

## **Criterion 6- Governance, Leadership and Management (100)**

### **Key Indicator- 6.1 Institutional Vision and Leadership (10)**

Metric No.	
6.1.1 QlM	<p><b>The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance.</b></p> <p><b>Response:-</b></p> <p>The leadership and governance of the college is well reflected in its vision and mission. The vision of the College has been to impart student-centric quality education and inculcate moral values in its pupils. The College has a defined organizational structure for effective decision making and execution of responsibilities.</p> <p><b>Nature of Governance:-</b></p> <p>This college runs under the administrative command of the Commissionerate of College Education (CCE), Rajasthan Jaipur. The CCE headed by the Commissioner, is responsible for the administration and development of all colleges in Rajasthan. At the college level, the Principal is the head/administrative head of the institution. He is responsible for the distribution / decentralization of duties and responsibilities. The senior faculty members are given charges of Establishment Section, Academic Section and Accounts section. The Heads of the Departments (HOD)/ In charges of various departments are responsible for the academic activities of the departments. The performance of all employees (Teaching and Non- Teaching) is appraised by the Principal and reviewed by the higher authorities. The Performance Appraisal Review System covers various aspects of behaviour, performance and achievements.</p>

**Perspective plans:-**

The administrative strategies are planned and executed both at the Commissionerate and at the institutional level. The members of BOS receive feedback from students, teachers and Vikas Samiti and initiate modifications in the curriculum. Action is taken on the feedback regarding teaching, institutional social responsibilities, augmentation of facilities and other areas within the purview of the principal. Matters and requirements related to finance are forwarded to the Commissionerate for further action.

**Participation of the teachers in the decision making bodies of the institution:-**

The constitution of committees for specific purposes clearly reflect effective governance. More than 40 committees are framed at the beginning of every academic session. The Staff Council Meeting and respective committee meetings are called periodically for efficient implementation of agendas related to teaching, curriculum, admission, examinations, students' union elections, co-curricular and extracurricular activities and any other significant matter related to the development of the institution. The committees are well supported by non-teaching staff.

**Role of IQAC:-**

Internal Quality Assurance cell (IQAC) provides methods, to improve quality in the college. The action is taken on the feedback received from all stakeholders and effective agenda related to co-curricular activities, extension activities, research promotion activities, personal development / Faculty development.

Various issues are discussed in regular meetings of the IQAC.

State Level Quality Assmance Cell (SLQAC) at the State Level is responsible for the Quality improvement initiatives. Regular meetings of SLQAC are organized throughout the year and various suggestions are incorporated to increase quality for participation of the teachers in the decision making bodies in the college various committees are formed at in the beginning of every academic session.

MJD Government College is now, working as a nodal college in the Taranagar sub-division to help other government College and primarily responsible for the inspection of Private Colleges in the Sub-division as per the guidelines of the CCE and the affiliating University.

<b>File Description</b>	<b>Link Data</b>
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Supporting Data Link	<a href="https://tinyurl.com/mjdnAAC61">https://tinyurl.com/mjdnAAC61</a>

## **Key Indicator- 6.2 Strategy Development and Deployment (10)**

Metric No.	
6.2.1 QIM	<p><b>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.</b></p> <p><b>Response:-</b></p> <p>The principal being the head of the institution is responsible for maintaining a congenial and good academic environment of the college. Major policy decisions are taken by the Commissionerate /Directorate of Higher Education which is communicated to the college through the officers on special duty. In the college, the principal is the apex authority and forms various committees. The key aspects of the organizational structure of the college are as follows</p> <p>Administrative setup and function of various bodies: The college functions under the supervision of governing body and the principal heads it for functioning and growth including administrative, academic, co-curricular, extracurricular and extension programmes. At the department level, the heads of the department are directly responsible for coordinating all departmental academic programmes of the college. Faculty are directly responsible for the academic and curricular development of the students. Staff members have been assigned duties to various committees.</p> <p>The function of various bodies: For the smooth functioning of college activities more than 20 committees are identified. Every committee consists of a head and many members. They together plan the activities. The function of every committee is well defined. All committee heads report to the principal and he monitors the effective functioning of these bodies.</p> <p>Other than teaching staff there is also Office Support Staff, Librarian, Laboratory</p>

assistants, Electrician etc. Financial matters are dealt with by AAO. Besides these people are recruited on a contractual basis via College Development Committee like security guards Gardeners, sweepers, typists, computer operators, and peons.

**Reqrutment** : Policies Regarding Appointment of the Faculty Members/Employees Appointment on Gazetted posts is done through the Rajasthan Public Service Commission (RPSC), the supreme recruitment agency in Rajasthan. Appointment on the post of Associate Professors, Professors and Principal is done by the departmental promotion. The service rules followed are under RSR (Rajasthan Service Rules). Various employees are requited through Mahavidyalaya Vikas Samiti on contract basis.

**Service Rules** - Service rules are guided by the rules of the State Government as amended from time to time in this regard . The College is a government institute and therefore it is mandatory to follow the rules, regulations and policies framed by the State Government RSR. It includes rules, responsibilities, conditions of services discharge of duty, increments, kinds of leave, code of conduct incentives for attending FDP etc. Nevertheless, whatever best can be implemented at its level is always carried out by the college.

**Promotional Policies** : The regular promotions are decided based on the recommendation made by the departmental promotion committee based on specific guidelines that are framed for the purpose by the UGC/State Government.

**Grievance Redressal Mechanism**- The College has framed Internal Complain Committee, Anti Ragging Cell, Grievance Redressal Cell, and Women Harassment Committee and solve such issues with full commitment judicially and without any biases. Besides grievances redressal cell and anti-woman harassment committee to look into complaints and solve such issues, if any, with full commitment, judiciously and without any biases. Besides, for grievance redressal related to MJD Govt. College, Taranagar the Employee ID of the Principal of the college is

mapped by the Rajasthan Sampark Department. Anyone having a grievance against the college can file a complaint from anywhere in India. The complaint is forwarded to the college through the central office. The SC/ST cell, minority cell have also been constituted. Besides, a committee called legal cell is also constituted to look into court cases. The students can directly approach the principal for grievances and redressal. The matter is discussed with the related Committee and action is taken accordingly.

**Development plans:** The Development plan are prepared by the important committees/cells like planning board of the institute, staff council, MVS and IQAC. R &D cell has been constituted the purpose of which is to create a research environment in the campus by motivating newly recruited teachers. Departmental activities are conducted under the supervision of HODs.

File Description	Link Data
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**6.2.2  
QnM**

**Implementation of e-governance in areas of operation**

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

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

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

<b>File Description</b>	<b>Link Data</b>
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## **Key Indicator- 6.3 Faculty Empowerment Strategies (35)**

Metric No.	
6.3.1 QIM	<p><b>The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff Faculty.</b></p> <p><b>Response:-</b></p> <p>The college implements all the welfare schemes of the State Government and also tries to facilitate the same through various effective welfare measures. GPF/NPS and SI are compulsory deductions for future security. In addition, annual ‘Group Insurance’ is also deducted. Medical claims are reimbursed by the State Government as part of the health expense incurred by the employee. The superannuated employees of the College are benefitted from the Rajasthan Pensioner’s Medical Fund, besides being given Gratuity and Pension. As an affiliated College, the University deducts 6% of the amount in the form of ‘Teacher’s Welfare Fund’ from the remuneration of the teachers which they earn during the evaluation process, which is provided to the family of the needy faculty member, based on the policy of the fund. Provident Fund is also deducted, which is also associated with long term future benefits of the employee. Some of the other benefits include:</p> <p><b>Mediclaim Scheme/Rajasthan Government Health Services</b> is available for the employees to avail the indoor and outdoor medical facility / expenses.</p> <p>Benefits of Gratuity Commutation of earned leave and provision of pension are available to all super annuated employees.</p> <p><b>Provision of Leaves:</b></p> <p>Child Care Leave of 730 days (CCL) benefits for the female employees.</p> <p>Maternity Leave of 180 days for the female staff two times in the whole service period. Casual Leave (CL), Earned/Privilege Leave (PL) ,HPL (Half Pay Leave), Commuted Leave, Paternal Leave of 15 days twice to the Male</p>

employees Child Care Leave (CCL) to single male Parent. 15 days Special Casual Leave (Academic Leave) in an academic session for the teaching staff to take part in Career Advancement Scheme (CAS) benefits and research based seminars/ academic enrichment programme of the employees.

**Provision of Compassionate Appointment:**

If an employee dies during service period, there is provision of compassionate appointment to dependent family member of deceased employee. 3% bonus marks are given to the children of all serving and retired employees of Government Colleges during admission in Government colleges.

**Institution's Performance Appraisal Teaching and Non-Teaching staff:**

The institution follows the Performance Appraisal System (PAS) as per the guidelines of the Commissionerate, College Education, Rajasthan, Jaipur.

The CCE has introduced a Transparent and Effective PAR system from the session of 2021-22. The CCE has started Online PAR system. For this every employee has to fill his/her performance Appraisal Report / ACR online under Raj Kaj portal. At first the performance of every teaching employee is appraised by the Principal (the Reporting officer) and then, reviewed by the Commissioner (the Reviewing officer) and accepted by the Commissioner (the accepting officer), College Education, Rajasthan, Jaipur. Online PAR system covers various aspects regarding employees' conduct, work culture, behaviour, health status and overall contribution in the Institutional responsibilities.

Performance Appraisal system of Subordinate and Ministerial staff like Assistant Administrative officer (AAO), Administrative Assistants, Lab Assistants is different and first, it is appraised by the respective Head of

Department and then, reviewed by the Principal. Recently The Commissionerate of College Education (CCE), Rajasthan has introduced Annual Performance Appraisal Module of Digi GOV ( Integrated Raj e-Office) which is an e-governance initiative regarding personnel administration.

S.No.	File Description	Document
1.	<b>RGHS Card</b>	<a href="https://tinyurl.com/rhgscard">https://tinyurl.com/rhgscard</a>
2.	<b>GPF Load Facility</b>	<a href="https://tinyurl.com/gpfloan">https://tinyurl.com/gpfloan</a>
3.	<b>SI Load Facility</b>	<a href="https://tinyurl.com/siloannaac">https://tinyurl.com/siloannaac</a>
4.	<b>Rajasthan Service Rules (Volume-I)</b>	<a href="https://tinyurl.com/volumefirst">https://tinyurl.com/volumefirst</a>
5.	<b>Rajasthan Service Rules (Volume-II)</b>	<a href="https://tinyurl.com/volumeIIaac">https://tinyurl.com/volumeIIaac</a>
6.	<b>Group Life Insurance</b>	<a href="https://tinyurl.com/gpastudent">https://tinyurl.com/gpastudent</a>
7.	<b>Student Insurance</b>	<a href="https://tinyurl.com/studentinsurancenaac">https://tinyurl.com/studentinsurancenaac</a>

6.3.2 Qn M	<p><b>Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.</b></p> <p><b>Response:-</b></p> <p>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.</p> <table border="1"> <thead> <tr> <th><b>Year</b></th><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr> </thead> <tbody> <tr> <td><b>Number</b></td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table> <p><i>Percentage = NIL</i></p> <table border="1"> <thead> <tr> <th><b>File Description</b></th><th><b>Link Data</b></th></tr> </thead> <tbody> <tr> <td>Provide Link for Data</td><td></td></tr> <tr> <td>Supporting Data Link</td><td></td></tr> </tbody> </table>	<b>Year</b>	2022-23	2021-22	2020-21	2019-20	2018-19	<b>Number</b>	0	0	0	0	0	<b>File Description</b>	<b>Link Data</b>	Provide Link for Data		Supporting Data Link	
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6.3.3 QnM	<p><b>Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years.</b></p> <p>6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years.</p> <table border="1"> <thead> <tr> <th>Year</th><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr> </thead> <tbody> <tr> <td>Number</td><td>12</td><td>02</td><td>05</td><td>06</td><td>00</td></tr> </tbody> </table> <p>6.3.3.2 Number of teaching and non-teaching staff year wise during the last five years.</p> <table border="1"> <thead> <tr> <th>2022-23</th><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr> </thead> <tbody> <tr> <td>Number</td><td>13</td><td>12</td><td>11</td><td>12</td><td>09</td></tr> </tbody> </table> <p><i>Percentage = 25*100/57 = 43.85%</i></p> <table border="1"> <thead> <tr> <th>S.No.</th><th>File Description</th><th>Document</th></tr> </thead> <tbody> <tr> <td>1.</td><td>2022-23</td><td><a href="https://tinyurl.com/mjd202223">https://tinyurl.com/mjd202223</a></td></tr> <tr> <td>2.</td><td>2021-22</td><td><a href="https://tinyurl.com/mjd202122">https://tinyurl.com/mjd202122</a></td></tr> <tr> <td>3.</td><td>2020-21</td><td><a href="https://tinyurl.com/mjd202021">https://tinyurl.com/mjd202021</a></td></tr> <tr> <td>4.</td><td>2019-20</td><td><a href="https://tinyurl.com/mjd201920">https://tinyurl.com/mjd201920</a></td></tr> <tr> <td>5.</td><td>2018-19</td><td></td></tr> </tbody> </table>	Year	2022-23	2021-22	2020-21	2019-20	2018-19	Number	12	02	05	06	00	2022-23	2022-23	2021-22	2020-21	2019-20	2018-19	Number	13	12	11	12	09	S.No.	File Description	Document	1.	2022-23	<a href="https://tinyurl.com/mjd202223">https://tinyurl.com/mjd202223</a>	2.	2021-22	<a href="https://tinyurl.com/mjd202122">https://tinyurl.com/mjd202122</a>	3.	2020-21	<a href="https://tinyurl.com/mjd202021">https://tinyurl.com/mjd202021</a>	4.	2019-20	<a href="https://tinyurl.com/mjd201920">https://tinyurl.com/mjd201920</a>	5.	2018-19	
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**Key Indicator- 6.4 Financial Management and Resource Mobilization**  
**(15)**

Metric No.	
<b>6.4.1 QM</b>	<p><b>Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ non-government organizations) and it conducts financial audits regularly(internal and external).</b></p> <p><b>Response:-</b></p> <p>The institute receives funds from government under various budget heads such as salary, office expenditure, laboratory, library, computer etc. A part of fee collected from students is incorporated into two types of funds viz., Mahavidyalaya Vikas Samiti fund and Boys Fund.</p> <p>The funds are also generated from donations from Bhamashahas. MP and MLA also make contributions as and when needed. Alumni also make contributions for development of the college.</p> <p>The DDO (Drawing and Disbursing Officer) is the financial head of the institute. Utilization of funds is done per GF&amp;AR.</p> <p>Both internal and external audits are conducted for all funds in the institute.</p> <p>An internal audit is conducted at the end of a financial year. It is done by an internal audit committee headed by DDO (Drawing and Disbursing Officer) of the institute.</p> <p>The internal audits include checking the bills and vouchers, verifying</p>

particulars of articles from the bills, maintenance and matching the cash-book entries with bills and vouchers. Thereafter the bills are approved by DDO (Drawing and Disbursing Officer) of the institute. At the end of session, physical inspection is done for all the commodities and stocks of various departments, laboratories, library, store, NSS, NCC.

The details of financial accounts are maintained by accounts section. The AAO (Assistant Accounts Officer) is the head of this section. A committee called purchase committee is constituted at the beginning of session which is responsible for purchase of all items in the institute. Rules as mentioned in GF&AR are followed for all financial tasks.

Audit of Mahavidyalaya Vikas Samiti is done by a chartered account every financial session.

External audit of all the funds including government funds allocated to different budget heads, Mahavidyalaya Vikas Samiti fund, Boys Fund etc. is done by the team from the Office of Director, Directorate of Inspection, Government of Rajasthan and AG Office of Central Government (CAG, GoI). Any objections raised in the form of audit para are settled as per norms.

S.No.	File Description	Document
1.	<b>RUSA 2017-18</b>	<a href="https://tinyurl.com/rusa201718">https://tinyurl.com/rusa201718</a>
2.	<b>RUSA Inspection</b>	<a href="https://tinyurl.com/rusainspection">https://tinyurl.com/rusainspection</a>
3.	<b>RUSA Meeting</b>	<a href="https://tinyurl.com/rusameeting">https://tinyurl.com/rusameeting</a>
4.	<b>RUSA Stock Register</b>	<a href="https://tinyurl.com/rusastock">https://tinyurl.com/rusastock</a>
5.	<b>CA Audit Report</b>	<a href="https://tinyurl.com/caaurit">https://tinyurl.com/caaurit</a>

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### **Key Indicator- 6.5 Internal Quality Assurance System (30)**

Metric No.	
<b>6.5.1 QIM</b>	<p><b>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.</b></p> <p><b>Response:-</b></p> <p>Internal quality assurance cell has been working towards realizing the goal of quality enhancement and sustenance. Envisioning an ideal student's centered learning environment is only made possible through continuous evaluation and feedback by IQAC. The contribution of IQAC in implementing and driving resourcefulness to the growth and development of the college. Internal quality assurance cell is always ready to cooperate with the different departments of the college for quality enhancement and academic excellence. IQAC conducts a self-evaluative exercise for all the departments to draw a potential map of the strengths and weaknesses of the functioning of the college in various areas.</p>

Thus, the IQAC constantly tries to adopt best practices and works towards institutionalization of best practices. IQAC meetings are held at regular intervals. 4 meetings were held in 2021-22.

Contributions of IQAC for institutionalizing the quality assurance of the institute are:

- **Web Seminar/Extension Lecture/Webinar** organized under Quality Initiatives.
- **Extension Lecture.**
- **National Webinar** on IPR Awareness.

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6.5.2 QnM	<p><b>Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</li> <li>2. Collaborative quality initiatives with other institution(s)/membership of international networks</li> <li>3. Participation in NIRF</li> <li>4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc</li> </ol> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul> <p><b>Response:-</b> Any 1 of the above</p> <table border="1"> <thead> <tr> <th>File Description</th> <th>Link Data</th> </tr> </thead> <tbody> <tr> <td>Provide Link for Data</td> <td><a href="https://tinyurl.com/IQACorder">https://tinyurl.com/IQACorder</a></td> </tr> <tr> <td>Supporting Data Link</td> <td><a href="https://tinyurl.com/iqacmt">https://tinyurl.com/iqacmt</a></td> </tr> </tbody> </table>	File Description	Link Data	Provide Link for Data	<a href="https://tinyurl.com/IQACorder">https://tinyurl.com/IQACorder</a>	Supporting Data Link	<a href="https://tinyurl.com/iqacmt">https://tinyurl.com/iqacmt</a>
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