



ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)
NARHE | PUNE -41 | INDIA
Programme – MBA & MCA



Doc No:- ZEAL/ZB/

Revision: 00

Date:01/09/2023

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.

Documents uploaded

Sr.no	Particulars
1	Organogram
2	Case Study indicating decentralization and participative management.
3	Sample e-Communication





1. 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.





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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 certification, 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.





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5. Sample E-Communication



Rupali Pawar <rupali.pawar@zealeducation.com>

Regarding ISO internal audit/Progress status

1 message

Ashok Deokar <ashok.deokar@zealeducation.com>

Mon, Feb 26, 2024 at 8:23 AM

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.	Rev.	Process Description	Process Owner	Copy Holder	Process Coordinator
1	01/09/23	Organisational Planning	Prof. Pandurang Patil	Prof. Ashok Deokar	Prof. Ashok Deokar
2	01/09/23	Resource and human resource management	Dr. Shikha Jadhav	Prof. Sagar Chavanekar	Prof. Shikha Jadhav
3	01/09/23	Procurement, Contracts and Customer Contracts	Dr. Deepak Kulkarni	Dr. Suresh Chavanekar	Prof. Deepak Kulkarni
4	01/09/23	Inventory	Dr. Babasaheb Mohite	Dr. Ashok Deokar	Prof. Babasaheb Mohite
5	01/09/23	Information Control	Prof. Ashok Deokar	Prof. Ashok Deokar	Prof. Ashok Deokar
6	01/09/23	Marketing Strategy and Customer Relationship Management	Prof. Pratik Deshpande	Prof. Ashok Deokar	Prof. Pratik Deshpande
7	01/09/23	Production and Operational Management	Prof. Ashok Deokar	Dr. Shikha Jadhav	Dr. Shikha Jadhav
8	01/09/23	Logistics Management	Dr. Shikha Jadhav	Dr. Shikha Jadhav	Dr. Shikha Jadhav
9	01/09/23	Equipment Management	Prof. Sagar Chavanekar	Prof. Sagar Chavanekar	Prof. Sagar Chavanekar
10	01/09/23	Financial Management and Self-Inspection	Dr. Rajesh Patil	Prof. Ashok Deokar	Prof. Ashok Deokar
11	01/09/23	Legal and Risk Assessment	Prof. Ashok Deokar	Prof. Ashok Deokar	Prof. Ashok Deokar
12	01/09/23	Quality Control	Dr. Ashok Deokar	Dr. Ashok Deokar	Dr. Ashok Deokar
13	01/09/23	Supplier Management	Prof. Ashok Deokar	Prof. Ashok Deokar	Prof. Ashok Deokar
14	01/09/23	Internal Audit	Prof. Ashok Deokar	Dr. Shikha Jadhav	Prof. Ashok Deokar
15	01/09/23	Management System Review	Prof. Ashok Deokar	Dr. Shikha Jadhav	Prof. Ashok Deokar
16	01/09/23	Non-Conformity and Corrective Action	Prof. Ashok Deokar	Dr. Shikha Jadhav	Prof. Ashok Deokar
17	01/09/23	Change Management	Dr. Ashok Deokar	Dr. Ashok Deokar	Dr. Ashok Deokar
18	01/09/23	Control of Documents	Prof. Ashok Deokar	Dr. Shikha Jadhav	Prof. Ashok Deokar
19	01/09/23	Performance Evaluation	Prof. Ashok Deokar	Dr. Shikha Jadhav	Prof. Ashok Deokar
20	01/09/23	Continual Improvement	Dr. Ashok Deokar	Dr. Ashok Deokar	Dr. Ashok Deokar

With Regards,
Prof. Ashok Deokar
 ISO Coordinator, Assistant Professor, MCA Department
 Zeal Education Society's ZIBACAR
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 Website: www.zealeducation.com

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-End of Disclaimer-



Director
**Zeal Institute of Business
Administration Computer Application
& Research, Pune-411041.**

Audit Report

Audit Stage 1 (ISO 21001:2018)

Order no.: 4153915948 Client no.: 555537-01

Client: Zeal Institute of Business Administration Computer Application & Research



South Asia

Audit type (Standard / Revision):	Audit Stage 1 (ISO 21001:2018)
Audit date (on site):	2024-01-29 - 2024-01-29
Company / customer:	Zeal Institute of Business Administration Computer Application & Research
Street / P.O. box:	S.No.39, Dhayari Road, Narhe
Zip-Code / state / city:	IN - 411041 Pune Maharashtra
Audit representative:	Mr. Prof. Ayub Aalmsso Tamboli
Leadauditor/ auditor:	Suresh Varpe /
Technical expert/ trainee:	/
Observer:	
Scope of certification:	Provision of teaching and imparting education. Such as Professional Program in MBA (Human Resource, Marketing, Finance, Business Analytics and Operational Supply Chain Management) &MCA
Branch scope (EA/NACE Code):	<u>EA 37</u>
Enclosed documents:	<ul style="list-style-type: none">• <u>Audit report Annex 2: Site Specific Information</u>• <u>Audit report Annex 3: Audit program / audited elements</u>• <u>for Multi-Site/Sampling: Matrix or Multi-site sampling plan</u>• <u>for Multi-Site/Sampling: checklist of multi-site verification (TSSA_CCU_246)</u>
Stage 1 audit results:	<p><input type="checkbox"/> The organization is ready for certification; the stage 2 audit may be conducted without further action</p> <p><input checked="" type="checkbox"/> The organization is not ready for certification, the critical areas of concern must be closed with corrective actions before the stage 2 audit;</p> <p><input checked="" type="checkbox"/> New documentation must be submitted</p> <p><input type="checkbox"/> Stage 1 audit is to be repeated:</p>
Scheduled auditor(s) for stage 2 audit:	Suresh Varpe + other auditor
Scheduled date for stage 2 audit:	TBD

29-01-2024

Date

Suresh Varpe
Lead Auditor(s)

CERTIFICATE

The Certification Body
of TÜV SÜD South Asia Private Limited

certifies that



**Zeal Education Society's, Zeal Institute of Business
Administration Computer Application & Research
S.No.39, Dhayari Road, Narhe, Pune - 411 041 Maharashtra, India**

has implemented Educational Organizations Management System
in accordance with **ISO 21001:2018**
for the scope of

**To provide educational service to PG students for
Master of Business Administration (MBA) and Master of Computer
Application (MCA) as per syllabus of Savitribai Phule Pune University,
Pune**

The certificate is valid in conjunction
with the main certificate from **2024-06-17** until **2027-06-16**

Subject to successful completion of annual periodic audits

The present status of this certificate can be obtained through TUV SUD website by scanning below QR code and by entering the certificate number (without spaces) on web page. Further clarifications regarding the status & scope of this certificate may be obtained by consulting the certification body at info.in@tuvsud.com

Certificate Registration No. **99 135 00073/02**

Date of Initial certification: **2024-06-17**

Issue Date: **2024-06-17** Rev. 00



Rahul Kale
Head of Certification Body
of TÜV SÜD South Asia Private Limited,
Mumbai
Member of TÜV SÜD Group

