



Pragnya Educational Trust's

# Pragnya College of Management & Computer Studies

(Approved by Savitribai Phule Pune University)

Address : - Sr. No. 26/1/1, Village Handewadi Autade, off Katraj Saswad by Pass Road,  
Tal. Haveli, PO Urli Devachi, Pin No. 412 308  
Telephone No. : 9970888604

URL : Website : [www.pragnyacollege.com](http://www.pragnyacollege.com) / Email : [pragnya.college@gmail.com](mailto:pragnya.college@gmail.com)  
(Id. No. PU/PN/BBA, BCA/308/2008)

## DECENTRALIZATION POLICY

### OUR COLLEGE FOLLOWS THE POLICY DECENTRALIZATION OF WORK

#### 1. GOVERNING COUNCIL AND BOARD OF DIRECTOR

Governing council is main body of planning and controlling all the issues related to the management of the college. We are having registered trust for our governing body and they conduct the regular meeting of governing body and provide guideline to the CDC and The Principal of the college.

#### 2. COLLEGE DEVELOPMENT COMMITTEE

Our college has well organized CDC as par the norms of SPPU the committee is constituted properly and regular meetings are conducted of this committee. The committee takes in to consideration the work load provided by head of the departments duly authorized by principal of the college, In the CDC meeting budget, workload ,examination work future plans are discussed and the recommendation are made to the governing body .

#### 3. IQAC COMMITTEE

Our college has duly organized IQAC Committee as par the norms laid down by university and NAAC authorities. This Committee promotes research work and provides guidance to increase the academic growth. Regular meeting of IQAC are conducted and the report is sent to principal of the college and all the resolutions are implemented.

#### 4. PRINCIPAL OF THE COLLEGE

The college has Principal to whom all academic & administrative work is assigned. The Principal takes periodical meetings of the HOD's and the staff. At the same time, all academic work is discussed in this meeting and the responsibility is allotted to the staff members. To provide the smooth working of the college work is divided to the HOD's, other staffs and committee members of the various committees. Principal is the academic head responsible for completion of syllabus, conducting the examinations, financial transactions and such other works as per the rules.

#### 5. COMMITTEE HEAD AND THE COMMITTEE MEMBERS

In accordance with decentralization of work, all committee heads are assigned their duties. Our college has formed regular committees as per the university and government norms. The committee heads are assigned the duties relating to their assigned work. Periodical meetings are conducted. Examination committee, IQAC Committee, Academic Calendar Committee are some of the important committees responsible for smooth working of the college.



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## 6. HEAD OF THE DEPARTMENTS

Our college is having departments such as B.Com. BBA, BCA and for each department we have departmental heads. These departmental heads are responsible for their respective departments. They will decide work load of the subject, allocation of the subject, preparation of time table, conducting the internal & external examination along with Practical & Oral examination. Also they are responsible for maintaining the records of their department.

## 7. OFFICE SUPERINTENDENT

The office Superintendent is incharge of administrative work. Admission, assistance to staff members and Principal university correspondence, government correspondence like all duties are undertaken by office superintendent. The financial aspects are also dealt in by office superintendent. He is assisting the principal in regular activities. Office superintendent has to make the arrangement for routine office work and to help the students in their office works.

## 8. OTHER STAFF

Other than above mentioned authorities and committees we have the special staff such as Librarian, Sports Incharge, Clerical Staff and Support staff. The duties are allotted to all these staff members depending on their qualification and skills. So, all staff members are having well designed duties & responsibilities.

Decentralization is a process of allocation of authority & responsibility. We are following the Principal of decentralization to promote the work properly and efficiently. The functions like academic work, purchases, appointment of staff has been properly done by means of proper principal of delegation of authority.



  
Principal  
Principal  
Pragnya College of Mgmt. & Comp. Studies  
Pune-411028.