

6.2.2 ORGANOGRAM

SBPIM practices decentralization and Participative Management in execution of all the operations of the Institute. Governing Body and Local Managing Committee are the highest authority that governs the Institute by making higher management decisions. Various Statutory and Non-Statutory working committees are formed in the Institute for the smooth and efficient management of activities. Functions and Responsibilities of the working committees in the Institute are well-defined and precisely executed after proper planning. Faculty and Staff are delegated the authority and power to make appropriate decisions for better functioning of the Institute. It also gives the opportunity to the faculty to grow and develop administrative skills and managerial skills. The committees are constituted by the Director in consultation with Head Academics & Head Research for two academic years or until new committees are constituted. The outgoing Conveners/ In-charges of the committees are expected to hand over all the relevant documents/files to the new Conveners /In-charges in the presence of the Director or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above. The procedure followed for constituting a committee is as follows:

- a) The committee members are appointed by the Head-Academics and Head-Research in consultation with the Director which shall be approved by the Director.
- b) However, for sufficient reasons the Director along with the Head Academics & Head Research may appoint/modify faculty for various committees.

BRIEF FUNCTIONS OF COMMITTEES

Sr. No	Name of Committee	No. of Coordinators	Tasks
1	Governing Body	12	<ul style="list-style-type: none"> • To monitor and evaluate the teaching program and other curricular and co-curricular activities • Suggest remedial measures • Monitor progress of studies as per curriculum and norms of University
2	Local Managing Committee	12	<ul style="list-style-type: none"> • Frame directive principles and policies • Amend and approve policies from time to time • Approve budgets
3	Grievance Redressal Committee	5	<ul style="list-style-type: none"> • To resolve grievances of teaching, non-teaching staff and students fairly and equitably.



4	Anti-Ragging Committee	6	<ul style="list-style-type: none"> Prevention and prohibition of Ragging
5	Internal Complaints Committee	3	<ul style="list-style-type: none"> Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace
6	Student Welfare Council	5	<ul style="list-style-type: none"> To look after the welfare of the students and to promote and co-ordinate the extracurricular activities
7	Alumni Association Committee	3	<ul style="list-style-type: none"> To nurture and develop the SBPIM students
8	Academic Advisory Committee	4	<ul style="list-style-type: none"> To study Academic needs while striving to uphold academic integrity and equity for students across Institutes and classes
9	Examination Committee	6	<ul style="list-style-type: none"> To monitor, evaluate, ensure smooth conduct of Examination
10	Research, Consultancy and Extension	6	<ul style="list-style-type: none"> To develop implement and monitor the Research, Consultancy and Extension Program.
11	Library Committee	5	<ul style="list-style-type: none"> To act as Learning Resource Centre for faculty and student to enrich their knowledge.
12	Administration Committee	4	<ul style="list-style-type: none"> To administer the functioning, implementation and monitoring of the administrative, purchase and finance processes
13	Industry Interaction Committee	4	<ul style="list-style-type: none"> To act as a bridge between industries and the institute
14	Staff Recreational Committee	7	<ul style="list-style-type: none"> To help maintaining a friendly relations and harmony amongst the staff members by celebrating festivals and birthdays
15	Co-curricular Committee	4	<ul style="list-style-type: none"> To standardize the process of all co-curricular activities in the institute




 Director
 S. P. Jain Institute of Management
 Sector No. 26, MipR,
 Pradhikaran, Pune-411 004.

16	Internal Quality Assurance Committee	6	<ul style="list-style-type: none"> To assess the Internal Quality of the Institute
17	Strategic Planning and Monitoring Committee	9	<ul style="list-style-type: none"> To update and monitor the strategic plan as and when required.



[Handwritten Signature]

Director
 S. B. Patel Institute of Management
 Sector No. 28, Huda,
 Gurgaon, Haryana-122 004.