

Decentralization Policy at MEASI Institute of Management

Objective:

To delegate administrative and financial powers to various committees within MEASI Institute of Management to enhance efficiency, accountability, and decision-making at different levels.

Scope:

This policy applies to all academic and administrative committees established within the Institute.

Policy Statement:

MEASI Institute of Management is committed to empowering its committees by delegating specific administrative and financial powers. This will ensure prompt decision-making, enhance operational efficiency, and foster a collaborative environment.

Standard Operating Procedures (SOP) for Decentralization:

1. Academic Cell:

Roles and Responsibilities:

- Designing academic programs and curricula.
- Coordinating with faculty for syllabus coverage and teaching schedules.
- Overseeing academic performance evaluation systems.
- Managing student grievances related to academics.
- Organizing academic events such as seminars, workshops, and conferences.

Administrative and Financial Powers:

- Academic Director
 - Authority to approve academic policies and changes to the curriculum.
 - Budget allocation for academic resources and events.
- Members: Faculty Representatives
 - Implementing academic policies.

- Utilizing allocated budget for academic activities within the approved limits.

2. CO-PO (Course Outcome-Program Outcome) Committee:

Roles and Responsibilities:

- Defining course outcomes and program outcomes aligned with accreditation standards.
- Assessing and evaluating the attainment of CO-POs.
- Recommending improvements in teaching methodologies to achieve desired outcomes.

Administrative and Financial Powers:

- Head: CO-PO Coordinator
 - Authority to set CO-PO assessment criteria and standards.
 - Budget allocation for CO-PO assessment tools and training.
- Members: Faculty Representatives
 - Implementing CO-PO assessment procedures.
 - Utilizing allocated budget for assessment tools and training.

3. Class Committee:

Roles and Responsibilities:

- Addressing student issues related to class schedules, attendance, and discipline.
- Providing academic support and guidance to students.

Administrative and Financial Powers:

- Faculty Mentors
 - Oversee and guide the class coordinators for class activities and disciplinary matters.
 - Guide the students for budget preparation, class events and initiatives.

- Class Facilitator
 - Authority to schedule class activities and manage disciplinary matters on discussion with faculty members,
 - Budget preparation for class events and initiatives.
- Class Representatives
 - Implementing class schedules and disciplinary policies.
 - Utilizing allocated budget for class activities.

4. Exam Cell:

Roles and Responsibilities:

- Planning and conducting examinations as per academic calendar.
- Managing exam logistics including venue arrangement, invigilation, and paper setting.
- Ensuring fairness and integrity in the examination process.

Administrative and Financial Powers:

- Exam Coordinator
 - Authority to set exam schedules and oversee exam logistics.
 - Budget allocation for exam-related expenses such as printing, stationery, and invigilation.
- Members: Exam Coordinators, Administrative Staff
 - Implementing exam schedules and protocols.
 - Utilizing allocated budget for exam logistics.

5. R&D (Research and Development) Cell:

Roles and Responsibilities:

- Promoting research culture among faculty and students.
- Facilitating research collaborations with industry and other academic institutions.
- Managing research grants and funding opportunities.

Administrative and Financial Powers:

Head: R&D

- Authority to set research priorities and strategies.
- Budget preparation/allocation for research projects, equipment, and conferences.

Members: Faculty Research Coordinator

- Implementing research policies and coordinating research activities.
- Utilizing allocated budget for research projects and initiatives.

6. IPR (Intellectual Property Rights) Cell:

Roles and Responsibilities:

- Identifying and protecting intellectual property generated within the institute.
- Providing guidance and support for patenting and licensing processes.
- Promoting innovation and entrepreneurship among faculty and students.
- Participates in the development and revision of policies related to intellectual property rights, patents, copyrights, and related matters.
- Develops and implements an IP strategy that aligns with the institution's objectives and targets.
- Oversees the intake, review, and management of invention disclosures from staff, students, and researchers.
- Manages the institution's intellectual property portfolio, which may include patents, copyrights, trademarks, and trade secrets.
- Raises awareness and educates stakeholders about intellectual property rights, IP policies, and best practices.
- Manages the budget and resources allocated through the IPR cell for its operations and activities.
- Prepares reports and updates on the status of the institution's intellectual property portfolio, licensing activities, and revenue generation, and submits them to the IPR Cell.

- Fosters a culture of innovation and entrepreneurship within the institution and encourages faculty, researchers, and students to pursue intellectual property protection for their innovations.
- Identifies innovative projects and research within the college.
- Assists in patent filings, copyright registrations, and trademark applications.
- Assists in resolving disputes and conflicts related to intellectual property ownership and rights, working with all involved parties to reach amicable solutions.

Administrative and Financial Powers:

- IPR Coordinator
 - Authority to oversee IP identification, protection, and commercialization efforts.
 - Budget allocation for IP-related expenses such as patent filing fees and technology transfer activities.
 - Preparing financial reports and updates on the institution's intellectual property portfolio, licensing activities, and revenue generation.

7. Program Committee:

Roles and Responsibilities:

- Plans and organizes academic programs, workshops, seminars, and conferences.
- Design program content and structure.
- Invite speakers and panelists for events.
- Coordinate logistics for events.
- Evaluate program effectiveness.

Administrative and Financial Powers:

Director:

- Authorize expenses related to speaker honoraria, event materials, and other academic requirements within the allocated budget.
- Authorize payments and reimbursements for approved expenses

Members: Director, Programme Coordinator.

Program Coordinator

- Approve program schedules and event logistics
- Allocate and manage the overall program budget
- Approve program schedules, coordinate with speakers and guests, oversee event logistics.
- Allocate budget for events, approve expenses related to program organization.

8. Co-Curricular Committee:

Roles and Responsibilities:

- Plans and supervises activities that complement academic learning, such as workshops, industry visits, and skill development programs.
- Identify co-curricular activities to enhance student learning.
- Organize workshops, seminars, and industrial visits.
- Evaluate the impact of co-curricular activities on student development.

Members: Faculty Members, Student Coordinators

Administrative and Financial Powers:

Approve co-curricular activity proposals, coordinate with external agencies for activity organization.

Allocate budget for co-curricular activities, approve expenses related to activity organization.

9. Extra-Curricular Committee:

Roles and responsibilities:

Organizes recreational and leisure activities for students to promote holistic development and well-being.

Plan cultural events, sports tournaments, and social gatherings.

Coordinate with student clubs and organizations for event organization.

Ensure student participation and engagement in extra-curricular activities.

Members: Head, Faculty

Approve event plans, coordinate logistics for events, monitor student participation.

Allocate budget for extra-curricular events and activities, approve expenses.

10. Student Affairs Committee:

Roles and Responsibilities:

Addresses student welfare issues, manages student grievances, and ensures a conducive learning environment.

Handle student grievances and disciplinary matters.

Coordinate student support services such as counseling and health services.

Promote student engagement and involvement in campus life.

Administrative & Financial Powers:

Investigate and resolve student complaints, enforce disciplinary policies.

Allocate budget for student support services, approve expenses related to student welfare.

Head: HR

Members: Faculty Advisors, Student Representatives, Counseling Staff

11. Mentoring & Counseling Committee:

Roles & Responsibilities:

Provides guidance, mentoring, and counseling services to students to support their personal and academic growth.

Assign mentors to students for academic and career guidance.

Offer counseling services for personal and emotional issues.

Head: Academic Coordinator

Members: Faculty Mentors

Administrative and Financial Powers:

Assign mentors to students, coordinate counseling sessions, organize workshops.

12. Library Committee:

Roles and Responsibilities:

Manages library resources, services, and facilities to support teaching, learning, and research activities.

Develop library policies and procedures.

Acquire and organize library collections.

Provide library services such as reference assistance and interlibrary loans.

Head: Director

Members: Academic Coordinator, Library Staff

Administrative and Financial Powers:

Develop library policies, oversee library operations.

Allocate budget for library acquisitions, approve expenses for library services and maintenance.

13. International Connect Cell:

Roles and Responsibilities:

Facilitates international collaborations, exchange programs, and partnerships to enhance global exposure for students and faculty.

Identify opportunities for international collaborations.

Develop exchange programs with foreign universities.

Coordinate international student and faculty visits.

Head: Director

Members: International Programs Coordinator, Faculty Member

Administrative and Financial Powers:

Coordinate international partnerships, manage exchange programs.

Allocate budget for international initiatives, approve expenses for exchange programs.

14. ISO Committee:

Roles and Responsibilities:

Ensures compliance with ISO (International Organization for Standardization) standards and coordinates quality management efforts.

Develop and implement quality management systems.

Conduct internal audits to ensure compliance with ISO standards.

Coordinate external audits for ISO certification.

Head: ISO Coordinator

Members: Quality Control Officers(FM), Administrative Staff

Administrative and Financial Powers: Implement quality management systems, conduct audits.

Allocate budget for quality management initiatives, approve expenses for ISO certification processes.

15. HR Cell:

Roles and Responsibilities:

- Developing and implementing HR policies and procedures.
- Overseeing recruitment, selection, and onboarding processes.
- Managing employee relations and addressing grievances.
- Conducting training and development programs for staff.

Administrative Powers:

- Headed by the Director.
- Members include HR Head and training coordinators.

Financial Powers:

- Budget allocation for recruitment, training, and employee welfare programs.
- Approval authority for HR-related expenses.

16. Admin Cell:

Roles and Responsibilities:

- Managing day-to-day administrative operations of the institute.
- Overseeing facilities management, security, and transport services.
- Handling correspondence and communication.
- Ensuring compliance with statutory regulations.

Administrative and Financial Powers:

- Headed by the HR Head .
- Members include supporting staff, and security personnel.
- Budget allocation for administrative expenses.
- Authorization for procurement of office supplies and maintenance services.

17. Inventory Committee:**Roles and Responsibilities:**

- Maintaining records of inventory and stock levels.
- Conducting regular audits and inspections of inventory.
- Managing procurement and supply chain processes.
- Ensuring efficient utilization of resources.

Administrative and Financial Powers:

- Headed by the HR Head.
- Members include inventory controllers and procurement specialists.
- Budget allocation for inventory management.
- Authorization for purchasing and stocking of goods and materials.

18. Hostel Committee:**Roles and Responsibilities:**

- Supervising accommodation facilities for students.
- Ensuring safety and security within the hostel premises.
- Addressing resident concerns and resolving conflicts.
- Organizing recreational and social activities.

Administrative and Financial Powers:

- Headed by the Hostel Warden or Residential Supervisor.

- Members include residential advisors and support staff.
- Budget allocation for hostel maintenance and amenities.
- Approval authority for expenditure on hostel-related services.

19. Cleanliness & Hygiene Committee:

Roles and Responsibilities:

- Maintaining cleanliness and hygiene standards across the campus.
- Implementing waste management and sanitation practices.
- Conducting regular inspections and cleanliness drives.
- Educating students and staff on hygiene practices.

Administrative and Financial Powers:

- Headed by the HR Head and admin (Cleanliness & Hygiene Supervisor or Environmental Officer).
- Members include cleaning staff and sanitation workers.
- Budget allocation for cleaning supplies and equipment.
- Authorization for hiring cleaning services.

20. Finance Committee:

Roles and Responsibilities:

- Developing and managing the institute's budget.
- Monitoring financial performance and expenditure.
- Conducting financial analysis and forecasting.
- Ensuring compliance with accounting standards and regulations.

Administrative and Financial Powers:

- Headed by the Director.
- Members include finance managers, accountants, and auditors.
- Budget preparation and allocation.

- Approval authority for financial transactions and investments.

21. Admission Committee:

Roles and Responsibilities:

- Managing the admission process for prospective students.
- Reviewing applications and conducting interviews.
- Setting admission criteria and policies.
- Providing guidance and support to applicants.

Administrative and Financial Powers:

- Headed by the Director.
- Members include academic advisors and enrollment coordinators.
- Budget allocation for admission-related expenses.
- Authorization for marketing and promotional activities.

22. Infrastructure Committee:

Roles and Responsibilities:

- Planning and overseeing infrastructure development projects.
- Maintaining campus buildings and facilities.
- Managing construction and renovation activities.
- Ensuring compliance with safety and building codes.

Administrative and Financial Powers:

- Headed by the HR Head and Admin.
- Members include architects, engineers, and project managers.
- Budget allocation for infrastructure projects.
- Approval authority for construction contracts and expenditures.

23. Staff Welfare Committee:

Roles and Responsibilities:

- Addressing the welfare needs of faculty and staff members.

- Organizing recreational and wellness programs.
- Providing support for professional development.
- Handling employee benefits and assistance programs.

Administrative and Financial Powers:

- Headed by the Director/HR Head.
- Members include representatives from various departments.
- Budget allocation for staff welfare initiatives.
- Authorization for expenses related to employee benefits and events.

24. Student Welfare Committee:**Roles and Responsibilities:**

- Supporting the overall well-being of students.
- Addressing student concerns and grievances.
- Organizing cultural, social, and extracurricular activities.
- Providing counselling and guidance services.

Administrative and Financial Powers:

- Headed by the Student Welfare Coordinator.
- Members include student representatives and faculty advisors.
- Budget allocation for student welfare programs.
- Authorization for funding student clubs and activities.

25. Website and Social Media Committee:**Roles and Responsibilities:**

Oversee the development, maintenance, and updating of the institute's website.

Manage the institute's presence on various social media platforms, ensuring consistency and engagement.

Regularly update and upload relevant content on the website and social media channels.

Monitor website analytics and social media metrics to assess performance and engagement.

Respond to inquiries and messages received through the website and social media platforms.

Coordinate with other committees and departments to promote events, activities, and achievements.

Administrative and Financial Powers:

The head of the committee may have the authority to approve content updates, social media posts, and budget allocations related to website and social media activities.

Committee members may have the responsibility to contribute content, suggest strategies, and assist in the execution of website and social media plans.

26.ERP Committee (Camu LMS):

Roles and Responsibilities:

Oversee the implementation, maintenance, and optimization of the institute's Enterprise Resource Planning (ERP) system, specifically Camu LMS.

Ensure the proper functioning of the ERP system and troubleshoot any technical issues that may arise.

Provide training and support to faculty, staff, and students on how to use the ERP system effectively.

Collaborate with the IT department to integrate ERP modules, customize features, and ensure data security.

Regularly update and upgrade the ERP system to meet the evolving needs of the institute.

Administrative and Financial Powers:

The head of the committee may have the authority to make decisions regarding the customization, implementation timeline, and budget allocation for the ERP system.

Committee members may be responsible for testing new features, providing feedback on user experience, and assisting in user training sessions.

27. Computer Lab Committee:

Roles and Responsibilities:

Manage the operation, maintenance, and security of the institute's computer labs.

Ensure that computer systems, software, and peripherals are functional and up to date.

Schedule and oversee computer lab usage, including classes, exams, and workshops.

Implement policies and procedures for computer lab usage, including user access, data privacy, and equipment reservation.

Provide technical support and assistance to faculty, staff, and students using the computer labs.

Administrative and Financial Powers:

The head of the committee may have the authority to allocate funds for equipment purchases, maintenance contracts, and software licenses related to the computer labs.

Committee members may be involved in monitoring lab usage, conducting regular inspections, and recommending upgrades or improvements as needed.

STATUTORY COMMITTEE**28. Internal Committee:****Roles and Responsibilities:**

- Address complaints related to sexual harassment and discrimination against women.
- Conduct inquiries into complaints received.
- Provide a safe and supportive environment for victims.
- Develop policies and programs to prevent sexual harassment and promote gender equality.
- Organize awareness sessions and training programs on gender sensitization.

Administrative and Financial Powers:

Chairperson:

- Oversees the functioning of the committee.
- Has the authority to convene meetings and lead discussions.

- Coordinates with other departments and authorities as necessary.

Members:

- Assist in investigations and inquiries.
- Participate in decision-making processes.
- Provide recommendations for policy improvements.
- Allocate funds for awareness programs and training sessions.
- Make necessary expenditures for the functioning of the committee.

29. Anti-Ragging Committee:

Roles and Responsibilities:

- Prevent incidents of ragging within the institute.
- Investigate complaints related to ragging and take appropriate actions.
- Raise awareness among students about the consequences of ragging.
- Develop and implement anti-ragging policies and measures.
- Collaborate with local authorities and law enforcement agencies when necessary.

Administrative and Financial Powers:

Chairperson:

- Leads the committee in developing and implementing anti-ragging measures.
- Coordinates with relevant stakeholders to ensure compliance with regulations.

Members:

- Assist in monitoring and enforcing anti-ragging policies.

- Conduct regular inspections of the campus to identify potential areas of concern.
- Allocate resources for awareness campaigns and educational initiatives.
- Cover expenses related to the maintenance of anti-ragging infrastructure.

30. SC/ST Committee:

Roles and Responsibilities:

- Address grievances and concerns of SC/ST students and staff.
- Ensure the implementation of reservation policies and affirmative action programs.
- Provide support and guidance to SC/ST individuals facing discrimination or bias.
- Organize outreach programs and workshops to promote inclusion and diversity.
- Monitor the representation of SC/ST individuals in various academic and administrative roles.

Administrative and Financial Powers:

Chairperson:

- Oversees the committee's activities and initiatives.
- Represents the committee in interactions with higher authorities and external agencies.

Members:

- Assist in identifying and resolving issues faced by SC/ST community members.
- Participate in the planning and execution of outreach programs.

- Allocate funds for scholarships and financial assistance programs for SC/ST students.
- Support initiatives aimed at improving infrastructure and facilities for SC/ST individuals.

31. Institution-Industry Cell:

Roles and Responsibilities:

Foster and strengthen relationships between the institute and industry.

Facilitate industry visits, internships, and collaborative projects for students.

Organize guest lectures, workshops, and seminars conducted by industry experts.

Conduct skill development programs to align with industry requirements.

Administrative and Financial Powers:

Head: Director of the Institute

Administrative and Financial Powers: Overall supervision and decision-making authority related to industry collaboration activities.

Budget allocation and expenditure approval for industry-related initiatives.

Members: Faculty members with relevant expertise, industry liaison officers.

Implementation of industry collaboration programs as directed by the head.

Proposal submission and budget management for specific projects.

32. Internship and Projects Cell:

Roles and Responsibilities:

Coordinate internships for students in reputed organizations.

Assist students in identifying and applying for internship opportunities.

Monitor and evaluate the performance of students during their internships.

Facilitate industry projects and consultancy assignments for faculty and students.

Administrative and Financial Powers:

Head: Faculty Coordinator designated by the Director

Administrative and Financial Powers:

Oversight of internship and project activities.

Budget allocation and utilization for internship and project-related expenses.

Members: Faculty members responsible for internship coordination, placement officers.

Administrative and Financial Powers: Implementation of internship and project-related activities.

Budget management for specific internship and project initiatives.

33. Placements Cell:

Roles and Responsibilities:

Facilitate campus placement activities for students.

Maintain relationships with corporate recruiters and placement agencies.

Provide career counseling and guidance to students.

Organize mock interviews, aptitude tests, and soft skills training sessions.

Administrative and Financial Powers:

Head: Placement Officer appointed by the Institute

Administrative and Financial Powers:

Oversight of all placement-related activities.

Budget management for placement activities, including expenses for recruitment drives and training programs.

Members: Placement coordinators, faculty members with industry connections.

Administrative and Financial Powers: Assistance in organizing placement events and activities.

Budget allocation for specific placement initiatives.

34. Training and Career Development Cell:

Roles and Responsibilities:

Design and conduct training programs to enhance students' employability skills.

Organize workshops and seminars on career planning and development.

Provide guidance on higher education opportunities and competitive exams.

Collaborate with industry partners to offer specialized training programs.

Administrative and Financial Powers:

Head: Training and Career Development Coordinator designated by the Director

Administrative and Financial Powers:

Supervision of training and career development initiatives.

Budget allocation and utilization for training programs and career development activities.

Members: Faculty members specializing in training and career counseling.

Administrative and Financial Powers: Coordination of training sessions and career counseling activities.

Proposal submission for training programs and budget management.

35. Institute Innovation Council (ED):

Roles and Responsibilities:

Promote a culture of innovation and entrepreneurship among students and faculty.

Organize innovation challenges, hackathons, and idea competitions.

Provide support and mentorship to student-led startups and innovation projects.

Collaborate with industry partners for research and innovation projects.

Administrative and Financial Powers:

Head: Innovation Council Coordinator appointed by the Director

Supervision of innovation and entrepreneurship activities.

Budget allocation and expenditure approval for innovation initiatives.

Members: Faculty members with expertise in innovation and entrepreneurship, industry mentors.

Administrative and Financial Powers:

Implementation of innovation programs and projects.

Proposal submission for innovation initiatives and budget management.

36. Alumni Cell:

Roles and Responsibilities :

- Responsible for overseeing the overall functioning of the Alumni Cell.
- Acts as a liaison between the institute and the alumni community.
- Coordinates and presides over meetings of the Alumni Cell.
- Approves annual plans, budgets, and activities proposed by the Alumni Cell.
- Liaises with academic departments to identify alumni achievements and successes.
- Organizes alumni lectures, workshops, and networking events in collaboration with the Alumni Cell.
- Manages the administrative tasks of the Alumni Cell.
- Maintains alumni databases, records, and contact information.
- Coordinates communication with alumni through newsletters, emails, and social media platforms.
- Assists in organizing alumni events and activities.
- Manages the finances of the Alumni Cell.
- Prepares annual budgets for alumni events and initiatives.
- Tracks expenses and income related to alumni activities.
- Ensures transparency and accountability in financial transactions.

Members of the Alumni Cell:

- **Alumni Representatives:** Act as ambassadors of the institute within the alumni community. Participate in alumni events and provide feedback on alumni engagement initiatives.
- **Student Representatives:** Represent the current student body in alumni-related matters. Assist in organizing events and activities to foster interaction between students and alumni.
- **Event Coordinators:** Assist in planning and executing alumni events, such as reunions, networking sessions, and career development workshops.

- Manage communication channels between the institute and its alumni, including social media, newsletters, and alumni directories.
- Recruit and coordinate volunteers for alumni events and initiatives. Assign tasks and responsibilities to volunteers as needed.

Administrative and Financial Powers:

- The Chairperson, in consultation with the faculty coordinator, has the authority to approve annual plans, budgets, and activities proposed by the Alumni Cell.
- The Financial Officer manages the finances of the Alumni Cell, including budget allocation, expenditure approval, and financial reporting.
- The Administrative Officer oversees the administrative functions of the Alumni Cell, including record-keeping, communication, and logistics coordination.
- The faculty coordinator and other members have advisory roles in decision-making processes and contribute to the planning and execution of alumni-related activities.