

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission

Response:

Vision

- To develop socially competent, culturally accepted, nationally recognized, and educationally fitted with demands of global trends in the field of Teachers' Education.

Mission

- To foster total development of personality.
- To provide integrated courses in teacher education, marked and defined by value-education, global outlook, and interdisciplinary.

The institution follows a Democratic and participatory mode of governance with all stakeholders participating actively in its administration. The heads of Departments, the conveners of various committees and cells, along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same. The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies and rules and action plans of the college. The staff council monitors the academic progressive performance of the college regularly. The Supporting Committees include examination cell autonomous bodies. Placement cell research cell hospital committees. Sports in charges Test Examination Committee. Etc

Perspective/ strategic plan.

- To review curriculum and give recommendations to affiliating University.
- To maintain and renovate infrastructure of the institution.
- To increase the area to accommodate more classrooms laboratory staff rooms etc.
- More use of ICT tools and other innovative ideas for the teaching learning experience.
- To raise funds for projects through the alumni and other stakeholders.
- To maintain healthy terms with research institutes for partnering.
- Applications for postgraduate courses and more Substantive posts from the state government.
- To gain recognition in the form of grants and awards.

Participation of teachers in decision making bodies.

The committees like academic council. Examination Committee, Admission Committee, Library Committee, the Journal Committee, Seminar and Research Committee. Etc. Include the teachers as members and conveners who are responsible for the day-to-day functioning of the college. The teachers play an important role in implementing the vision and mission of the college, and to that end, play a proactive part in the decision making process. They also play a pervasive role as motivators and spearheads

of cultural and socially conscious activities in the institution.

File Description	Document
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View Document
Link for additional information	View Document

6.1.2 Institution practices decentralization and participative management

Response:

The institution believes in Democratic values and thus. It has decentralized and participate management. The Institute has a mechanism for delegating Authority and providing operational autonomy. To all. The various functionaries to work towards decentralized governance system.

Decentralization

- The sole authority of the institution is the Principal but all the members of the staff play significant roles to participate in the decision-making system of the college.
- Various programs are conducted by the faculty members in which they represent in various cells and committees and showcase their abilities.
- They are encouraged to develop leadership skills by being in charge of various academic, Co-curricular and extracurricular activities.
- They are given authority to conduct industrial tours and have to tie up with Industry exports and appointed as coordinator and convener for organizing seminars and workshops.
- The Principal implements and monitor the Academic administrative system to cater to vision and mission of the Institute.
- The academic committee monitors academic activities and progress various teaching learning processes.
- The coordinator Looks after the internal and University examination activities.
- Training, placement and career counseling cell looks after the training and placement activities.
- Cultural and Sports Committee looks after the planning, execution and supervision of cultural and sports activities.
- Accountant is responsible for management of Finance in account activities.
- Learning resources are managed by the Library Committee.
- Students play an active role as a coordinator of co-curricular and extracurricular activities.

Participative management

The staff and students participate in various activities. Thus, the Institute promotes a culture of participative management.

- During faculty meetings, faculty members participate in sharing the knowledge by discussing on

the latest trends in technology.

- Staff members are involved in preparation of annual budget of the Institute.
- The teachers are fully involved in deciding academic activities and examinations to be conducted by the college.
- The teachers and students coordinate with each other, share their opinion meet and discuss for the events and the various activities to be conducted by the institute.
- The principal along with coordinator and other staff members and heads of department's are involved in defining the policies and procedures, framing guidelines and rules and regulations for the admission, placement, discipline, grievances, counseling, training and development, and library service.
- The administrative, academic and non academic activities of the institutions is the responsibility of the Principal.
- Office staff are involved in executing day to day support services for both students and faculties.
- An Action Plan is prepared by the department's in distribution of work is done.
- There is staff club in the college, which is an unofficial body but operates as unifying factor among the members of staff and organizes various social, cultural and welfare activities.
- There are different associations, such as students Union, Drama Association, Athletic Association, Science Society, art society, in which students and teachers participate and take decisions and conduct various activities.

Senior members of staff are considered vital members of decision making body.

File Description	Document
Relevant documents to indicate decentralization and participative management	View Document

6.1.3 The institution maintains transparency in its financial, academic, administrative and other functions

Response:

The institution clearly defines its vision, mission, objectives and procedures at all levels and maintains complete transparency in its financial, academic, administrative functions. The goals of the institution are clearly defined at all levels.

- The services of an external chartered accountant are used for the financial audits from time to time.
- The students are provided with a receipt whenever fees are collected.
- An effective and efficient use of financial resources is monitored by the Finance Committee of the institution.
- The entire academic plan is clearly explained to word students in a compulsory orientation program on admission at rest by the director, Deans, and senior faculty.
- The internal assessment ensures that students receive their evaluated answer sheets and monitor their progress, performance and fairness in the evaluation.
- Admission is based on the merit in accordance to the government policies.
- A student Handbook clearly defines the rules and regulations which are available online and is also

circulated among students

- Committees are formed in case of disciplinary issues and the concerned individuals are given ample opportunities to state their version on the issue.
- The institution completely adheres to academic calendar prepared by the University.
- The regulations, syllabus and curriculum are uploaded on the college website.
- All the information regarding teaching, learning process and other related academic activities are made available on the institutional website.
- The credits of each program and outcomes are clearly specified.
- All posts are advertised online and list of candidates screened and called for interview are displayed on the website.
- It has proper system outline, taking care of ethical and human values responsible for transparency.
- There is mentoring committee for personal counseling of students.
- A staff manual is available on the website which provides information on service rules, code of conduct and benefits available to the staff.
- Transparency is maintained for the interaction session of parents and students for selecting the course and its details.
- Parents are given one to one counseling on campus who seek information regarding admission.
- The campus tour is organized for parents who accompanies the applicants.
- Periodic meetings at various level are conducted to review and ensure transparency, accountability and corrective measures
- Delegation of powers at various levels and Committees are in formed formally through circulars and emails.
- The evaluated scripts of midterm examinations, assignments, and projects are verified by the students and feedback is given by the facility.
- All the current events Like admission, examinations, circulars, seminars, time tables ,workshops, Training programs ,campus drive information is posted on the calling website as well as at the college noticeboard.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic plan is effectively deployed

Response:

Strategy development in higher educational institution ensures quality and improvement of efficiency in functioning. For an organization Strategic planning is very essential to accomplish the vision and mission which it dreams of. Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic planning and deployment document is based on analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its set goals and objectives. The institution deploys the strategies to ensure adequate information and feedback to be made available to the top management and the stakeholders, review the activities of the institution and encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes.

- Our Institute is having a high stature in the academic community as our students have demonstrated, ample credibility not only in strategic thinking and team building, but also have been

bagging University ranks consistently every year. The strategic plan, provides a framework that will allow the Institute to develop and use its Resources more effectively. The institution strategy goals are-

- Ensuring good governance.
- Ensuring stop development and welfare.
- Development of entrepreneurship.
- Developing and following leadership and participative management.
- Ensuring staff development and welfare.

The perspective plan of the Institute is to develop and execute effective teaching learning process, to encourage research culture in faculty and students, to empower faculty about emerging trends in their profession for academic advancement ,to facilitate a friendly, efficient and flawless administrative setup, ensuring a smooth day to day functioning, To maintain continuously good academic performance.

The strategic plan focuses on-

- Conducting basic computer courses.
- Providing various courses which will help in increasing their practical knowledge.
- Organize study tours for students.
- Provide state of Art Library facilities.
- Encourage teachers to participate in seminars and conferences.
- Promoting faculties to undertake minor and major research projects.
- Continuous tracking of attendance of the students.
- Provide remedial coaching to slow learners.
- Encouraging the teachers to participate in orientation program refresher courses, short-term courses, etc.
- Conducting periodic and need based meetings.
- Establishment of centralized assessment system.
- ICT based teaching.
- Provide Internet facility and laptops to faculty members.
- Identification of fast learners and help them to achieve their potential.

Besides these, the core values of the institution include community engagement, respect and commitment. Holistic development of students, and excellence in teaching and learning. The perspective plans of the institution are properly deployed which gives the output in the form of contribution to national development, developing requisite competences among students of the Institute, Inculcates a value system among the students, and ICT tools used in teaching and learning.

- The faculty members of the Institute have been applying participatory and applied teaching method in the form of Student Seminar, group discussions and projects.
- Various collaborative programs or activities among the departments of the Institute have been organized as a part of educational exchange.

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.**Response:**

The decentralized structure of administration is described in an organogram of Institute. Institute administration is a combined an cooperative effort of Principal, teaching, non teaching staff and students with the cooperation in support of all stakeholders in pursuit of common objective. It is necessary that all aspects should be organized in order to attain the desired goal.

- Various committees are formed under the administration of principal which include advisory committee, general body. Magazine Committee, Library Committee, Grievance Committee , Sports Committee, etc.
- There are different cells to look after the Student and staff complaints. The Principal controls the functioning of the cells like student grievances redressal cell, Anti ragging cells, Sexual harassment cell ,gender cell, minority cell legal cell etc. u
- The principal is involved in the implementation of the perspective plans of the Institute. They ensure that academic and administration functions efficiently through the Department and various committees constituted for the respective cause.
- In the beginning of the year. Various academic and investigative committees are constituted. Specific task is allotted to them as per the academic and administration plans of the Institute.
- The administration contains statutory officers, vice chancellor, officers and students welfare.

The organizational structure of an institution outlines how certain activities are directed to achieve the goals of the Institution. The organizational structure of an institution defines- Task allocation, coordination and supervision towards the achievement of organizational aims.

The roles people play, the structure that connect those roles and the processes used to fulfill the roles all working together to achieve a purpose and supported by a platform of information, tools and skills is an organizational structure that an institution keeps in mind. while preparing it.

File Description	Document
Link to Organogram of the Institution website	View Document

6.2.3 Implementation of e-governance are in the following areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination System**
- 6.Biometric / digital attendance for staff**
- 7.Biometric / digital attendance for students**

Response: C. Any 3 or 4 of the above

File Description	Document
Screen shots of user interfaces of each module	View Document
Data as per Data Template	View Document
Link for additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions.

Response:

For the smooth functioning of academic and administrative works and strengthening the students activities to develop the knowledge of the students, the governing body of the institutions decide to form the different types of committees or cells. Institute forms various committees, bodies, cells and their functions are properly defined. Considering the overall development of the Institute for Effective Implementation, an improvement of the Institute following committees are formed. Regular meetings of these committees are conducted annually Or biannually.

- College academic committee

The main Academic affairs of the college are overseen by the Academic The members of the committee sit together at regular intervals of time to develop the ways and means to ensure the quality teaching learning process. The committee also formulates the guidelines, rules and regulations of the Academic Affairs of the college. The committee decides the introduction of students uniform in the college, prepare and Review Academic calendar, and class routine for the college, Oversee the internal examinations and evaluation recording ,review the academic and other related activities of the college ,take disciplinary action to the students for violation, and Disobedience to the college rule.

Anti ragging committee.

The committee tries to prohibit, prevent and eliminate the scourge of ragging, provide for the healthy development, physically and psychologically of all students takes action against any act which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of any student.

Examination committee

The Examination Committee is an apex body of the college which is headed by principal and shall be facilitated by three sections, examination, record, maintenance and administration. The main function of this committee is to carry out examination publish results and keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this committee.

Career guidance and counseling cell.

The aim of the set is to guide and direct students to set their career goals and stimulate them to exercise their consistent endeavors to accomplish their career objectives.

Grievance redressal cell.

This cell settles any type of grievances raised by the students, teachers and non teaching staff of the college. The students are ought to lodge their grievances to their respective tutors and they in turn intimate the matter to the Committee for necessary action.

Extracurricular activities committee.

The committee organizes all the sports events on the campus. The activities carried out by this committee help the students in getting an experience of working in teams, organizing various types of events and developing insight into multiple functions of management.

Besides these other committees like student Welfare Committee, Research committee, National service scheme, Placement Committee etc are formed for the smooth functioning of the college.

File Description	Document
Minutes of the meeting with seal and signature of the Principal	View Document

6.3 Faculty Empowerment Strategies

6.3.1 Effective implementation of welfare measures for teaching and non-teaching staff is in place

Response:

The Institute ensures for the welfare resources to be implemented for its teaching and non teaching staff. The well being of the staff is important for effective functioning of the Institute. The institute takes the following welfare measures for its teaching and non teaching staff.

- The Institute provides free installment scheme for the words of the staff.
- The non teaching staff is provided with the accommodation facility.
- Transport facility is also provided for teaching and non teaching staff.
- There is a provision for reservation in admission for words of teaching and non teaching staff.
- Teachers Welfare Fund is created and salary in advance is given to the needy staff members.
- Provident fund and group insurance scheme for teaching and non teaching staff.
- Campus medical facilities on subsidized rates.
- Maternity benefits as per norms and childcare.
- Computer labs and Internet facility.
- Sports facilities, cafeterias.
- Free uniforms for all employees.

- Salary advance and arrangement of personal loans from bank.
- Grievance cell for nonteaching staff.
- Faculty members are promoted for self development programs and higher education.
- Provision for availability of the auditorium and Conference Hall of Institute for the family functions of the staff conducted during Holidays.
- A full fledged canteen in the campus to provide food and snacks at reasonable prices to the staff and students.
- The non teaching staff have an Association which organizes certain holiday trips for the members. Faculty club and non teaching Staff Association represent their grievance to the management and seek Redressal.
- Yoga classes and psychological counseling is made available for the teaching staff.
- No membership fee for availing facilities of gym, indoor games and swimming pool.
- Study Leave for pursuing higher studies.
- Pregnant ladies and lactating mothers to be given necessary concessions in their day-to-day work and they are given flexible timings as per their requirements.

These welfare schemes benefit the teaching and non teaching staff in the following ways.-

- It boosts the morale of the employees. The Insittute wishes to get 100% output from the teachers. So it makes efforts to encourage the employees
- Builds a competitive edge.-In order to form a competitive environment in the office, Insittute is providing opportunity to its employees.
- Improvement in mental and moral health.-the Employees of the Insittute are given various facilities at work which improves their mental health as well as helping them in becoming a good citizen. It helps in overall development of the employee.

Social benefits.-The faculty members and non teaching staff are also getting various social benefits which are advantageous to the Institute. The social benefits increase the productivity as well as the work efficiency of the employees. This helps in increasing the standard of living of the employees which is appreciated and accepted by everyone.

File Description	Document
Any additional information	View Document

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

Response: 21.7

6.3.2.1 Number of teachers provided with financial support to attend seminar / conferences / workshops and towards membership fees of professional bodies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	8	1	4	8

File Description	Document
Income Expenditure statement highlighting the financial support to teachers	View Document
Data as per Data Template	View Document
Certificate of participation for the claim	View Document

6.3.3 Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response: 13

6.3.3.1 Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	3	3	3

File Description	Document
List of participants of each programme	View Document
Data as per Data Template	View Document
Brochures / Reports along with Photographs with date and caption	View Document

6.3.4 Percentage of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

Response: 16.04

6.3.4.1 Total number of teachers undergoing online/face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13	2	1	1	0

File Description	Document
Data as per Data Template	View Document

6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff

Response:

The institution has performance based appraisal system for the assessment of teaching and non teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic performance and other extracurricular activities. A good performance management system works towards the improvement of overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. The objective of assessment of teaching and non teaching staff is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The teacher performance appraisal system provides teachers with meaningful appraisals that encourage professional learning and growth. The process is designed to foster teacher development and identify opportunities for additional support where required. Performance appraisal has three basic functions-

- To provide adequate feedback to each person on his or her performance.
- To serve as a basis for modifying or changing behavior towards more effective working habits.
- To provide data to head of the departments with which they may judge future job assignments.

Performance appraisal for the teaching staff is as follows-

- Promotion aspects of the faculty members are informed well in advance.
- The performance of each faculty member is assessed according to the annual self assessment.
- Evaluation of performances is done on the basis of teaching, learning and evaluation related activities, Co curricular, extension and professional development related activities, Research publications and academic contributions.
- The faculty members are assigned additional duties and responsibilities for the activities undertaken by the institution. besides academics.

Performance appraisal for the non teaching staff-

- All non teaching staff is assessed through annual confidential report.
- The staff members are assessed on the basis of character and habit, capacity to do hard work, Discipline, reliability, Departmental abilities and technical abilities.
- The overall assessment is based on the cumulative grades by the HOD.
- Promotions and financial upgradation depends on the satisfactory performance of the employees.
-

The appraisal system sets out the framework for a clear and consistent assessment of the overall performance of teaching and non teaching staff for supporting their development. within the context of institutions plans. The broad purpose of appraisal is to help them for their professional growth and

development.

File Description	Document
Proforma used for Performance Appraisal for teaching and non-teaching staff signed by the Principal	View Document
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal or/and external financial audit regularly

Response:

The college has internal and external audit mechanism. The internal audit is carried out by the auditor by the management periodically within every financial year, the external audit is carried by the authorized chartered accountant at the end of financial year. The accounting and auditing committee looks after the internal audit and it is presented to the certified chartered accountant. The institutional accounts are audited regularly by both internal and statutory audits. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected or rectified and precautionary steps are taken to avoid reoccurrence of such errors in future. The institution regularly follows internal and external financial audit system. The internal and external audit includes scrutiny of the following-

- Reviewing and approving the scope of the work plan for the internal and external audits.
 - Discussing the proprietary or financial statement Presentation and the adequacy of footnote disclosures.
 - Monitoring Implementation of Management Letter and internal audit recommendations.
 - Recommending an appointing an independent audit firm.
 - Reporting to the board the results of the internal and external audits.
 - Resolving disagreements between the external auditors and management.
 - Reviewing findings of internal audits and associated control issues.
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- Receipts from fee, donations, contributions, interest earned and interest on investments.
 - Payments to vendors, Staff, contractors, students and other service providers.

There is an audit committee which has a responsibilities like-

- The audit committee reviews and approves audit strategies, policies, programs, and organizational structure including selection of external auditors or outsourced internal audit vendors.
- Supervises the audit function directly to ensure that internal and external auditors are independent

and objective in their findings.

- Establishing schedules and agendas for regular meetings with internal and external auditors.
- Supervising the audit function directly to ensure that internal and external auditors are independent and objective in their findings.
- Working with internal and external auditors to ensure that the institution has comprehensive audit coverage to meet the risk and demands posed by its current and planned activities.
- Retaining auditors who are fully qualified to audit the kinds of activities in which the bank is engaged.

Monitoring, tracking and providing discipline to ensure effective and timely response by management to correct control weaknesses and violations of law or regulations noted in internal or external audit reports.

File Description	Document
Report of Auditors of last five years signed by the Principal	View Document

6.4.2 Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the last five years (not covered in Criterion III)(INR in Lakhs)

Response: 0

6.4.2.1 Total funds received from non-government bodies, individuals, philanthropists during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Data as per Data Template	View Document

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.

Response:

The resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The availability of funds is essential for any organization, society, family or cooperatives, but the mobility of funds is even more important. If the mobility is in right direction, coordinated, then the level of progress is high otherwise it becomes ineffective even though the funds are available. Therefore mobilization of fund is important for the development of organization. For the development of the Academic process and infrastructure development, the Institute has a well defined

mechanism to monitor effective and efficient utilization of available financial resources.

- Budget of the institution is prepared by Principal together with top management every year taking into consideration. all expenditures.
- The Trust sanctions and fulfills the needs which are urgently required.
- The Account Department spends a particular amount of the income on the activities relating to health and personality development like sports, yoga etc.
- Maintenance and upgradation of the facilities are provided from the college from time to time Like infrastructure, funds for electricity, water, Internet, and telephone bills.
- To upgrade the students, professors and employees, various programs such as guest lectures, seminars, discussions are organized. They are also encouraged to participate in different institution research work. Some percentage of funds is spent on maintenance of apparatus and purchase.
- Fund is kept safe for miscellaneous expenses and for certain emergency situations. This fund is beneficial at the time of need and the development of the college.

Resource mobilization policy.

The Institute operates student centric policies with focus on skill based research driven quality education which would be accessible and affordable by youth of rural and urban areas. Institute is to provide best resources to the students and faculty to meet the requirements and run the Institute for realizing the vision and mission of the Institute. The. Five year strategic plan is made by the Institute to plan broad academic activities related administrative, logistic and development activities. Accordingly, the budget estimates and funds requirements are made. This will be broken to yearly activities in mobilization of resources planned.

- The Institute needs three types of resources, human resources, equipment and material resources and infrastructural resources.
- Funds are raised through student fees, overhead charges from the research grants received from various government and non government agencies. and funding from alumni donors.

Optimal utilization of fund is insured through- enhancement of library facilities need to fulfill learning practices and accordingly requisite funds are utilized every year.

Adequate funds are utilized for development and maintenance of infrastructure of the Institute.

Adequate Budget is utilized to meet day-to-day operational and administrative expenses and maintenance of fixed assets. Funds are allocated for effective teaching learning practices that include orientation programs workshops. Training programs, refresher courses etc. Some funds are allocated for social services activities as part of social responsibilities.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies

Response:

The establishment of Internal Quality Assurance Cell by accredited institutions is a major step in pushing long term quality standards. IQAC in any institution is a significant administrative body that is responsible for all quality matters. IQAC in an institution aims to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. For this, during the post accreditation. It will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The IQAC has to ensure that whatever is done in the institution for education is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish practices and methodologies to collect data and information on various aspects of institutional functioning. IQAC is one of the major policy making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the Standards of higher education in growing needs of students. It assesses and suggests the parameters of quality Education.

The objectives of the IQ AC are-

To promote measures for the functioning of the institution towards quality enhancement through initiation of quality culture and institutionalization of best practices, to provide a sound basis for decision-making, to improve institutional functioning, to act as a dynamic system for quality changes in the institution and to build a better internal Communication.

Strategies and function of IQ AC

- Organizational workshop seminars on quality related themes and promotion of quality circles.
- To provide a sound basis for decision-making to improve institutional functioning.
- Arrangement for feedback responses from students, parents and other stakeholders on quality related processes of the institution.
- Preparation of the annual quality assurance report to be submitted based on the quality parameters.
- Documentation of the various programs /activities leading to quality improvement.
- To act as a dynamic system for quality changes in the institution.

Two examples of best practices institutionalized as a result of IQAC initiative.

Outcome based education

The Institute focuses on the skills and results achieved by the student, as the most important aspect of Education. Most quality assurance and aggregation practices are based on this methodology. Outcome based education does not rely on the conventional teaching methods. It believes instead of rankings and exams, the use of assessments, opportunities and classroom experiences should all provide necessary support for the students to achieve their goals.

Parent teachers meeting

As a result of the IQ AC initiative the parent teachers meeting has been practiced in the institution. The performance of the students immediately improved with the joint efforts of the parents and teachers put together at the institutional level and at the home front.

It provides for free Interaction where parents are invited to give suggestions and any queries they have

maybe clarified by the teachers and follow-up is carried out in case needed.

File Description	Document
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View Document

6.5.2 The institution reviews its teaching-learning process periodically through IQAC or any other mechanism

Response:

The institution takes steps to improve the quality of teaching learning process through IQAC. The internal quality assurance system of higher education institutions aims at continuous improvement of quality and achieving academic excellence. The institution has an internal quality assurance cell, adopts a participatory approach in managing its provisions. It gives support to teaching and learning for example continuing education for faculty, Pedagogy enhancement, student support through mentoring and career advice, Support for student learning through focus on inputs, Introduction of new pedagogical tools or on inputs such as the development of certain abilities for the students.

- Preparation of course plan at the beginning of every session.
- Feedback is collected by the students through IQ AC on curricular aspects seeking learning methods, faculty programs and institutional programs.
- The improvement in courses and teaching materials is brought about with the help of evaluation.
- All students are provided with the student diary that provides all details relevant for students.
- The academic calendar is prepared in advance displayed and circulated in the Institute and strictly followed.
- The IQAC conduct periodical meetings with the Departments, internal examination committee, Council of heads, the principal through out the Academic year in the presence of the IQAC coordinator.
- The Faculty Coordination Committee conducts an academic review of all departments collecting information on academic activities such as completion of study programs, unit tests, assignments, seminars, group discussions quiz, education tour and other activities.
- The Staff Council meeting is held in the beginning of the session to discuss the plan for the session. A daily teaching diary of each faculty member is signed by HOD's is presented every month to the Principal for the approval.
- Students centric methods for clearing the concepts are adopted.
- Library is enriched with resources related to curriculum .
- Emphasis is given on course completion.
- Participation of students in classroom discussion is to be enhanced.
- Transparency is maintained in internal assessment.
- IQAC monitors the proper implementation, an analysis of overall academic and administrative performances of the Institute activities.
- It ensures maximum utilization of infrastructural facilities and the available ICT resources.
- A feedback analysis committees formed to review the online and offline feedback received from the

students.

- Attendance registers and daily teaching Diaries are duly maintained and checked.
- IQAC supports the teaching and learning goals articulated in the institutions strategic plan.
- The institution maintains proper documentation of various programs and activities of the Institute leading to quality improvement through IQ AC.
- The institutions strives towards quality enhancement through internalization of the quality culture and institutionalization of best practices.
- The institution organizes seminars, conferences, and workshops at various levels.
- Extension and upgradation of classrooms and laboratories.
- Automation of library and its facilities.
- It reviews the feedback from the parent teacher meetings.
- The IQ AC monitors the well being of the Institute in all respects.

6.5.3 Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years.

Response: 3.8

6.5.3.1 Number of quality initiatives taken by IQAC or any other mechanism for promoting quality during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	3	4	2

File Description	Document
Report of the work done by IQAC or other quality mechanisms	View Document
Data as per Data Template	View Document

6.5.4 Institution engages in several quality initiatives such as 1. Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements 2. Timely submission of AQARs (only after 1st cycle) 3. Academic Administrative Audit (AAA) and initiation of follow up action 4. Collaborative quality initiatives with other institution(s) 5. Participation in NIRF

Response: C. Any 2 of the above

File Description	Document
Feedback analysis report	View Document
Data as per Data Template	View Document

6.5.5 Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives

Response:

The institution successfully implemented Quality enhancement initiative in the Academic and administrative domains. Some of the initiatives of IQAC which have contributed towards incremental improvements are-

- Optimization an integration of modern methods of teaching and learning.
- Use of ICT tools in teaching.
- Development of Environmental friendly campus.
- Conducting bridge courses.
- Waste management.
- Green practices.

Use of ICT tools for teaching learning.

- Successful implementation of Connectivity of Internet in the campus which enabled online admissions, online fee collections, online admission tickets, online certificates, online date sheets and digitization of academic records and staff records.
- Development of Institute websites.
- Introduction of computerized result processing through in house expertise.
- Computer training programs for the staff.
- ICT tools contributed to high quality lessons since they have potential to increase students motivation, connect students to many information sources, support active in class and outclass learning environments and let the teachers to allocate more time for facilitation .
- These tools are the best mode of education that use information and communications Technology to support, enhance, and optimize the delivery of information. It leads to an improved student learning and better teaching methods.
- The use of computers in the colleges enabled students to get the chance to do assignments or group projects by saving a lot of time. It increased students knowledge at the same time.
- Introduction of smart classes
- Computer assisted Instruction played the important role in improving the quality in teacher education. It consisted or both video as well as audio tape recordings, filmstrips and so on. Students could make queries to the computer by means of typewriter and keyboard and got answers in printed forms.

Environment Friendly campus and green practices.

The Institute works for the Environmentconservation. and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized.

- The Institute worked for generating less waste and recycling it to a system that enabled the used material to be reused, ensuring that less natural resources are consumed.

- Waste management through establishing solid waste, disposal facilities in different places of the campus for disposal of organic waste, including plant debris.
- Spread of composting initiatives on the college campuses and Utilizations of compost for the plantations in the campus.
- The campus garden is maintained properly.
- borrowing or sharing a vehicle was successfully implemented .
- Use of Reusable water bottles and coffee mugs.
- Green Campus projects made by students to spread awareness about Eco friendly transportation in the campus.
- Use of sustainable energy to supplement the energy needs of the campus like Solar panels, water power and wind water projects.
- Introduction of activities such as organic gardens. which teaches students how to create their own organic farms.
- Proactive actions were taken to inculcate green living ideas in students by taking ecofriendly steps to protect the environment. Ecofriendly curriculum, recycling, reusing, using LED lights, reducing water usage and other initiatives forms green habits in Students which they can continue even after they complete their studies.

Second cycle.

Student centered learning environment.

- Institute introduced student centered learning any college.
- Students were directly involved in the education process by enabling them to interact with one another. They also began to feel a sense of community.
- This type of learning environment developed trust and Among the students by allowing them to speak, Listening to them and being fair with them.
- Through quality assurance initiatives, the teacher were able to engage students in any activity or project, Allowing and inviting students to use free web tools to present ,curate and share information.
- It encouraged the pursuit of learning, having an engaging classroom environment with engaging projects, engaging activities, and engaging discussions.
- Teachers started using project based learning to teach different subjects and teaching through identifying real world programs and developing real world solutions.
- Ongoing projects for students were created to develop student centered classroom and learning environment. It promoted the mastery of subject matter being taught and learned. It also helped students to demonstrate what they had learned.
- It provided students the opportunity to lead in the classroom and fostered engagement, growth and empowered students to take ownership of the learning experience.
- The student centered learning environment Encouraged students to demonstrate what they had achieved.

Enhancement of evaluation methodologies.

- Institute adopted the most effective evaluation process, which encouraged and rewards effective teaching practices on the basis of student learning outcomes.
- It enabled students to identify their own strengths and weaknesses and to determine the kinds of information they need to correct their learning deficiencies and misconceptions.

- Students learned that they could engage in self assessment and continuous improvement of performance throughout their lives.
- The technique of outcomes assessment as a means of measuring student learning and the use of that information to improve teaching were considered along with other additional strategies and methods for formative evaluation.
- The process involved not just determining to what extent students had mastered course content at the end of the course, but also improving the quality of learning and determining to what extent students had mastered content throughout the course.
- Outcome assessment enabled faculty to determine what students know and can do as a result of instruction in a course module and entire course or a sequence of courses.
- The point at which a student's education at which he or she could develop the specified knowledge and skills for determined.
- Results from assessments were used to provide formative feedback to individual students and to improve curriculum and instruction.
- Classroom quizzes and exams ,projects ,poster presentations of library or laboratory research, cooperative experiences, portfolios ,standardized tests for both within and across disciplines, Student journals, questionnaires and interviews were encouraged.

Outcome assessment promoted other changes like faculty employing more active learning strategies, that enabled students to participate the concepts they are learning.