

SRI UMAPRAGATHI FIRST GRADE COLLEGE
KYATHASANDRA, TUMKUR-572104

DECENTRALIZATION POLICIES

Delegation of Authority:

- **Role Assignment:** Assign specific roles and responsibilities to both teaching and non-teaching staff based on their expertise. For instance, a faculty member could be designated to oversee a particular aspect of the curriculum or student engagement activities. All the roles and responsibilities have distributed to all the non-teaching staff according to their position.
- **Task Management:** Allow staff members to perform their tasks with minimal supervision, promoting autonomy in their day-to-day responsibilities.

Budget Management:

- **Budgets:** Even though the college is small, consider dividing the budget based on various needs (e.g., academic resources, administrative needs, maintenance).
- **Expense Requests:** Implement a streamlined process for staff to request and manage expenses, ensuring transparency and accountability.

Academic and Administrative Decisions:

- **Curriculum Review:** Involve teaching staff in the review and updating of the BA program's curriculum, incorporating their feedback and insights into the program's content and teaching methods.
- **Administrative Policies:** Include non-teaching staff in decisions related to administrative procedures, office management, and student support services.

Participative Management Policies

Inclusive Decision-Making:

- **Regular Meetings:** Conduct regular meetings with teaching and non-teaching staff to discuss institutional matters, share updates, and gather input on various issues.
- **Staff Committees:** Form small committees or working groups with representatives from both teaching and non-teaching staff to address specific areas such as academic planning, student affairs, and operational improvements.

Feedback and Communication:

- **Feedback Channels:** Establish simple feedback mechanisms, such as suggestion boxes or forms, where staff and students can provide input on various aspects of the college.

- **Open Discussions:** Facilitate open discussions or forums where staff and students can voice their opinions and suggestions directly to college leadership.

Collaborative Planning:

- **Strategic Planning:** Involve staff in the strategic planning process to set goals for the institution and identify priorities. This may include setting educational goals, improving administrative efficiency, or planning for future growth.
- **Program Development:** Engage both teaching and non-teaching staff in the development and review of academic programs and support services to ensure they meet students' needs.

Professional Development:

- **Training Opportunities:** Encourage and support professional development for both teaching and non-teaching staff by providing opportunities to participate in workshops, seminars and conferences relevant to their roles.
- **Skill Sharing:** Promote skill-sharing sessions where staff can learn from each other and collaboratively enhance their skills.

Conflict Resolution:

- **Clear Procedures:** Establish clear procedures for addressing and resolving conflicts and concerns within the organization. Ensure that staff and students understand how to effectively report and resolve issues.
- **Mediation:** Provide a neutral mediation process to help resolve disputes and maintain a positive working environment.

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