

Yeshwantrao Chavan College of Engineering, Nagpur

Best Practices

Best Practice II

1. Title of the Practice: “Administrative Coordination and Review Practice”

2. Objectives of the Practice:

- a) To streamline the overall administration in the college.
- b) To delegates specific responsibilities and authorities to competent person in handling administrative responsibilities.
- c) To give authorities and power to functional heads to enhance their commitment for the development of the college.
- d) To establish coordinating link among the functional heads to streamline the responsibilities and create teamwork for fostering challenging needs.
- e) To create special team for execution of additional responsibilities for completion of work in defined time frame.
- f) To review administration performance and initiate procedure / corrective action for preventing administrative lapse.

3. The Context:

Engineering education needs to be upgraded to match the pace with an advancement of technologies, challenges faced by industry and society. Thus, engineering colleges are expected to devote time and resources for the institutional development in addition to teaching and learning. To stay in competition, they are also required to be part of accrediting, ranking and other statutory and non-statutory processes. The administrative setup, commitment of administrators, coordination among themselves, and greater linkage with academic processes makes the college a distinguished one. Hence the administrative practices in this college are scrupulously followed.

4. The Practices:

In the college, Principal is the overall administrator of monitoring the administrative as well as academic processes. R & D being one of the prioritized areas is looked after by the Director (R & D). For effective linkage between administration and academic, there is a registrar who is basically from academic side. Special responsibilities are given to Dean (P & D) and Dean (Academic Matters). The Director (Training) looks after internships of students. Controller of examinations looks after the examination and evaluation. For all seven engineering and three basic science department HoD's are looking after the academic as well as administrative works of the departments. The HoD also serves as chairperson of BoS, principally looking after academic and examination related issue. In addition to this various committees and

subcommittees like Academic Committee, Exam Committee, Grievance Cell, etc. There are twelve committees and subcommittees under exam section. There are regular meetings with fixed agenda such as HoDs meeting, Departmental meetings and the meetings conducted by Directors and Deans. All important issues are also discussed with the management on regular interval wherein most of functional heads are invited to participate. Through these meetings appropriate steps are taken to avoid any lacuna and enhance the confidence of stakeholders.

5. Evidence of Success:

- The college became autonomous & successfully running the autonomy with full understanding of flexibility and accountability since **2010**.
- The college has become preferred destination for admissions in engineering. **(94.04%)**
- Significant improvement in placement of students in various reputed national and multinational companies. **(Total Placements: 3810=61.29% in 5 Years)**
- MoUs with many organisations. **(Total MoU's:84)**
- Industry assigned professional elective courses are offered by MNC's like Infosys, Pune & Global Logic, Nagpur, TCS, Nagpur.
- Best private engineering college award instituted by ISTE received in **2014-2015**.
- Since 2003 most of our UG and PG programmes are accredited and re-accredited by NBA. **(Currently 06 UG and 03 PG Programs are NBA Accredited)**

6. Problem Encountered & Resources:

Systems have been working since long; no specific major problems are encountered. The institute has adopted a policy of rotation of functional post such as Deans and Heads of Departments, sometimes competent person could not be found for specific posts, however this was overcome by mentoring them. All Deans and Heads are given cabins, computers & supporting staffs for the office work. They are also given special incentives for discharging duties.

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