Maharashtra Cosmopolitan Education Society's

M. A. Rangoonwala Institute of Hotel Management & Research

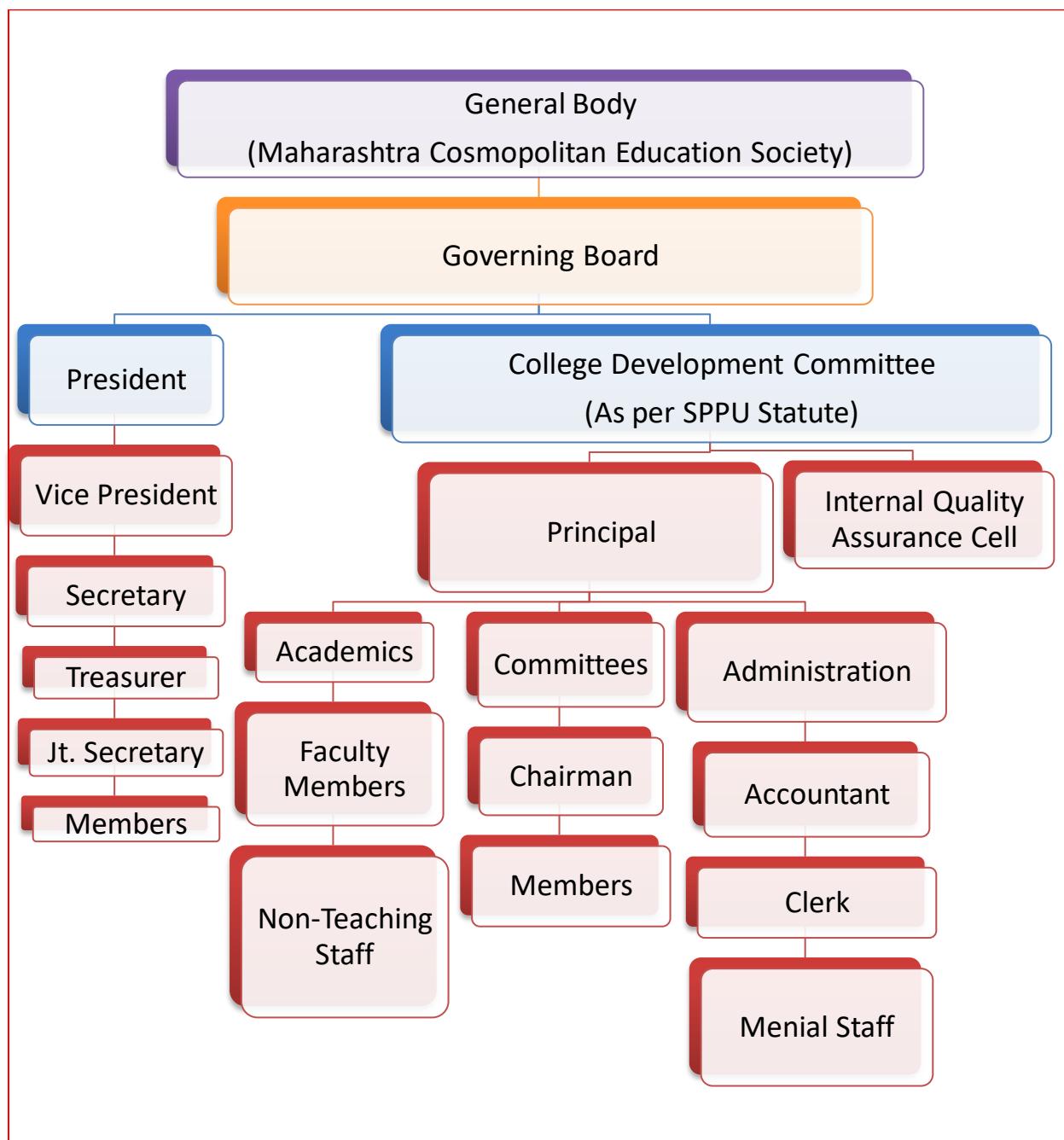

GOVERNANCE, LEADERSHIP AND MANAGEMENT

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ORGANOGRAM

General Body
(Maharashtra Cosmopolitan Education Society)

Governing Board

President

College Development Committee
(As per SPPU Statute)

Vice President

Principal

Internal Quality Assurance Cell

Secretary

Academics

Committees

Administration

Treasurer

Jt. Secretary

Faculty Members

Chairman

Accountant

Members

Non-Teaching Staff

Members

Clerk

Menial Staff

About Maharashtra Cosmopolitan Education Society

Maharashtra Cosmopolitan Education Society is registered under Society Registration Act:- S.R.A. Reg. No. 1727-Pune/1948-49 and Bombay Public Trust Act:- B.P.T. Act Reg No. F-121-Pune/27-01-1953.

Certificate U/S 80G of Income Tax Act 1961 Bearing No. Pn/CIT-1/80G/203/2009-10/6247 Dt. 23-12-2009.

M.C.E.Society's Administration

The General Body

The General Body of the Society shall consist of all persons who have obtained the membership of the Society under the provisions of the Society. The annual general body meeting of the Society shall be held once in every calendar year. The President of the Society shall preside over the annual general meeting. The general body meeting takes decision on the following:

- To take review and note the activities of all the institutions under its charge.
- To read, adopt and pass the audited statements of the accounts of the Society together with annual report.
- To sanction the annual budget of the Society.
- To appoint auditor or auditors, legal advisors for the Society for the succeeding year and to fix their remuneration.
- To transact such other business that may be regularly brought before the meeting with the prior permission of the President.
- The general body of the Society, whenever it thinks desirable and necessary and on a requisition made in writing by at least twenty-five members of the Society, can call a special general body meeting.

Governing Board

The management and affairs of the Society shall be administered, controlled and supervised by the Governing Board through the President & Hon. Secretary of the Society. It consists of 21 members representing as under-

  a) President of the Society
  b) Vice -President of the Society
  c) Secretary
  d) Joint Secretary
  e) Treasurer
  f) Eight members from patrons, fellows, benefactors and life-members, who are not from teaching and non-teaching staff.

The period of every Governing Board is three years.

Administration of the Institute:

M. A. Rangoonwala Institute of Hotel Management & Research is established by Maharashtra Cosmopolitan Education Society, Pune in the year 2006. Administration and functioning of the institute is done through the following:

College Development Committee (Formerly Local Managing Committee)

The College Development Committee (CDC) was constituted in place of Local Managing Committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the institute on behalf of the Governing Board of the Maharashtra Cosmopolitan Education Society.

➢ The following are the members of College Development Committee (CDC):

  (a) Chairperson of the Society or his nominee ex-officio Chairperson.

(b) Secretary of the Society or his nominee.

(c) Three teachers in the institute, elected by the full-time amongst themselves out of whom at least one shall be woman.

(d) One non-teaching employee, elected by regular non-teaching staff from amongst themselves.

(e) 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 oneshall be alumnus.

(f) Co-coordinator, Internal Quality Assurance Committee of the institute.

(g) President and Secretary of the Institute Students' Council.

(h) Principal of the institute or head of the institution.

➢ The College Development Committee shall meet at least two times in a year.

➢ Elected and Nominated members shall have a term of three 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,

(1) Prepare an overall comprehensive development plan of the institute regarding academic, administrative and infrastructural growth, and enable institute to foster excellence in curricular, co-curricular and extra-curricular activities.

(2) Decide about the overall teaching programs or annual calendar of the institute.

(3) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.

(4) Take review of the self-financing courses in the institute, if any, and make recommendations for their improvement.

(5) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the institute.

(6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

(7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

(8) Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the institute.

(9) Prepare the annual financial estimates (budget) and financial statements of the institute or institution and recommend the same to the management for approval.

(10) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).

(11) Make recommendations regarding the students' and employees' welfare activities in the institute or institution.

(12) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

(13) Frame suitable admissions procedure for different programs by following the statutory norms.

(14) Plan major annual events in the institute, such as annual day, sports events, cultural events, etc.

(15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the institute or institution.

(16) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

(17) Recommend the distribution of different prizes, medals and awards to the students.

(18) Prepare the annual report on the work done by committee for the year ending on the 31st May and submit the same to the management of such institute and the university.

(19) Perform such other duties and exercise such other powers as may be ensocietyed by the management and the university.

Internal Quality Assurance Committee

(1) There shall be an Internal Quality Assurance Committee (IQAC) in the Institute to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the Institute.

(2) The Internal Quality Assurance Committee in the Institute shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued from time to time.

The IQAC is responsible for the

➢ Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the Institute.

➢ Dissemination of information on the various quality parameters of higher education.

➢ Organization of workshops, seminars on quality related themes and promotion ofquality circles.

➢ Documentation of the various programs / activities leading to quality improvement.

➢ Acting as a nodal agency of the institution for quality-related activities.

Principal

The Principal of the institute 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 institute and its staff and has responsibility through the different committees for the efficient and proper management and administration of the institute. The Principal is entitled to be a member of every committee. Principal is the link between the Management and the Institute.

The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the Institute. The Principal of the Institute performs an important role by imparting smooth functioning

of administrative and academic activities. For smooth functioning of administrative, co- curricular and extracurricular activities, Principal forms different committees and appoints a chairman and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal.

The Principal coordinates with the external agencies like the University, the UGC and state government bodies to comply with necessary regulations. Principal safe- guards the interests of teachers/non-teaching staff members and the management.

Principal observes and implements directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

Principal also performs any other work relating to the Institute as may be assigned to him by the Management from time to time.

Librarian

The Institute Librarian ensures the monitoring of the following functions of the institute Library.

- Allocation of budget with the aid of Library Committee for the Institute.
- 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 faculty member and after the approval from the Principal, sending it to the vendor finalized by parent Society.
- Besides ordering, cataloging, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
- Librarian holds Book Exhibition annually and invites dealers to display their latest collection.
- Monitoring the Book Bank Scheme.

College Committees

The various Statutory, Academic and non-academic committees constituted, to monitor and comply with 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, students and administration staff.

Following is the list of the committees that are operative during 2020-21 for monitoring and governing various activities:-

1. College Development Committee
2. Students Council
3. Internal Quality Assurance Committee
4. Examination Committee
5. Admission Committee
6. Library Committee
7. Research Committee
8. Training & Placement Committee
9. Innovation & Incubation Committee
10. Code of Conduct Committee
11. Cultural Committee
12. Internal Complaints Committee
13. Grievance Redressal and Counselling Committee
14. Right to Information Committee
15. Alumni Association of M. A. Rangoonwala Institute of Hotel Management & Research
16. Anti-ragging Committee
17. Minority Committee
18. Canteen Committee

Administrative Staff

Administrative Staff comprises of Accountant, clerk and menial staff who works under the guidance of the Principal.

Role in design and implementation quality policy and plans:

Quality policy of the Institute

M. A. Rangoonwala Institute of Hotel Management & Research is committed to provide quality education to the students enabling them to excel in the field of Hospitality Studies as well as to cater to the changing and challenging needs of the society, education sector and industry by

(1) Contributing to the overall knowledge and personality development.
(2) Maintaining the excellent infrastructure and learning environment.
(3) Inculcating moral and ethical values among the staff and students.
(4) Enhancing the competence of faculty to adopt modern and innovative teaching andlearning process.
(5) Promoting research among students and faculty.
(6) Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role of top management

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

Role of the Principal

The Principal of the institute 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 Institute.

(b) Receipts, expenditures and maintenance of accounts and submission of quarterlystatement 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 Institute.

(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 Institute and Examinations, supervision of setting of question papers for the Institute and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations.

(h) Observance and implementation of directives issued by UGC, Governing Board, Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

(i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the Institute, 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 Institute 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.

The IQAC 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 stakeholderson 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 Faculty

The faculty of the institute 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 programs such as seminars, workshops, conferences and national service scheme.

(d) Undertake research and consultancy/extension, co-curricular and extra-curricular activities.

The involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfillment of the stated mission**

The authorities collect information about the various aspects of the functioning of the Institute through a number of ways. The management encourages the participation of the staff in the process of decision-making in institutional functioning. Teachers, non-teaching staff and students have their representatives in the College Development Committee of the Institute. CDC in its meetings collects the information regarding the new policies to be implemented. The policy decisions regarding the institute functioning are decided by the Governing body.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The Principal prepares the agenda for CDC meetings and presents before the CDC for approval and is responsible for executing its decisions. Principal is also

responsible for all correspondence with the Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and Savitribai Phule Pune University. On the basis of policy decisions of Governing Body, the action plans are prepared by the Principal. With the prior permission of Governing Body the plans are implemented by the Principal.

- **Interaction with stakeholders**

The Principal provides information to the stakeholders such as students, faculty and parents at the beginning of the academic year. Principal also provides information about the college through first address lecture to the first year students and their parents/guardians during orientation session. The prospectus itself contains the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The Institute has constituted different committees of teachers, students and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The Institute takes regular feedback from the stake holders. These feedback forms are analyzed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, non - teaching staff, students, parents and industry play an important role in this. Apart from this, information available in student feedback forms and information available in self- appraisal forms of teachers help the authorities to plan proper support for the policies.

Performance Appraisal System

Teaching Staff

The "Performance Based Assessment System" (PBAS) is monitored by the institute. It's a three tier report whereby the teacher has to fill up the form containing the information related to:

1. Teaching, learning and evaluation.
2. Curricular, extra-curricular activities and research.
3. After self-assessment the form is sent to IQAC.
4. The IQAC coordinator of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS).

The teachers are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, the faculty members are advised to upgrade themselves. This is crucial for promotions as per the norms.

The Parent institution has a structured form for staff appraisal. The entire faculty as well as the non-teaching staff has to fill the required information. It is then handed over to the IQAC coordinator. After writing the observations of each faculty member, the IQAC coordinator submits the form to the Principal to give the final remarks. The whole system is carried out in a confidential manner. This confidential report (CR) is later forwarded to the parent institution. The Parent institute scrutinizes all the forms and takes appropriate action as per the procedure. The respective teacher is informed about the same and suggestions given.

Non-teaching staff

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form

and hand it over tothe IQAC coordinator of the college. The IQAC coordinator adds his own observations and comments and forwards it to the Principal for the final remark. After the Principal's remark it is advanced to the parent institution for further scrutiny and assessment. Action is taken accordingly.

Thus the Institution has performance appraisal system for teaching and non-teaching staff which aids in improvisation of the standards of the staff members.

Financial Audits

Internal Audit

The Parent society has a policy related to Internal and External Audit. The auditor is appointed by the parent society. Internal audit is a continuous process which ensues after each and every financial transaction. The auditor is responsible for checking official letters, official funds, receipts of student's fees and Bank statements. At payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various ledgers. The payment vouchers are signed by the accountant and authorized by the Principal. These vouchers are checked by the auditor and cheques are issued to the concerned parties. The audited accounts statements of the funds received from BCUD, NSS and BSD are audited by the University.

External Audit

The external audit takes place annually after the completion of every financial year. The Chartered Accountant is appointed as auditor by the parent society. The external auditor checks Accession records at 4 levels viz.

1) Fee & income records of the Institute.
2) The checking of accession record of the library.

3) All the purchase records & dead stock of the laboratories.
4) The dead stock and equipment of the Institute.

The nature of the payment is categorized into

1) Recurring Expenditure
2) Capital Expenditure

This is also checked by the auditor.

The bills and vouchers of the income & expenditure are checked. Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. After final checking of records, the external auditor finalizes the receipts and payment.

For the grants received from the Board of College & University Development, Board of Students Development, NSS and QIP, utilization certificates are prepared according to the allowed expenditure under various heads. This is duly checked by the CA and submitted to the corresponding authorities. This is also audited by the external auditor nominated by the parent society.

Institutional Strategies for Mobilization of Funds

M. A. Rangoonwala Institute of Hotel Management & Research is an affiliated college under Savitribai Phule Pune University. Grants are received from the Board of College and University Development, Board of Students Development, National Service Scheme and Quality Improvement Program of Savitribai Phule Pune University. Revenue is also generated through tuition fees and other fees from students.

Donations from philanthropists as well as from the alumni also add to the revenue generated by the college. Capital is also raised through consultancy works. The parent body M.C.E. Society also contributes major capital for construction & infrastructure augmentation purposes.

Recruitment procedure

Service Rules and Recruitment

For the service conditions and rules, the college follows the rules and regulations laid down by Savitribai Phule Pune University, UGC and Government of Maharashtra. The candidates are interviewed by the Selection Committee which comprises of the Subject Experts, Management Office Bearers, Principal and Head of the respective department.

Promotional policies

All the promotional policies follow the career advancement scheme (CAS) as per the UGC norms for the up gradation of the Faculty. The promotion of non-teaching staff is made as per the Government of Maharashtra norms.

References

➢ http://www.unipune.ac.in/Maha_Public_Uni_Act/pdf/Maharashtra%20Public%20Universities%20Act%202016%20English%20Copy.pdf
➢ http://www.naac.gov.in/images/docs/Manuals/Affiliated_Constituent-UG-PG-Colleges-4feb20201.pdf
➢ https://www.ugc.ac.in/page/ugc-regulations.aspx