

Criterion VI- Governance, Leadership and Management

6.1 - Institutional Vision and Leadership

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

A Case study of Administration Process in 2023-2024

The administration team comprising of the Principal, Vice Principals and Registrar plan the admission process by creating a team of teaching staff class/ course wise follow the administrative policy. This ensures a systematic plan of action within the institution. There is continuous assessment for improving administrative processes, which help in providing better service to stakeholders.

Weblink of Administrative Policies, Rules and Procedures:

https://siesascs.edu.in/docs/uploads/5b49a3a79d44b71905c4f97d707f3f4dAdministrative%20Policy,%20Rules%20&%20Procedures_2020-2021.pdf

(A) – Admission

The team systematically works together to enable smooth process of enrolling students to respective programs, Allotment of subjects as per Course/ Subject choice and to provide installment facility to deserving students

Steps followed

1 Eligibility Criteria

- **Academic Qualifications:** Completion of high school or its equivalent (e.g., 12th grade) and Minimum Marks/Grade required is specified as per subject in each faculty.
- **Subject Prerequisites:** Students are asked to give their priorities in the form while filling

2. Application Form

- **Online or Offline:** We provide an online application form to collect basic details
- **Documents:** Students are expected to upload or submit scanned copies of their academic marksheets, Aadhar card and any other relevant document
- **Application Fees:** An application fee must be paid when submitting the form.

3. Merit List / Shortlisting

- Based on the application and exam results, we publish a merit list of selected candidates for the next stages. And the information is put on the website & college notice board: Cut-Off Marks is also specified

4. Document Verification

- **Original Documents:** Once shortlisted, candidates need to provide original documents for verification, including proof of qualifications, and identity.
- **Proof of Residence:** We accept proof of local residency for admission to region-specific

5. Counselling or Interview for admission confirmation

- **Counselling Sessions:** The eligible students who are desirous of taking admission approach the admission committee comprising of teaching staff who hold counselling sessions where students are given guidance about program / course selection and available seats
- ERP ensures the select students to receive message for payment of fees
- **Fee Payment:** Once accepted, students usually need to confirm their seat by paying fees via online mode (details shared in website)

B Budget

The Principal in consultation with respective heads of departments, procures the need of items / equipment and such under Capital Budget. The other things are put in the Revenue budget. The Purchase team of SIEs reviews and after passing through the Finance committee and placed in College Development committee it is sent back with suggestions / approvals to college before the academic year begins. Usually if it exceeds the amount allocated, the staff is advised to prioritize their needs. AMC s for many things is also included. Under Academics allocation is funds are for workshops/ seminars Conferences and guests talks etc.

C Academic Process

Since Autonomy there is a system in place for all academic programs. The Board of Studies prepares the syllabus as per the initiative taken by IQAC in mapping Cos and POs. The changes / suggestion with respect to curriculum or evaluation is ratified in Academic Council. Any new program or Course first gets approval from the Governing Council. The Principal monitors all the meetings of the Academic process. For any new programs detailed presentation with financial implication is presented at the Governing for approval and then it is passed through Bos and finally placed in Academic Council. Academic audits are conducted to review the process each year

D Roles & responsibilities in Office

Role & Responsibilities of the administrative staff in the college from the Registrar to peon

Registrar (Head of the Non-Teaching Staff) shall regulate the work and conduct of the staff in accordance with the Act, Statutes and Ordinances and Rule and Regulations, evaluate the performance of the non-teaching staff and take such measures as he deems fit to regularize. The Registrar shall be custodian all the records, shall coordinate the work related to affiliation, examination, accounts and audit and other activities in the college amongst the teaching, non-teaching staff, University and other government bodies from time to time. He is overall in charge of all administrative activities, both internal and external, related to the college.

Office Superintendent: The Superintendent shall oversee the college office and shall be personally responsible for the smooth conduct of work and for allotment of work to his subordinates. The superintendent will scrutinize work allotted to subordinates with respect to its execution & completion. Also responsible for work assigned to him from time to time by the Registrar or Principal.

Accountant: The accountant will be responsible for maintaining accounts of the college and will be reporting periodically to the Registrar or Principal about the financial position of the college with respect to fee and other receipt collection and corresponding payments. He should ensure that the code and financial norms are followed by all the sections and departments. He will be responsible for the preparation of the Budget estimate for the year. To prepare the Income and expenditure statements and maintain accounts and get them audited. He shall carry out any other work entrusted to him by the Registrar and Principal.

Head Clerk: Head clerk shall be performing the duties as may be assigned to him from time to time by the Principal, Registrar or superintendent. He shall oversee the unit or section and shall assist the superintendent in the disposal of day-to-day work in the office and maintain proper co-ordination and follow-up with the department or section of the college.

Junior clerk: Junior clerk will be performing duties allotted by the Superintendent or head clerk from time to time. He will report to the Head clerk or Superintendent.

Laboratory Assistants: He will assist students and teachers in conducting practical experiments. Keep laboratory equipment in place as per requirement for the practical. He will maintain the stock register, help in procurement of Laboratory materials, keep record of Breakages and inform superiors etc. And to attend to such other duties as may be specially brought to notice by the HOD.

Laboratory Attendant: To clean the Laboratory and keep the Laboratory materials including apparatus and equipment's in proper place. To render physical assistance to students, teachers and Laboratory assistants in the movement of Laboratory equipment, instruments, chemicals and other materials within and outside the Laboratory. And all such duties are allotted by the Laboratory assistant and teachers /HOD from time to time.

Field hand staff: Sweeping, Cleaning rooms and furniture and electrical fittings like fans and lights. Shifting of records etc. as per needs.



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