



The effective leadership is visible in various institutional practices such as decentralization and participative management.

Swami Vivekanand Night College of Arts and Commerce is run by Rashtriya Shikshan Sanstha. The College works under Sanstha's able guidance and support. Their mantra of decentralization of power at institutional level enables the college to work smoothly. Our institution believes that appropriate decision making can be taken by involving participation of different committees and stake holders. We have decentralized management process constituting various managing committees. For managing an activity, the duties and responsibilities of the college work has been divided among different committees. The College Development Committee plays significant role for the functional and decision-making authorities of the College. The College Development Committee plays significant role for taking short term and long term decisions keeping in the mission and vision statement of the College. The involvement of Management, Principal, Faculty members, Teaching and Non-Teaching staff, students, experts from community, industry, educationalist and alumni plays vital role.

There is clear demarcation of work between different committees in the teaching staff. The institution has hierarchical Governance System under able guidance of governing body members. The IQAC and staff members in the meeting plan and implement the academic calendar with organized and structured framework of statutory and non-statutory committees. The Committees are formed as per the constitutional guidelines of UGC and University of Mumbai. The departments are headed by senior staff members who are responsible for effective curriculum delivery and activities of the department following the departmental academic calendar. They are further expected to seek guidance of the principal for conducting other activities for the development of the students and are supposed to make timely reporting of the same to the concerned authorities. The Committee members are functionally responsible for all academic and administrative functions. Similarly, Co-curricular & extracurricular activities have been placed for implementation under the guidance of programme officers, conveners' etc. Decisions are taken and implemented by the principal in consultation with all the concerned authorities. Similarly, the non-teaching staff understand and fulfill their work according to the duties assigned to them. The work is done by Principal. Thus, the structure of organization provides us freedom to work in a decentralize manner. Secondly,



regular feedback is taken from each committee member about the work progress of the committee and their concerns are addressed in the most suitable manner. The effective implementation of policies and plans are ensured by periodic review. The Management as well as Principal encourages the staff to organize workshop and seminar in the college premises. In addition to this they encourage the staff to take part at various state, national and international programs and provide necessary help and guidance for the same. Thus the work culture of Rashtiya Shikshan Sanstha under which the college is working provides a participative environment to everyone.

Case Study –

As a case study, the IQAC of our institution recently conducted National level Seminar on “Research methodology” on 4/9/2021. All the stakeholders are participated in its organization.

1. IQAC Coordinator in its meeting put the proposal to conduct such event in its meeting dated 21/6/2021.
2. The Principal directed the IQAC committee to prepare its design to be put up for approval in CDC meeting.
3. IQAC Coordinator submitted the rough draft of proposal to Principal on 13/7/21.
4. The Principal, being the Secretary of CDC put up the proposal for approval of seminar in the meeting held on 17/7/2021. The CDC approved the same.
5. On 26/7/2021, the faculty meeting was held and committees such Technical Committee, Publicity Committee, Accounts Committee, Expert Finding Committee, Report Writing Committee were formed and duties were allotted.
6. The committee members were reporting to Principal and IQAC coordinator time to time.
7. The communication to experts through mails was established.
8. The registration link was circulated and whats app group was formed.
9. The rehearsal was taken 2 days prior to seminar day of online platform.
10. The online link was distributed.



11. The different roles as Anchoring , Welcome Speech, Introductory Note, Key Note, Introduction of experts etc. was performed by faculty members.
12. In the end, the feedback link was circulated.
13. The responses received from feedback link were analyzed.
14. The IQAC members wrote report of the seminar and submitted to Principal.
The principal submitted the copy of report to management for record.

A handwritten signature in blue ink, appearing to be "D.C.", written over a faint grid.

Principal
PRINCIPAL
SWAMI VIVEKANAND NIGHT COLLEGE
OF ARTS & COMMERCE DOI, BANGALORE