

## 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 college is aspiring to achieve greater heights for the students of tribal area by incorporating its vision and mission in its working culture and policies

The College has a well defined organizational structure for effective decision making and execution of responsibilities. The Principal, the CDC, IQAC and the teaching staff play important roles in the planning and execution of its policies for the academic and administrative activities. The vision of the college is to impart quality education to the rural students incorporating quality parameters of national education program and to enhance professionalism, humanism and social responsibility amongst the students.

Effective and optimum utilization of human and other resources is being done to enhance the quality of education to realize the mission of the college i.e. to focus on the holistic development of its students, to explore their innate talents and bring forth their potentialities to the utmost capacity. The college is providing a healthy and positive learning environment to our students

For decentralization- the Principal carries out routine administrative works of the college. To Support the principal, the teaching staff is entrusted with academic and managerial responsibility of conducting curricular and extracurricular activities. Faculty also maintain the discipline among students. Different committees are formed for academic and qualitative development. Student union president along with her executive body takes active participation in conducting different activities. The Non teaching staff is also represented in different committees and provides valuable support and suggestion

Participative Management-Interaction between principal, staff members and students is seen at all levels. Congenial atmosphere is there among all staff members who share knowledge among themselves and students. Students can easily approach all staff for personal guidance and help. Faculty members, office staff and students join hands with the Principal.

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:**

Our College is governed by Rajasthan Government's department of College Education, which has the responsibility to take care of all the colleges in the state of Rajasthan. However, the administration of Government College is the responsibility of the Principal who is directly accountable to the Department of Higher education. The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners, teaching and non teaching staff. The Staff members ensure that the plans communicated to them by the Principal are implemented systematically.

Recruitment and Service Rules- All recruitments, appointments and service rules are in accordance with UGC norms and state government.

For Policies and procedures-Different committees like CDC, IQAC, NSS, Women cell, etc. Contribute in formulation as well as implementation of policies. For co curricular activities the committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans. The committees include Administrative Committees, Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, Grievance committees etc. For the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

Strategy Plans Deployment –The strategic plans are deployed in following ways-

**Strategy Plans Deployment** –The strategic plans are deployed in following ways: Teaching and Learning- Along with traditional teaching methods new technique of ICT is being used in teaching and learning process.

**Curriculum Development** -The College is following the prescribed syllabus of G.G.T.U university of Banswara. Faculty members who are nominated in BOS of University give their valuable suggestions to update the syllabus.

**Admission of Students** -The College has adopted online admission procedure as per the policy of Directorate of college education Rajasthan.

**Library, ICT and Physical Infrastructure / Instrumentation-** The Institute has good physical Infrastructure for Imparting Education for the holistic development of the students. The institute has Physics, Zoology, Botany and Geography lab. Also college has digital boards and CCTV surveillance for maintaining high quality of education. College also has a library with thousands of books available for students. All Subject teachers along with office staff help are working for qualitative development of these facilities.

**Research and Development-** 3 members of current staff have completed & majority of Staff members are perusing their Ph.D. from well reputed institute of Rajasthan.

**Examination and Evaluation-** Internal Evaluation exam is conducted by respective subject Faculty and Final Evaluation is done through annual examination conducted every year by our affiliating university.

File Description	Document
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:** C. 2 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:**

**Welfare measures** -The institution has effective welfare measures for the teaching staff and Non teaching like Group Insurance, Medical Reimbursement, Loan Facility, Maternity and Paternity Leave, CCL for mothers and all other various govt. welfare schemes as per rules. All staff members can avail Leaves of different types-CL,PL,Medical Leave in a specified number as per government policy each session. Various government schemes provide medical relief measures to all employees. Group Insurance and RPMF, RGHS schemes are quite beneficial for them. All government employees can submit their medical bills for reimbursement, which according to the availability of the budget funds are regularly taken up by the accounts section and bills are reimbursed as early as possible. Different types of deductions like GPF, SI and NPS are drawn for the future security of employees. Pension, Gratuity etc benefits are provided to the employee at the time of retirement.

**Leave for teaching staff:**

P.L. 15 privilege leave earned after completion of calendar year

HPL 20 half pay leave after completion of the year can be commuted on medical grounds.

CL 15 in one academic session

**Leave for non-teaching staff:**

PL 15 advance credited two times in a year

HPL same as teaching staff

CL 15 in a calendar year

**Leave for female staff:**

Maternity leave, two times in service period for 180 days and 40 days leave in case of miscarriage is also in rules.

The Teaching Staff is also provided with 15 Academic Leave for attending Seminars and conferences.

Congenial Environment-Besides the above, congenial and friendly atmosphere among all staff members is also prevalent. Special occasions are celebrated and each person is concerned about the well being of the institution as well as its employees.

**Appraisal system-** The College follows the Rajasthan Government 's policy of ACR appraisal system. All the employees both teaching and non teaching fill ACR form annually and submit it to the College Principal. The Principal evaluates the performance of teachers on the basis of his dedication to Curricular, Co-curricular and Extracurricular responsibilities assigned to him. Publication of papers, class results are also important parameters for the teachers. Similarly the performance of the Non Teaching staff is also done on the basis of numerous tasks and responsibilities assigned to them by the Principal. All the ACR Forms are then sent to the Commissioner of the College Education, who finally reviews them.

**Career Development Opportunities-** Both the teaching and non teaching staff members are encouraged to develop skills and strive for higher goals. Trainings in and out of Campus, Faculty Development Programmes, Inter Faculty dialogues and sessions are organised for career development opportunities. All seniors motivate and guide the young staff to excel in their respective fields.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
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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**

**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	0	0	0

**File Description****Document**

Institutional data in the prescribed format

[View Document](#)

**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: 17.86**

**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
3	2	3	0	2

**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
4	4	4	4	4

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>

## 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:

**Strategies for mobilization and optimal utilization of resources and funds-** The institution is run by the government so the funds to be utilized are primarily allotted through the Higher Education Department of College Education of the Rajasthan Government. . Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading “Boys Fund”. These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.The Institute did not receive any grant from non-government bodies, individuals, Philanthropers during the last five years .

**Financial audits-** The college has both internal financial auditing system. The Internal Audit Committee, composed of faculty members checks the purchase bills with store records and verifies it with cash book record/entry. The college has both internal and external financial auditing system. The Internal Audit Committee, composed of faculty members checks the purchase bills with store records and verifies it with cash book record/entry. The bills are countersigned by the Principal (DDO Of Institute).

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Upload Additional information	<a href="#">View Document</a>
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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 institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

**1. Students feedback -:** Students feedback ascertains the quality of teaching and learning process, syllabus, results and infrastructure. After evaluating the feedback from students, the IQAC notes down the strengths and weakness and report is prepared for the necessary changes.

**2. Academic monitoring:** The Academic Deans monitor the progress and quality of classes.

**3. Syllabus Monitoring:** The worthy principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

The IQAC at College was constituted on 5 July 2016.

Since then, it has been performing The following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and faculty.

3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

The IQAC has immensely contributed in the implementation of quality assurance strategies.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The IQAC prepares, evaluates and recommends the Self Study Report for approval by the relevant statutory authorities.

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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:** D. Any 1 of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>