act, 1860-BOM-422/77 and under the Bombay Public Trust Act. 1950-F-4644(Bombay)*
- *Its mission is to foster a spirit of adherence towards one's alma mater amidst the present student populace as well as its alumni*
- *Promote the general welfare of the College*
- *Provide social and professional networking opportunities, facilitate and strengthen the ties between alumni, their alma mater and the community. The association continuously supports the institution in hosting various welfare activities.*
- *Invite illustrious alumni to address / orient present batch. Also sponsor academic activities and student welfare*

# Strategic Plan

## Phase I: Plan of SIES towards the pursuit of ‘academic excellence’ 2018-2025


In alignment with the SIES’ Mission 2025, SIES Arts, Science and Commerce (Autonomous), Sion West is committed in this endeavour by introducing various programmes under autonomy starting from 2018. In phase I, paving its way further aiming to attain Empowered Autonomous status in 2023.

**MISSION 2025**  
**SIES SHALL BE AMONGST THE MOST ADMIRABLE ACADEMIC INSTITUTIONS IN INDIA**

|  |   |   |  |
|--|---|---|--|
| <p><b>WHAT DOES ADMIRATION MEAN?</b></p> <p>A feeling of wonder, pleasure or approval.<br/>The act of looking on or contemplating with pleasure<br/>Approval, esteem, regard, affection, veneration, honor, idolization, reverence - synonyms for admiration</p> | <p><b>OUR ADMIRATION SHALL FLOW FROM</b></p> <p>The quality of our efforts in the field of education<br/>The quality – the reach, the expanse and sweep of our academic services<br/>Our respect for 'Law' at all times<br/>The creation of an SIES Family where a full family tree would have experienced SIES as students</p> | <p><b>WHAT DOES THAT CONVEY FOR SIES?</b></p> <p>We shall confine ourselves to our core competence i.e. universalising education<br/>We shall redefine the boundaries of our activities beyond Mumbai, Navi Mumbai to India<br/>We need not be 'BIG' but shall endeavour to be the 'BEST'<br/>We shall be 'Admired' for our activities in life learning process through 'Education' The admiration shall come from all stakeholders – students, staff, society<br/>Our scale of admiration shall be based on the value addition we provide during the student days<br/>We shall ever remain 'Student centric' for we have no existence without them</p> | <p><b>IT'S HALF WAY THROUGH OUR CENTENARY IN 2032</b></p> <p>Phase I - GOALS<br/>Student strength to reach over 50,000<br/>SIES – University for Higher education<br/>All institutions accredited at the highest grade 'A' for e.g. in NAAC<br/>Socially responsive education. Beyond the classrooms or social media. 'ISR' the dominant face of SIES. A Good share of admiration from ISR.<br/>Most vibrant network of Alumni, Past Teachers and Staff, present human resources creating the vast SIES Family.</p> <p>Phase II – Goals and action plan in 2022</p> <p style="text-align: center;">2017<br/>Phase I<br/>2025<br/>Phase I<br/>2032<br/>SIES 100 YEARS</p> |
|--|---|---|--|

**THE IDENTITY FOR ANY SIES INSTITUTION**

- ▶ A distinct logo within the SIES logo
- ▶ A value lab      ◀ An ISR Department
- ▶ A Past Student's Association within the institution without separate legal existence
- ▶ An active forum for parents and teachers
- ▶ Capitation Free Merit based student enrollment at all levels
- ▶ Highest accreditation from a National Agency
- ▶ Research unit



**SIES**  
College of Arts, Science & Commerce (Autonomous)  
RISE WITH EDUCATION  
NAAC REACCREDITED – K GRADE COPA 3.514.00  
BEST COLLEGE AWARD UNIVERSITY OF MUMBAI

**SIES College of Arts Science & Commerce**  
Sion (w), Mumbai: 400022

**In phase I, paving its way further aiming to attain Empowered Autonomous status in 2023.**

## University of Mumbai



**College Affiliations &  
Development Department**  
No. Aff./ICD/23-24/915  
30<sup>th</sup> June, 2023

To,  
The Principal,  
SIES College of Arts, Science & Commerce  
Plot.no.83/84 & 106/107,  
Jain Society, Sion (West),  
Mumbai – 400022

Sub:- Grant of Empowered Autonomous Status as per Maharashtra Government Gazette Uniform Statute no.1 of 2023, dated 22<sup>nd</sup> May, 2023.

Ref:- 1. As per Maharashtra Public University Act, 2016 Section 123.

2. As per Maharashtra Government Gazette Uniform Statute no. 1 of 2023, dated 22<sup>nd</sup> May, 2023.

3. University of Mumbai Notification No. Aff/ICD/2023-24/06, dated 23<sup>rd</sup> May, 2023.

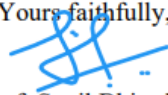
Sir/Madam,

This refers to your proposal for the grant of Empowered Autonomous status as per Maharashtra Government Gazette Uniform Statute No. 1 of 2023 Empowered Autonomous status.

In this connection, I am to inform you that the University of Mumbai Management Council vide Resolution (Item **04**) dated 27<sup>th</sup> June, 2023, the Empowered Autonomous Status is **conferred** to **SIES College of Arts, Science & Commerce, Plot.no.83/84 & 106/107, Jain Society, Sion (West), Mumbai – 400022**, for a period of ten years from academic year 2023-24 to 2032-33.

The College shall abide by all rules as mentioned in the UGC regulations and orders issued by the Government of Maharashtra and University from time to time.




Yours faithfully,


  
(Prof. Sunil Bhirud)  
I/c. Registrar

## Phase II: Plan of SIES towards Deemed to be University 2025-2032

The institutional perspective plan is effectively deployed, and it is aligned to the organization's mission 'SIES Mission 2025' - 'SIES shall be among the most admired academic institutions in India' committed in this endeavour in its seven years pursuit starting from 2018. The institutional perspective and development plan is focused towards attaining **Deemed to be University by 2025** in accordance with the benchmarks put forth by NAAC.

**PLAN OF SIES TOWARDS DEEMED UNIVERSITY 2025-2032**




**KEY OBJECTIVES FOR THE UNIVERSITY IN 3 YEARS**


NOC from the Government of Maharashtra

NOC from the University of Mumbai

**Detail project report (DPR) to be prepared**

1. Strategic Vision Plan
2. Five year rolling plan
3. Academic
4. Faculty Recruitment
5. Student Admission
6. Research
7. Campus Information

  
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8. Communication Technology
9. Infrastructure Development Plan
10. Administrative Plan
11. Governance Plan

**Plan of action**

NAAC / NBA Certificate

Approval of Statutory Bodies for the various professional courses

NOC from State Government for continuing the Aid for SIES College of Arts, Science & Commerce, Sion (W) and SIES College of Commerce & Economics, Sion (E)

To file the application for the deemed to be

University online with the University Grants Commission before 31st March 2023

**Key objectives for the University in 3 years**

- Global patents
- Scopus Indexed Publications
- External Funded projects
- Highest Impact factor
- Paper presented - National and International
- Conferences attended - National and International

**Aspire for**

Vigyan Ratna  
Vigyan Shri  
Vigyan Yava Shanti Swarup Bhatnagar Awards


**Definitions under the UGC (Institutions Deemed to be Universities) Regulations 2019**

**Campus** means campus (single or multiple locations within the city) of the institution deemed to be university wherein its facilities, faculty, staff, students and academic departments are situated.

**COLLEGE** means any institution whether affiliated college or constituent college, known as such or by any other name and provides undergraduate or postgraduate or Ph.D programmes or all together, for obtaining any qualification from a University, in accordance with the rules and regulations of such University, which has been recognised as competent by the University Grants Commission to provide such programmes or courses of study.

**MAIN CAMPUS** means the campus of the institution deemed to be University, where its major facilities, faculty, staff, students, academic departments and administration are situated.

**OFF CAMPUS** means the premises of the institution deemed to be University, approved by the Government, other than the main campus or the campuses.

  
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