

## Manual -3

The Procedure followed in  
the Decision-making process,  
Channels of Supervision  
and Accountability.

Right to Information Act, 2005  
under [Section 4(1)(b)(iii)]



Mauli Shikshan Prasarak Sanstha's

## Sant Bhagwanbaba Kala Mahavidyalaya

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**Procedure followed to take a decision on various matters**

The college is temporary affiliated to Sant Gadge Baba Amravati University and follows the rule and regulation set by UGC, State Government and affiliating University and Parent institute Mauli Shikshan Prasarak Sanstha, Kingaon Raja Tq. Sindkhed Raja

- Sant Bhagwanbaba Kala Mahavidyalaya encourages and motivates a culture of decentralization and participative management by involving staff members in a number of administrative roles.
- The apex decision making body at the college level is the College Development Committee (CDC).
- The CDC has representatives from the parent institute Mauli Shikshan Prasarak Sanstha, society, alumni, teaching staff, administrative staff and the students.
- For the participative decentralization and governance, the Principal and Head of the departments and provided administrative as well as academic autonomy and mobility for the effective governance.
- Before the commencement of each academic year various college committees are formed by IQAC under the guidance of the Principal.
- Important committees comprise of teachers, and many committees include non-teaching staff and students as well.
- IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year
- Faculty members participate in the management process not only through the CDC.
- Every committee has the freedom to prepare their plan and decide implementation strategies.
- The college committees are responsible for admission, time table, examination, purchases, welfare of students, organization of extension activities and prepare the working strategy for the effective functioning of the college.
- The committee meetings are held as and when required for the implementation and organization of certain activities.
- A report of activities is prepared by each committee at the end of every academic year.
- The college has various academic and administrative committees with essential members and chairmen.
- Meeting of committees are periodically conducted and recorded in the proceedings. The compliance reports are generated and maintained.
- The Governing body (CDC/IQAC) formulates the policy decisions and strategic plan with the suggestions received from the following committee meetings and responds in a timely manner.
- College Development Committee (CDC)
- Internal Quality Assurance Cell (IQAC)
- College Council
- Research Committee

- Examination Committee
- Purchase and Financial Norms Committee
- Building Committee
- Library Committee
- General Staff Meetings
- Alumni Association



*Singhad*  
Principal  
Sant Bhagwan Baba Arts College  
Singkhed Raja Dist. Buldhana