

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

**The Institutional governance and leadership are in accordance with the vision and mission of the institution and it is visible in various practices such as, sustained institutional development, decentralization, contribution in the institutional governance and in their futuristic institutional perspective plan.**

The college is committed to the highest educational standards, aiming to unlock each student's potential through motivation. We cultivate social values, responsibility, and innovation, preparing students to be responsible citizens and dynamic leaders, aligned with our vision and mission for sustainable development.

#### VISION

- Imparting Gratuitous Education to the Poorer Classes
- Standard Education for Economically Backward Children
- To elevate the Society
- To Motivate Religious and Spiritual Activities
  
- Dream big and Think bold
- We motivate our students to learn, explore, discover and work harder to create a world ever better.
- We strive to transform first generation and economically backward students into a confident, competent and ethical citizen.
- We affirm to provide an environment that values integrity, individuality , responsibility and free exchange of ideas

#### MISSION

- To provide standard education to under privilege students
- To have quality education through standard and efficient teachers
- To provide positive thinking ,discipline ,happy, beautiful society ,morality side, without communal discrimination
- To construct the society without communal discrimination
- To develop society with positive thinking and discipline

- To stand by morality and affection leading to happy and beautiful society
- To build corruption free environment
- We exist to provide a platform to unleash the potential and hone every student in our college
- To foster personal and professional growth through opportunities for leadership and community service.
- To become knowledge hive of academic excellence to harness economically and socially backward students' full potentiality
- To motivate students to participate in all co-curricular and extracurricular programs
- To provide value based education and to mold young minds with discipline.

## GOVERNANCE

- Governing encompasses the framework established to ensure the orderly operation of the college. This internal system is constructed with policies, regulations, rules, and guidelines that all faculty and administrative staff are required to adhere to. To facilitate seamless functioning, various committees are instituted. The following administrative committees, established by the principal, are integral to the college's effective governance. Each committee's roles and responsibilities are meticulously defined by the principal and dutifully followed by the respective members.

- College Committee
- Calendar Committee
- Admission Committee
- Examination Committee
- Placement Cell
- Discipline Committee
- Anti - Ragging Committee
- Redressal Cell
- National Service Scheme
- National Cadet Crops
- Sports

Beyond the invaluable contributions of the teaching staff, the non-teaching staff plays a crucial role in managing administrative tasks within the college. Regular staff meetings are convened to address significant issues and challenges related to academic programs and institutional administration. These meetings provide a platform for staff members to propose suggestions and innovative ideas aimed at advancing the institution. As the head, the Principal considers and implements the collective input from the staff. Consequently, these regular meetings serve as a vital forum for all faculty members to voice their perspectives on essential matters concerning the institution's overall functioning.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
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## 6.2 Strategy Development and Deployment

**6.2.1**

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

**Response:**

The college boasts a distinguished academic committee comprising the Principal and senior staff members. This committee deliberates on the institution's vision, mission, policies, core values, strengths, weaknesses, opportunities, and challenges. They formulate a strategic plan with clearly defined objectives and mechanisms for effective implementation and monitoring. This developmental strategy is meticulously designed to ensure transparency and accountability in all functions. The ultimate aim of these plans is to sustain excellence in both academic and administrative activities.

**Institution implements e-governance in its operations**

1. Administration
2. Finance and Accounts
3. Student Admission Process
4. Examination
5. Bio-Metric Attendance for staff

The college maintains a distinguished academic committee, including the Principal and senior staff members. This committee engages in comprehensive discussions and analyses of the institution's vision, mission, policies, core values, strengths, weaknesses, opportunities, and challenges. They meticulously craft a strategic plan with well-defined objectives and robust mechanisms for effective implementation and monitoring. This developmental strategy is designed to ensure transparency and accountability across all functions, with the ultimate goal of sustaining excellence in both academic and administrative activities.

**The following are the strategic plans for the development of the college:**

- To enhance UG enrollment: Strategically increase student admissions in undergraduate courses.
- To initiate specialized courses: Introduce bridge courses, certificate programs, value-added courses, and skill-based training.
- To upgrade laboratories: Establish a language lab and enhance computer labs with additional equipment, including computers and necessary apparatus in Chemistry and Physics labs.
- To modernize classrooms: Develop ICT-enabled and smart classrooms.
- To host academic events: Organize national and international seminars, conferences, and workshops.
- To forge industry collaborations: Develop partnerships with industries, companies, and research

laboratories through MOUs.

- To upgrade sports and support facilities: Improve sports facilities and other student support services.
- To develop infrastructure: Renovate existing buildings and construct new ones equipped with IT facilities.
- To strengthen alumni relations: Enhance connections and engagement with alumni.

**The institutional strategic plan is effectively deployed in following way:**

- All staff are informed and encouraged to actively participate in implementing the plans. Various committees ensure smooth coordination.
- MoUs, collaborations, conferences, and workshops are arranged.
- Students supplement regular classes with industrial tours, field visits, and educational tours.
- Personality and soft skill development programs enhance student skills.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2.2

*Institution implements e-governance in its operations*

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

Aligned with this philosophy, the institution has implemented several welfare schemes to uphold high morale and motivation among its employees.

**The welfare measures for both teaching and non-teaching faculty members are outlined below:**

- Implements government schemes for Gratuity, Pension, and Earned Leave encashment.
- Provides Maternity Leave for female staff members.
- Offers Casual, Earned, and Medical leaves for all staff.
- Enrolls staff in National Health Insurance Scheme.
- Grants OD leave for faculty to participate in professional development.
- Encourages faculty participation in conferences, seminars, and research activities.
- Maintains accurate leave records for both teaching and non-teaching staff.
- Provides House Rent Allowance, Group Insurance, and Provident Fund as per Govt. rules.
- Ensures safe drinking water on every floor.
- Provides separate restrooms for staff and students.
- Equips each department with computer facilities.
- Offers a college canteen for all staff and students.
- Provides parking slots for bikes, EVs, bicycles, and cars.

**Institution has Performance Appraisal System for teaching and non-teaching staff**

- Implements a well-structured appraisal method to evaluate teacher performance.
- Requires faculty to participate in a career advancement scheme for promotion.

- Emphasizes holistic well-being for sustainable growth.
- Monitors faculty participation in FDPs, orientation, and other activities.
- Addresses grievances through a dedicated Redressal Committee.
- Conducts regular internal and external audits of academic and administrative activities.
- Ensures transparent financial transactions.
- Records attendance of staff using biometric systems and registers.

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### 6.3.2

#### Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0.25

##### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1	0	0

File Description	Document
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**6.3.3**

*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

**Response:** 12.66

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
15	11	9	10	6

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	28	28	28

**File Description****Document**

Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Copy of the certificates of the program attended by teachers.

[View Document](#)

Annual reports highlighting the programmes undertaken by the teachers

[View Document](#)

**6.4 Financial Management and Resource Mobilization****6.4.1**

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

Our college operates both Shift I (Aided stream) and Shift II (Self-financing), each with separate budgeting and annual financial statements. The Principal and senior staff strategize efficiently to maximize the use of financial aid collected, aiming to enhance financial resilience. Regular internal and external audits ensure transparent and systematic financial management across the college.

**Internal Audit Process:** All bills, vouchers, and stock registers undergo internal auditing. Department heads submit bills for items purchased to the Principal, who meticulously verifies and signs off on expenditure details. This rigorous process has been consistently followed for the past five years.

**External Audit Process:** According to government regulations, the college's accounts undergo annual external auditing by auditors. The audit team meticulously examines and verifies proofs and documents of financial transactions, bills, quotations, comparative statements, cash payments, vouchers, tax entries, salary expenditures, fee and scholarship receipts, and other expenses. Audit queries are promptly addressed by the Principal with supporting documents within the specified timeframe, ensuring efficient fund and resource utilization.

### **Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

Financial resources are crucial for institutional development. The College adeptly mobilizes available resources to ensure productive utilization, fostering a high-quality learning environment for students and a conducive workplace for staff. Student fees primarily fund the College's operations throughout the academic year.

- The Principal and Heads of Departments draft the college budget annually.
- Funds are allocated to foster holistic development and enhance student learning.
- Utilization includes organizing induction programs, workshops, conferences, departmental activities, cultural competitions, placements, industrial visits, sports events, and college celebrations.
- Institutional maintenance covers payments for electricity, internet, water bills, and annual upkeep.
- Monthly, half-yearly, and annual payments are made for instruments, laboratory equipment, books, and periodicals.
- Annual plans are made for purchasing infrastructure equipment.
- Innovative teaching methods are encouraged to optimize resource utilization.
- The college infrastructure serves as an examination center for government and university exams.
- The library operates beyond college hours for the benefit of staff and students.
- The Library Advisory Committee ensures optimal utilization of library resources.



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## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### Response:

The IQAC (Internal Quality Assurance Cell) has been instrumental in elevating the institution's standards since its inception. It diligently enhances academic and administrative performance through strategic planning, monitoring research activities, evaluating faculty achievements, analyzing feedback, and implementing grievance redressal mechanisms. The IQAC is dedicated to enhancing overall quality and fostering a learner-centric environment.

#### Roles & Responsibility of IQAC

The IQAC is structured to guarantee the quality and efficacy of measures undertaken at the college. Its objective is to institute a system of intentional, systematic, and transformative actions aimed at enhancing institutional performance across diverse domains. Responsibilities of the IQAC encompass planning, guiding, and overseeing Quality Assurance (QA) and Quality Enhancement (QE) initiatives within the institution.

#### Functions of the IQAC

·Tracks the evolution of a quality assurance system within the institution:

- A plan, schedules, monitor, and evaluates both academic and non-academic activities.
- Assesses and identifies areas requiring improvement.
- Pursues ongoing and consistent enhancement across the institution.
- Prepares and submits an annual quality assurance report to the UGC.

#### Initiatives Taken by IQAC

- To stay updated on emerging teaching methodologies and enrich academic knowledge, the IQAC organizes special lectures, seminars, workshops, and webinars. These events serve as platforms for knowledge exchange, networking, and exposure to the latest advancements and research.
- Monitoring student attendance.
- Implementing remedial classes.
- Overseeing internal committees and guiding their functions.

Additionally, the IQAC conducts periodic meetings to review and assess quality enhancement efforts. Semester-end feedback mechanisms gather stakeholder input for continuous improvement.

**Feedback Mechanism**

Feedback is acknowledged as a potent strategy for enhancing quality, providing valuable insights into perceptions of our institution. Regularly conducted structured feedback activities gather input from diverse stakeholders—students, parents, faculty, alumni, and employers. To ensure the effectiveness of teaching, learning, and evaluation processes, an efficient feedback mechanism has been implemented. The IQAC meticulously analyzes collected feedback and takes appropriate actions to continuously enhance the quality of education and services offered.

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**6.5.2**

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** A. Any 4 or more of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>