

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

It is our sincere pledge to explore new possibilities and scale new heights in the days to come to transform this legendary institution into a centre of academic excellence in the state.

6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

A government approved Managing Committee called —Governing Body is constituted by the institution Teachers' representatives, Non-teaching Staff representative. Primarily the Principal and the faculty design the quality policy and plans and strive for their implementation. The proceedings are reviewed periodically by the Principal and corrective measures if necessary, are taken. The managing committee (Governing Body) sits normally every six months to discuss and suggest on important issues concerning the college.

6.1.3. What is the involvement of the leadership in ensuring:

the policy statements and action plans for fulfilment of the stated mission formulation of action plans for all operations and incorporation of the same into the institutional strategic plan Interaction with stakeholders Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders Reinforcing the culture of excellence Camp organizational change

The institution constituted different committees like — Academic Committee —Construction Committee, Discipline Committee, Examination Committee, Student Welfare Committee UGC Committee Anti Ragging Cell —Admission Committee etc which are activity involved in action plans for the fulfilment of the vision, mission and goal of the institution. Genuine requirements of the Stakeholders like students, teachers and parents are taken care of while formulating plans and their effective implementation. To ensure excellence, the functioning of such committees are periodically reviewed and organization set up is revamped, if needed be.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

A Staff Council' consisting all staff members sits from time to time to review progress in policy implementation and for the redressal of the grievances if any. The different committees are responsible for effective implementation. Approval of Managing Committee of the society is required as and when necessary.

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

The Academic Committee looks in to the academic matters. The Principal as well as the Academic Committee periodically reviews the progress and problems involving the faculty members in academic fields.

6.1.6. How does the college groom leadership at various levels?

The college grooms leadership quality by decentralizing responsibilities in various curricular and extra-curricular activities among the faculty members. On the basis of their performance in leadership, faculty members are assigned important portfolios.

6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

Various committees like — Academic Committee —, Discipline Committee, College Planning Board, Examination Committee, Student Welfare Committee UGC Committee Anti Ragging Cell —Admission Committee etc. are constituted at the beginning of every academic session and senior staff members head the committees. This type of decentralization of responsibilities imbibes leadership quality in them.

6.1.8. Does the college promote a culture of participative management? If „yes“, indicate the levels of participative management.

Yes the college promotes a culture of participative management. The management of the college rests on the staff, students, alumni, parents and above all the Managing Committee who work out for the betterment of the college by performing different roles at different point of time. Since all activities of the college are student centric, elective bodies of the students like Students' Union, Cultural Association etc. contribute immensely to the objectives for better teaching and learning. The institution also seeks feedback from the parents and the alumni for further improvement. The Management as the apex body plays a supervisory role having major responsibilities.

6.2. STRATEGY DEVELOPMENT & DEPLOYMENT

6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, At the beginning of every academic session the Principal holds a Staff Council Meeting to discuss on the —Quality Academic Policy. Different committees are constituted to carry forward the said task. Periodically the progresses on implementation are reviewed and problems if any are rectified. The institution has an IQAC comprising senior faculty, alumni, student, eminent persons and other stakeholders, monitoring the —Academic Policy.

6.2.2. Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the institution has a perspective plans for development. Keeping in view the demand of the time plan of action is prepared for the holistic development of the institution.

6.2.3. Describe the internal organizational structure and decision making processes. Internal Organisational Set-up.

Decentralization is the key to strong organisational structure of the institution. For smooth and effective functioning the college has formed the following Structural bodies;

1. Governing Body
2. Academic Committee
3. Admission Committee
4. Examination Committee
5. College Discipline Committee
6. Student Welfare Committee
7. Library Committee
8. Purchase Committee
9. Construction Committee
10. Equipment Committee
11. Anti-Ragging Cell
12. ST/SC Cell
13. Women's Grievance Cell
14. Career Counseling Cell

6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following

Teaching & Learning

Research & Development Community engagement

Human resource management Industry interaction

Teaching and Learning

Efforts are on to attract quality students to the institution. Induct fresh quality teachers and upgrading the class of existing teachers. Modernizing teaching operation. Inculcate inquisitiveness among the students.

Human Resource Management

Potential talents of the students will be tapped through extra-curricular activities. These talents will be nurtured and provided exposure for expertise and excellence. For Improvement in efficiency in the employees their participated in house / out side training programme seminars are encouraged.

Industry Interaction

Though ours is an agriculture belt, still nearby industries are being approached for training and placement of the pass out students. Industries will be requested to provide financial assistance for research infrastructural development, scholarships/ stipend to meritorious students.

6.2.5. How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The top management, Governing Body[‘] is called for meeting at least once in every six months. The Staff Council[‘] meeting involving all the staff are schedule at various occasions to review the activities of the institution.

6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management whole-heartedly supports any effective measures prescribed by the Staff Council[‘] for the development of the institution. The Principal has been given a free hand and the management plays the role of a friend philosopher and guide to the institutional activities.

6.2.7. Enumerate the resolutions made by the Management Committee in the last year and the status of implementation of such resolutions.

The management has been emphasising on intake of quality students; students discipline, hostel accommodation, water supply facilities, congenial study/teaching atmosphere, good results in examination etc. As regards the status of implementation, of the resolution the institution successfully achieved the targets by intake of students with high cut-off marks, ensuring students discipline, hostel and water supply facilities, in examination results.

6.2.8. Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If „yes“, what are the efforts made by the institution in obtaining autonomy?

Yes, the affiliating university accords Autonomy Status[‘]. The institution does not satisfy certain criteria for Autonomous Status at present.

6.2.9. How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

Certain Committees have been formed by the institution to address to the grievances. Depending on the nature of the grievance the concerned committee meets immediately and finds way out to the problem thereby fostering better stake holder[‘]s relationship.

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, there is no court case filed by or against the institution.

6.2.11. Does the Institution have a mechanism for analyzing student feedback on institutional performance? If „yes“, what was the outcome and response of the institution to such an effort?

The institution has a Staff Council⁶ comprising all the members of the staff. Students feed- back are discussed thread bare in that forum and recommendation of the Staff Council⁶ are implemented sincerely. The progress of the implementation is monitored by the Principal.

6.3. FACULTY EMPOWERMENT STRATEGIES

6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

An ideal work culture⁶ is developed by the institution. The teaching staff are deputed for attending Seminars, Workshops, Refresher Course, Orientation Programmes etc. for their professional development. More over pursuing research work is also given prime importance.

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Faculty members are allowed, duty leave, and the like to attend training programmes, refresher course and orientation programmes. Besides salary, increment and departmental promotions as an impetus for motivation, they are entitled for incentives as the case may be.

6.3.3. Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The staff members are assigned admission and exam duty, financial management, construction, athletic, cultural duties to test their performance and expertise in different activities. It helps in better appraisal of their performance.

The Principal maintain CCRs (Confidential Character Report) of the staff members.

Various criteria have been earmarked in the CCR format to evaluate Staff Performance.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Staff Council⁶ takes stock of the internal examination results of the students. Examining the weakness of the students, the concerned subject teachers are asked to engage preparatory classes for the ensuing examination. Remedial Classes are also taken for the slow learners. Through college notice board and verbal notice inside the class room the decisions are communicated to the stakeholders.

6.3.5. What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

There are different welfare schemes of the state and the central government like EPF (Employee's Provident Fund) ESIC which cover regular employees and temporary employees respectively.

6.3.6. What are the measures taken by the Institution for attracting and retaining eminent faculty?

The serene environment of the college campus, discipline, study atmosphere, student teacher relation, and inquisitiveness of students attracts eminent faculties to the institution.

6.4. FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institution has formed Finance Committee, Purchase Committee, Equipment Committee to monitor effective and efficient use of available financial resources.

6.4.2. What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The internal audit is carried out by the Accounts. The external audit on the other hand is performed by CA firms. There is no major audit objection as of now.

6.4.3. What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Student admission fees are major source of institutional receipts. There is no deficit as yet. However if any deficit occurs in future it will meet from corpus fund of the society.

6.5. INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

- a) **Has the institution established an Internal Quality Assurance Cell (IQAC)? If „yes“, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes, the institution has established an IQAC on 20-03-2015 which is represented by staff, students, alumni and external members with the Principal as its Chairman and one senior faculty member as the Coordinator. It is contributed for quality assurance in various departments and other co-curricular activities. It strives to improve through academic audit.

- b) **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

All the decisions of IQAC are ratified by the IQAC of the College or the Governing Body as the case may be and immediately implemented within available resources.

- c) **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them**

Yes the IQAC comprises of external members on its committee. The external members being none of the student, staff and the alumni take an impartial view on the teaching-learning process as well as administration of the college in general and make valuable suggestions within the parameters laid out by the Govt.

- d) **How does the IQAC communicate and engage staff from different constituents of the institution?**

The IQAC communicates its decision to the Principal who in turn engages staff, invites the alumni, seeks the approval of the management and issues directives to the students as the case may be for proper implementation. Valuable suggestions are solicited from different constituents of the institution and important resolutions are made in the Staff Council and Governing Body meetings.

- e) **How does the IQAC communicate and engage staff from different constituents of the institution?**

Recently we have formulated IQAC cell and we are in tune with the guideline of the supervisory body.

6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If „yes“, give details on its operationalization.

The IQAC monitors the quality assurance and the Principal plans out academic and administrative activities through the meetings of the staff council which is responsible for functioning of the college in general.

6.5.3. Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If „yes“, give details enumerating its impact.

Through there is no formal training provided to the staff the IQAC briefs the staff of the aims and objectives of the IQAC and seeks their active cooperation in the smooth functioning of the institution.

6.5.4. Does the institution undertake Academic Audit or other external review of the academic provisions? If „yes“, how are the outcomes used to improve the institutional activities?

Yes, the institution undertakes Academic Audit by reviewing the plans & progresses of the staff and the students. The outcome of the audit is discussed in different forms like Staff Council and Governing Body to improve institutional activities.

6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The IQAC implements the suggestions and directives of the affiliating university for the betterment of the institution.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

At the commencement of every academic session it is the responsibility of every faculty member to design the ‘Lesson Plan’ of the topics he is supposed to teach. A ‘Progress Register’ is maintained to note down daily progress made in the concerned classes. The progress made towards covering the scheduled lessons are periodically reviewed by the respective HODs and countersigned by the Principal. Necessary directives are issued by the Principal towards fulfilling the plans of teaching within the time frame. Senior faculty members are appointed Bursars and head different committees such as Admission Committee, Examination Committee, Academic Committee, etc. to foster smooth functioning of the college. With the institutional mechanism making continuous review of the teaching learning process, the college has grown immensely in strength, size and performance over the years.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders? Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The institution website, student notice board, personal interface with students, guardians, result appraisal to parents are mechanisms of communication to internal & external stakeholders.