



CRITERION 6 – Governance, Leadership and Management

Key Indicator - 6.1 Institutional Vision and Leadership

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

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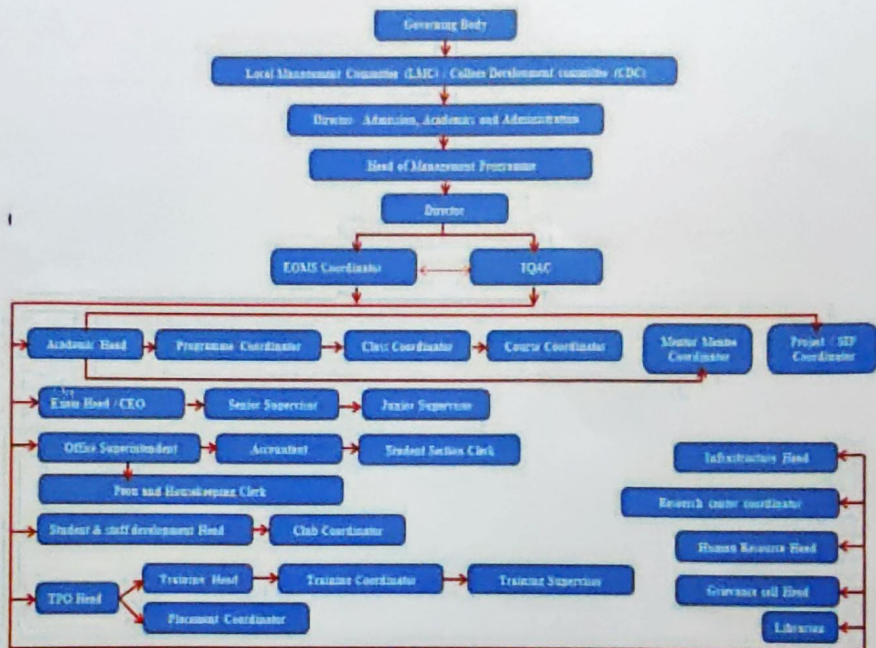
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1	Organogram
2	Case Study indicating decentralization and participative management.
3	Sample E-Communication





1. Organogram

Organogram



2. Case Study indicating decentralization and participative management.

The institute employs a decentralized structure overseen by the Director, aligning plans with AICTE and SPPU guidelines. This approach fosters effective governance, involving statutory and non-statutory bodies. The Director not only formulates policies but also ensures their seamless implementation, creating a dynamic and responsive institutional environment.





Following is the Case study showing decentralization and participative management:

In the academic year 2023-24, our institute embarked on a transformative journey with the initiation of ISO Survivelance, a groundbreaking initiative aimed at standardizing and formalizing quality management systems and ensuring continuous improvement.

A crucial aspect of our decentralized model involved empowering students to actively participate in the decision-making process. ISO coordinator, Process Owners, process team were appointed to provide valuable insights into the assigned process and these appointments were done based on designation and work experience of faculty members. Regular meetings were conducted by Director and ISO coordinator with process owner and team to harness their collective expertise, and a collaborative decision-making approach. This continuous follow up will help to complete the work before the deadline. Responsibility of process owner to complete the process files and report to the ISO coordinator. This not only gave each and every member active participation in the Institute ISO certification process.

The weekly reporting mechanism instituted further enhanced transparency and accountability. Process owners were tasked with providing regular updates on the work progress, addressing any challenges, and incorporating timely improvements.

The decentralization of power in this initiative goes beyond decision-making; it is a philosophy that permeates every level of the institution. All members, from ISO coordinator, process owner & process team participants, play an active role in enhancing the quality of the institute. This collaborative and inclusive approach not only strengthens the educational ecosystem but also empowers individuals at every level to contribute meaningfully to the institute's overarching goal of improving institute quality.



ISO-Surveillance Audit

1 message

Deepak Shirke <deepak.shirke@zealeducation.com>

Wed, Jan 17, 2024 at 5:05 PM

To: All MBA MCA Faculty <All_MBA_MCA_Faculty@zealeducation.com>

Dear Colleagues,

This is to inform all the faculty members to be ready with all your Course file, Class coordinator Files, Program coordinator files of ZIMCA and MOM Hard copies of your process which you need to submit tomorrow by 12:00 pm to Shriram Sir. for the ISO Surveillance audit which is scheduled on 19th. Jan. 2024.

you should follow dress code on 19th. Jan 2024.

regards

Deepak Shirke

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ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**

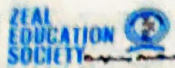


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AISHE CODE: C-50909

3. Sample E-Communication



Rupali Pawar <rupali.pawar@zealeducation.com>

Regarding ISO internal audit/Progress status

1 message

Mon, Feb 26, 2024 at 8:23 AM

Ashok Deokar <ashok.deokar@zealeducation.com>

To: All MBA/MCA Faculty <All_MBA_MCA_Faculty@zealeducation.com>

Cc: Pandurang Patil <pandurang.patil@zealeducation.com>, babasaheb mohite

<babasaheb.mohite@zealeducation.com>, Kirti Samrit <kirti.samrit@zealeducation.com>, "Dr. Madhavi Shamkuwar"

<madhavi.shamkuwar@zealeducation.com>

Good Morning all, Today we have scheduled an internal audit/ ISO Progress status at 2pm in the conference hall, Process owner needs to bring your ISO file at the time of the audit.

Master List of Processes

Sl. No.	Sl. No.	Process Description	Process Owner	Copy Holders	Process Coordinator
1	17-05-23	Quality Training	Prof. Pandurang Patil	Prof. Ashok Deokar	Prof. Ashok Deokar
2	17-05-23	Resource (job training) management/HRM System	Dr. Madhav Joshi	Prof. Sagar Chavan	Prof. Shantanu Ujjwal
3	17-05-23	Procurement/Contracts and Material contracts	Dr. Jayashree Patil	Dr. Jayashree Patil	Prof. Dr. Pravin Sharma
4	17-05-23	Inventory	Dr. Anurag Patil	Dr. Anurag Patil	Prof. Dr. Pravin Sharma
5	17-05-23	Operational control	Prof. Ashok Deokar	Prof. Ashok Deokar	Prof. Ashok Deokar
6	17-05-23	Academics Training and Organizational Management	Prof. Pravin Ujjwal	Prof. Pravin Ujjwal	Prof. Dr. Pravin Sharma
7	17-05-23	Compliance and Document Management	Prof. Ashok Deokar	Dr. Madhav Joshi	Dr. Madhav Joshi
8	17-05-23	Information Technology	Dr. Madhav Joshi	Dr. Madhav Joshi	Prof. Shantanu Ujjwal
9	17-05-23	Equipment Maintenance	Prof. Sagar Chavan	Prof. Sagar Chavan	Prof. Ashok Deokar
10	17-05-23	Internal Audit/Control and self-audit	Dr. Rupali Pawar	Prof. Pravin Ujjwal	Prof. Shantanu Ujjwal
11	17-05-23	Control and Risk Assessment	Prof. Pravin Ujjwal	Prof. Pravin Ujjwal	Dr. Madhav Joshi
12	17-05-23	Quality Control	Prof. Ashok Deokar	Dr. Madhav Joshi	Dr. Madhav Joshi
13	17-05-23	Customer Handling	Prof. Pandurang Patil	Prof. Ashok Deokar	Dr. Madhav Joshi
14	17-05-23	Communication	Prof. Pandurang Patil	Prof. Ashok Deokar	Prof. Dr. Pravin Sharma
15	17-05-23	Human HRM	Prof. Ashok Deokar	Dr. Madhav Joshi	Prof. Ashok Deokar
16	17-05-23	Management System Review	Prof. Ashok Deokar	Dr. Madhav Joshi	Prof. Ashok Deokar
17	17-05-23	Non-Compliance and Corrective Action	Prof. Ashok Deokar	Dr. Madhav Joshi	Prof. Ashok Deokar
18	17-05-23	Change Management	Dr. Madhav Joshi	Prof. Pravin Ujjwal	Prof. Shantanu Ujjwal
19	17-05-23	Control of Document	Prof. Ashok Deokar	Dr. Madhav Joshi	Prof. Shantanu Ujjwal
20	17-05-23	Performance Evaluation	Prof. Ashok Deokar	Dr. Madhav Joshi	Prof. Shantanu Ujjwal
21	17-05-23	Contract Management	Dr. Madhav Joshi	Prof. Pravin Ujjwal	Prof. Dr. Pravin Sharma

With Regards,

Prof. Ashok Deokar

ISO Coordinator, Assistant Professor, MCA Department

Zeal Education Society's ZIBACAR

Contact: 9922914512

Email: ashok.deokar@zealeducation.com

Website: www.zealeducation.com

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