Criterion 6- Governance, Leadership and Management (100)

Key Indicator- 6.1 Institutional Vision and Leadership (10)

Metric No.		Weightage
6.1.1	***The governance of the institution is reflective of and in tune with the vision and mission of the institution*** Our vision is to contribute for our country and world through all possible excellence. We wish to generate knowledge for academic growth and ethics. We want the students to cater in social, regional and Indian needs. Our institution aims in developing the potential of the students to explore in the given circumstances and capabilities. The values that we want to inculcate in our students are academic integrity, accountability with respect for all individuals and professions. We also work on the realization of national and global concerns of our students. We cater towards the unrestrained spirit of innovation, exploration, creativity and enterprise. We by them train our students that the hard work & labour undertaken at this level is going to be added in the history of accomplishment by staying focused in the future of country. All the goals set by them, are the key steps towards their own future and future of community. We confirm to following core values: (i) Giving our best to institute and students (ii) Being people centered (iii) Upholding integrity (iv) Appreciating diversity of backgrounds and using it as strength (v) Embracing and accepting changes. This is a truth that good values make the students responsible citizens, which will be instrumental in safe-guarding the values within society. Hence they can together make society a better place to live. Dishonesty and violence have to be eradicated from the	5

	society with the help of moral values. A very clear mission has been stated earlier. No academic excellence is possible without both constituents teacher and taught, alumni, students contribute to effective functioning of IQAC. They are stake holders who transfer the vision of IQAC into action. The teachers did in the decision making bodies of the institution like-staff council and janbhagidari committees of college. The college Principal encourages support, involvement and active participation from all staff throw Regular meetings of Staff Council and janbhagidari committees are held and suggestions are invited and then implemented if possible. **File Description** | **Document** Paste link for additional information | Upload any additional information | **View Document....**	
6.1.2	***The effective leadership is visible in various institutional practices such as decentralization and participative management.*** We understand that a leadership has to prove itself through achievements on all fronts in any organization. Ours is one institution	**5**

imparting higher Education to learners with a purpose to make ready useful and enthusiastic citizens by achieving the set goals. This cannot be possible with a leader. The principal acts as a companion, guide, mentor, associate, helper and leader. These roles are fulfilled by constituting committees that work on behalf of head of the institution. This in fact is the formal arrangement for running the institution smoothly. These committees co-ordinate and monitor internal management of the college efficiently.

Leadership quality makes one ready to set goals and then realize those goals with the help of those around you. All goals should be clear and feasible. All functionaries of the college are given such responsibilities that they have to act as leaders in one or the other programs. The institution has formed a number of activity clubs and one student leader from every club has been given the responsibility of forming a working calendar for that club and then putting that calendar into action. Sports activities also promote leadership qualities. In team games a Captain is nominated who is made responsible for forming strategies to add to the quality of sports.

Being an undergraduate college we have no proper departments, still proper division of work is operational towards providing a decentralized and participative system in college. A case study decentralized and participative management- The college has 40 committees initially constituted and it is indicative of distribution of work among the functionaries. More works are assigned to faculty, Class III and Class IV staff as and when required. Guest faculty members are also assigned works other that teaching. This helps the institution but it helps them also as this creates a sense of belongingness and responsibility among them. Proper working plans are designed for smooth running of institutions. These plans are then given to concerning committees. The implementation of all working plans is regularly monitored. Regular meetings of the committees are held and all the points are recorded to be reviewed in the next meeting. Thus the power is also deployed to staff members by the principal. The principal exercises his powers to run the institution properly and in a manner all the staff work on behalf of the principal.

Second case study- Participative management is achieved in the college by comprising different committees. Each member of the committee is assigned individual duties towards those committees.

		File Description	**Document**		
		Paste link for additional information			
		Upload any additional information			

Key Indicator- 6.2 Strategy Development and Deployment (10)

Metric No.		Weightage
6.2.1	***The institutional Strategic/ perspective plan is effectively deployed*** Every leader has to from a strategy to make any institution run smoothly and diligently. The principal assigns work to the conveners of different committee so that the result may be accomplished through team work spirit. For proper implementation of all schemes several committees are formed. Working plans are designed for all functionaries. All committees are constituted keeping in mind students' welfare and development along with Proper running of the institution. To mention a few - Time Table committee prepares the time table for all classes keeping in mind available teaching staff and subjects to be	**2**

taught. Proper Care is taken that all classes are commenced on time Principal & other in charge heads inspect it timely, that classes are runner in proper discipline, Arrangement lecture are arranged in case of absence of any faulty and it also helps in control of ragging. Discipline committee and anti-ragging committee make sure that discipline is maintained and no ragging case is reported. This promotes a cordial environment in the institution. NSS officers promote the hidden social service spirit in students and they learn to take care of environment, cleanliness and became aware about their social obligations as well.

The principal as a leader demonstrates persistence, tenacity, determination and synergistic communicative energy and tries to bring out these qualities in all the functionaries. It is the duty and privilege of the principal to energize the team and motivate to invest their best in the institution.

The institution regularly monitors the plans and policies to be implemented. The principal ensures that discipline is maintained in college and no ragging is done in the institution. Care is taken that no harassment of women is possible in and around campus. All this is done through the officially formed committees. Admission committee of the college takes care that all rules are followed and admissions are granted to eligible candidates. Semester Cell takes care of all academic activities and examination records. IQAC of college is the committee that works for Quality and Quality improvement in college.

Faculty members are designated coordinator of various committees that are instrumental in execution of teaching of plans and smooth running of college academically. This makes the faculty members feel responsible for the work assigned to them.

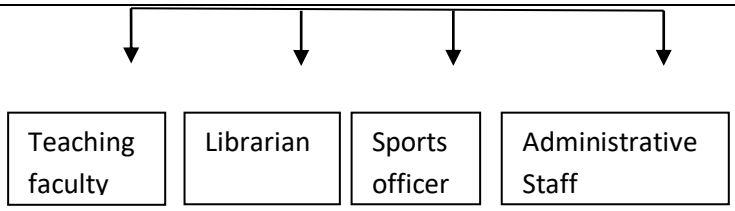
One activity successfully implemented based on the strategic plan-

Development of college depends on various aspects. Ours is a government college and for development of infrastructure we have to take permission and allotment of funds from Government. Infrastructure

True-wise. We need more class-rooms and a bigger space for reading room in library. We also need a layout for construction of ramp.

If the institution plans an increase in academic programs for that also we need proper infrastructure, permission from Government and affiliation for those courses from university. The

	increase in Janbhagidari fees is executed through Janbhagidari Committee of college. We will need more funds for running more self finance courses as we will have to invite faculties for teaching arrangement. **File Description** | **Document** Strategic Plan and deployment documents on the website | Paste link for additional information | Upload any additional information |	
6.2.2	***The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.*** The chart on the next page displays the hierarchy of organization that is this under graduate college- **Commission Higher Education** **Regional Additional Director, Bhopal-Narmadapuram Region,** **Bhopal** **Principal of the college** ↓	**4**



English - 02

Commerce- 02

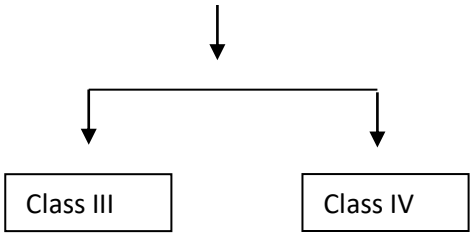
Hindi- 01

Economics- 01

Political Science – 01

History- 01

Sociology- 01



Head Clerk- 01	Peons – 02
Accountant – 01	Book Lifter- 01
Asst. Grade II- 01	Sweeper-01
Asst. Grade III- 02	Night Watchman-01

Committees constituted for achieving the proper execution of government instructions are as under:-

(I) Staff Council
(II) Discipline Committee
(III) Anti Ragging Committee
(IV)Committee to address harassment of women in and around
(V) Campus Janbhagidari Committee-
(VI) Recruitment and Teaching arrangement in self- finance courses
(VII) Physical Verification Committee-
(VIII) Right to Information Committee
(IX) IQAC Committee
(X) Admission Committee
(XI) Semester Cell

As ours is a government college the staff is appointed and posted by Higher Education Department. However since we have started self-financing course we also need to recruit teaching faculty for these courses. For recruitment committees are formed and they work as per

	the instructions given by department. The criteria for such recruitment such as qualifications, experiences etc are prescribed by the department. The posts are advertised and applications are received. The merit list is approved by Principal of lead college, Additional Director Higher Education and President of Janbhagidari Committee. There after Guest Lecturers are invited keeping in mind the merit list. During 2016-17 we have invited eleven guest lecturers for teaching arrangement. **File Description** | **Document** Paste link for additional information | View Document Link to Organ gram of the Institution webpage | Upload any additional information |	
6.2.3.	***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	**4**

D. Any 1 of the above
E. None of the above

File Description (Upload)	Document
ERP (Enterprise Resource Planning) Document	
Screen shots of user interfaces	
Any additional information	
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View Document…

Key Indicator- 6.3 Faculty Empowerment Strategies (30)

Metric No.		Weightage
6.3.1	***The institution has effective welfare measures for teaching and non-teaching staff*** Welfare schemes for teaching and non teaching staff are decided by Higher Education Department. **Teaching staff** **Non teaching staff**	**05**

1. Provident fund
2. Group Insurance
3. Medical allowance
4. City compensatory allowance
5. House rent allowance
6. Maternity leave
7. Fee concession to the children of Teaching staff of admission is taken In the college.

1. Provident fund
2. Group Insurance
3. Medical allowance
4. City compensatory allowance
5. Maternity leave
6. Salary advance to UGC Grant salary faculty. If grant is delayed
7. Fee concession to the childrenof staff if admission is in taken in the college
8. Uniform for class IV staff
9. Bonus for class III & IV staff.

File Description	Document
Paste link for additional information	
Upload any additional information	

6.3.2 ***Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years*** **10**

Year	2016-17	2017-18	2018-19	2019-20	2020-21

Number	00	00	00	00	00	

File Description	Document
Upload any additional information	
Details of teachers provided with financial support to attend conference, workshops etc during the last five years (Data Template)	View Document…

6.3.3 ***Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years*** **5**

Year	2016-17	2017-18	2018-19	2019-20	2020-21	
Number	00	00	00	00	01	

File Description	Document
Reports of the Human Resource Development Centers (UGC ASC or other relevant centres).	
Reports of Academic Staff College or similar centers	

		Upload any additional information	
		Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View Document…
6.3.4	***Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the last five years***		**5**

Response= 16%

Years	2016-17	2017-18	2018-19	2019-20	2020-21
Number	01	01	10	06	02
Percentage	4%	4%	40%	24%	8%

File Description	**Document**
IQAC report summary	
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	
Upload any additional information	

		Details of teachers attending professional development programmes during the last five years (Data Template)	View Document…
6.3.5	***Institutions Performance Appraisal System for teaching and non-teaching staff***		**5**

Self assessment is obtained from all staff members that helps head of the institution in planning work distribution for next sessions and allot best suited duties to person concerned. All these mechanism finally add to efficient working on part of all staff and help a healthier environment at work place.

Performance of all functionaries of college is appraised and evaluated by the principal. A proper Performa has been given by the Higher Education Department for class III and class IV. The principal gives the evaluation by March of every year and this is then sent to higher authorities for further action.

Regular performance and appraisal of teaching faculty is made by PBAS Performa prescribed by UGC in March every year. This Performa is filled in by concerning faculty and then marks are assigned by the IQAC of the institution. This evaluation is then sent to higher authorities for necessary action.

The performance appraisal crates for Confidential Report of the functionaries. If this report is negative it is conveyed to the person concerned. However in such cases the person concerned can apply for review of confidential report

File Description	**Document**
Paste link for additional	

		information		
		Upload any additional information		

Key Indicator- 6.4 Financial Management and Resource Mobilization (20)

Metric No.		Weightage
6.4.1	***Institution conducts internal and external financial audits regularly*** An Internal Audit Committee monitors proper maintenance of all accounts and verifies income and expenditure. Audit by Government agencies and by Auditor General, Gwalior is also done regularly. From this session 2014-15 Government has instructed that all the Accounts of college are to be audited by Chartered Accountant regularly. All these mechanism are used to exercise a control over proper expenditure as per the rules laid down by Government. Audit by State Governments Auditor General, Gwalior is also implemented regularly. Last audit was done by Auditors team from Gwalior in February 2019 and all the audit objections have been expunged. It is in 2019-20 that State Government has ordered audit by authorized Chartered Accountant was been be done for last five years and report were sent to Department in Tally from.	6

File Description	Document
Paste link for additional information	

		Upload any additional information	

6.4.2	***Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)***	**8**

Year	2016-17	2017-18	2018-19	2019-20	2020-21
INR in Lakhs	00	00	00	00	00

File Description	**Document**
Annual statements of accounts	
Annual statements of accounts	
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years (Data Template)	View Document…

6.4.3	***Institutional strategies for mobilisation of funds and the optimal utilisation of resources*** Budgeting and optimum utilization of available finance is the key to proper running of any institution. Ours as college is a government institution so allotment of budget is done by Higher Education Department. Government allots budget for salary, liveries, consumable	**6**

	items and contingencies Purchase Committee is constituted in accordance with instructions from higher education department. This committee decides regarding the expenditure of amalgamated fund charged from admitted students every session. Principal of the institution is the President and Treasurer designate of this committee. Purchase Committee under Janbhagidari Committee plans the expenditure of the funds generated by Janbhagidari fees. This expenditure is done as per requirement of the institution and purchase rules are followed while making any purchase. Care is taken that rules laid down by Janbhagidari Committee are also followed while making any expenditure from Janbhagidari. For proper running of institution payment for Class IV, Computer Operators and guest faculty is done by Janbhagidari fund. Any expenditure that is to be made by this fund needs prior permission of Samanya Parisahd of Janbhagidari. Purchase Committee of college takes care that all the purchasing is done as per MP Purchase rules. If any open tender is called the rates are examined and them the purchasing is recommended at the lowest rate. For Human Resources like security guards recruitment open tenders were invited and scrutinized by Purchase committee and then recommended for providing services. All the purchasing in the institution is done through purchase committee. Funds are generated by charging fees from students. We are running self finance courses also and have developed financial resources from this source also. Fee is charged and deposited in Bank head-wise. We have developed a mechanism to make the distribution of funds easy by depositing the collected fee in different accounts such as Treasury account, government account, Non- Government acct, Janbhagidari acct, Self finance account, NSS acct and Examination acct. There after these funds are utilized with proper approval from principal and higher authorities if required. The institution has to conform to purchase rules laid down by Higher Education Department and different committees have been formed by the principal for proper control over finances generated and thus received. The institution receives funds from State Government also for increase in infrastructure. These funds are transferred into the accounts of the agencies authorized by Department to work on the	

	given project. An amount of Rs. 85959870 has been released for construction of class room. The funds were transferred to college Janbhagidari and then the principal immediately transferred the funds to capital Project authority, Bhopal for construction. After completion of construction an amount of Rs1721419 was sanctioned for furniture. As far as the funds received from UGC are concerned the details of the received amount and expenditure incurred are enclosed. The purchasing is done as per rules and regulation set done by Government. We take extra care to monitor that funds allocated are spent head-wise so that we do not face any difficulty in settlement of the received funds. Every session UGC account is also audited by a chartered accountant. We have submitted settlement of XI Plan and also utilization certificate of additional grant. We have already received Clearance Certificate for additional grant received from UGC. **File Description** / **Document** Paste link for additional information Upload any additional information	

Key Indicator- 6.5 Internal Quality Assurance System (30)

Metric		Weightage

No.		
6.5.1	***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes*** (a) The institution has a very effective and keen IQAC that takes care of Quality assurance. However state government has also given instructions regarding quality assurance in Higher Education. When we talk about Quality Education we mean that such higher education should be imparted to students that they became responsible citizens. To have the effective teaching learning process a system is to be planned and executed. We have adopted a number of practices for quality assurance. We have improved our infrastructure, it can be perceived from where we began. Many new self financing courses have been initiated during last five years. In this way we generate funds that help in running of institution. There is an addition in human resources also from these available resources. We have organized webinar during last years. (b) All the decisions taken by IQAC are put up in staff council meetings and then approved and implemented. (c) IQAC of the college has two external members. Dr. Manish Sharma, Professor of Institution for Excellence in Higher Education, Bhopal. He had also been the NAAC fasatlar in Higher education Mp government His valuable suggestions have helped in Quality improvement of institution. (d) IQAC of the college functions towards improvement of quality in Education Different duties are assigned to staff for this purpose. The details have already been mentioned here. Example-1We follow working plans provided by Higher Education Department. Vivekanand Career Guidance Cell conducts training programs, Orientation Programs, mock tests and career fair for quality assurance. Sports activities also added quality of future citizens. NSS activities are also conducted regularly. Funds from UGC have help to improve the quality. We have received funds for Remedial Coaching for SC/ST/OBC students. This has increased confidence of the students who had been attending remedial coaching.	**10**

	Example-2 State government has also designed a plan for implementation of quality academic activities. The institution runs orientation program in the beginning of all session. The classes include new admitted students from all classes Orientation we invite professional speakers like Doctors, engineers, CA, teachers helps students in preparation of competitive exam and our faculty members also help students to choose carrier goal and motivate them. Information regarding discipline, anti ragging, infrastructure of college and various scholarships are given by our faculty members. Information about available sport facilities is given by Sports Officer of the college. Experts are invited to address students on basic maths, Political Science, Social Science and General knowledge. IQAC of the institution works on institutional quality assurance. External coordination for quality assurance has not yet been formed yet. **File Description** | **Document** Paste link for additional information | View Document... Upload any additional information |	
6.5.2	***The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the*** It is with UGC funds that the institution has a Network Resource Centre and Smart Class- rooms. Use of these techniques enhances the quality	**10**

	in teaching learning and evaluation. The computer lab that initially started with 9 computers has attained a new face with 35 computers. Our library has a Wi-Fi facility and establishment of E-Library has added new dimensions to the learning process. Students and Staff are greatly benefitted by this and soon we are going to have the bar-coding done in the library automation through our own resources. For Internal Quality assurance check committees have also been formed in college. Self finance teaching committee is one of those. This committee takes care of teaching arrangement of self finance courses and also makes sure that guest faculty members are comfortable with teaching- learning process. The committee helps them sort problems if any. State government has also designed a plan for implementation of quality academic activities. The institution runs Zero Classes in the beginning of all semesters. The classes include admitted students from all classes. The speakers for these classes are invited are educationists, doctors, Engineers and also from faculty members of the college. Information regarding discipline, anti ragging, infrastructure of college and various of our scholarships are plan demonslar by our faculty members. Information about available sport facilities is given by Sports Officer of the college. Experts are invited to address students on basic maths, Political Science, Social Science and General knowledge. Proper training to staff for implementation of quality assurance has not been organized. But Internal Quality Assurance Cell of the college holds meetings, takes initiatives and formulated plans for quality assurance and all functionaries are assigned plans and apprised of the formulated plans to be implemented. Head of the institution continuously monitors the teaching-learning process. Higher Education of M.P has designed a performance diary for teaching faculty member. It is a record to be presented every week before the principal. It includes the record of classes taken and subject taught. It records innovation and use of Information Technology by individual faculty member. This performance diary presents the record of books read and analysed. This also records number of brilliant students, number of weak students and number of students helped every week. This diary is a record of examination work done and work done in a committee as convener and member. This gives an insight into performance through details of innovative techniques used by faculty.	

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6.5.3	***Quality assurance initiatives of the institution include:*** Academic audit is done by the principal. All the faculty members maintain records of their academic activities in daily diary. This diary is presented before head of the institution every month, is seen and signed. 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. ***Collaborative quality intitiatives with other institution(s)*** 3. Participation in NIRF 4. ***any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*** **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 Data Requirement for last five years: (As per Data Template	**10**

Quality initiatives

- AQARs prepared/ submitted
- Collaborative quality initiatives with other institution(s)
- Participation in NIRF
- Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Document
Paste web link of Annual reports of Institution	View Document.....
Upload e-copies of the accreditations and certifications	
Upload any additional information	https://drive.google.com/drive/folders/1-6WN-lnEet1bUM_7-lkn8_6biL5qaHGE?usp=sharing
Upload details of Quality assurance initiatives of the institution(Data Template)	View Document…