

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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.?

Vision

The vision of our institution is

- To project the educational institutions as facilitating centers for creating ideas and moulding the students as instruments in development of the nation

Mission

Our mission is

- To ignite the minds of aspiring youth for making them responsible citizen with self confidence by providing substantial learning inputs and to execute their knowledge for the societal requirements.

The institution being situated in a remote area is accessible to socially and economically down trodden people from rural area. The college strictly follows the rule of merit cum reservation policy in admissions. We do not insist cut off marks/percentage for getting admission into any programme offered by our college. We impart education with the help of well qualified and experienced teachers. For achieving all round development, students are involved in co curricular and extracurricular activities and also they are equipped with required skills to face global competition and to get suitable employment. We follow the tradition to maintain communal harmony and integrity and to develop self discipline among students. Our institution strives for improving the social and health awareness in and around Bodhan.

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

Ans. The instituion is a government college. The designing of quality policy and plans will be done at the top level i.e., the commissioner of collegiate education. The principal is the head of the institution and he will ensure proper and effective implementation of such quality policies and plans so as to achieve the organizational objectives. For this purpose the principal involves the faculty members by assigning specific tasks, delegate authority for taking quick decisions and ultimately makes them responsible for the positive outcome. The monthly review meetings are conducted by the principal to review the activities of various committees and wherever required he gives his suggestions for effective implementation of plans. The college IQAC also plays a vital

role in providing valuable inputs to the principal and other staff members for smooth and effective conduct of curricular, co-curricular and extra-curricular activities of the college.

6.1.3 What is the involvement of the leadership in ensuring?

- the policy statement and action plans for fulfillment 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 stake holders
- reinforcing the culture of excellence
- champion organizational change

Ans. To realize the stated mission, the plan of action is chalked out by the IQAC at the beginning of every academic year.

- The leadership plays pivotal role in the formulation of policy statements and action plans for fulfillment of the stated mission of the college.
- The leadership ensures that the chalked out policies and action plan in consensus with the mission and objectives of the institution.
- All the policy matters and action plans are discussed deliberated in various committees like IQAC, CPDC etc. under the overall supervision of the principal and appropriate measures are taken for their implementation.
- Action plans for various activities are chalked out separately like Teaching-learning, co-curricular and extra-curricular activities and incorporated with overall strategic plan of the institution.
- The leadership interacts with internal stakeholders and external stakeholders regularly.

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?

Ans. There is an institutional mechanism in place to monitor and evaluate policies and plans for effective implementation and improvement. Staff council meetings are conducted regularly to monitor and evaluate the operationalization and implementation of the decisions taken. The policies and plans of the institution are monitored through the committee system. Various committees have been formed and conveners are appointed and are given specific responsibilities for proper implementation. All the committees undertake their activities under overall supervision of the principal. CPDC meetings are also held regularly to supervise and guide for effective implementation of the institutional plans. Alumni association also plays an important part in evaluation of the policies and plans.

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

- The faculty members are made in-charges for various activities like Time-table committee, literary cultural committee, games, discipline, examinations committee, library committee etc. and granted operational freedom for planning and effective implementation of the activities. These committees meet according to the administrative needs. This will help the faculty members in developing management skills like planning, organizing, directing, decision making, coordination and controlling and creates responsibility with accountability.
- Faculty members are given responsibility during important functions. This allows the faculty members to showcase their talents.

6.1.6 How does the college groom leadership at various levels?

Ans. The college grooms leadership at various levels as under:

- For development of leadership qualities in students they are actively involved in the extra-curricular activities such as NSS, organizing programmes like seminars, group discussions, cultural programmes, rallies, field visits and surveys.
- Tutor-ward system – Tutor is appointed for specific number of students for counseling in academic, personal and psycho-social matters.
- Departmental In-charges – Senior most faculty of the department is made in charge to supervise the activities of the department.
- Coordinators at college level – Coordinators are appointed for various committees like NAAC Coordinator, Academic Coordinator, UGC Coordinator etc.
- Office – Section in-charges are appointed in office for decentralized administration. Example: Fees In-charge, Exam In-charge etc.

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?

Ans. Our institution has adopted decentralized system of governance. At the beginning of the academic year the staff council meeting is conducted. The principal chairs the meeting in which the plans and activities to be implemented for the academic year are discussed at length. Various committees are formed and authority is delegated for effective implementation. The required logistical support is provided.

All heads of departments are given operational autonomy for the overall supervision of their respective department. They are given authority to plan and implement the curricular and co curricular activities of their respective departments. The principal as the supreme body of the college administration & head of the institution will coordinate the activities of all the departments and committees.

The autonomy and flexibility to departments and committees ensures decentralization of authority and delegation of work and governance system.

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

Ans. Yes. The college promotes a culture of participative management.

- Policies and plans of the institution are framed after detailed discussion and deliberations in the staff council meeting. Suggestions of the staff members are given due importance and decisions are taken on the basis of consensus
- Departmental action plans are chalked out after thorough discussions among faculty members of the department.
- Students and non-teaching staff members are also made part of the various committees to enhance the scope for participative management.
- C.P.D.C.(College Planning and Development Committee) Alumni Association, Parents, Students participation in decision making process leads to participative management.

6.2 Strategy Development and Deployment

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

Ans. Yes. The college has the formally stated quality policy

- The quality policy is developed in consensus with the overall guidelines of NAAC and need based assessment
- The vision mission and objectives of the institution are framed in such a way as to reflect the quality policy of the institution.
- Action plans policies and various programmes for quality enhancement and implementation are formulated and put in action.
 1. Ex: provision of ICT based Teaching learning
 2. Students centric teaching and learning-Assignments, group discussions, seminars, extension lectures, study projects, paper presentation by students.
 3. Inculcating scientific temper and developing research aptitude and behavior
 4. Enhancing employability potential through quality enrichment programmes and training.

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

Ans. The institution constituted CPDC as per the guidelines issued by the commissioner of collegiate education. This committee consists of alumni, local leader, staff members, parents, industrialists and philanthropist. The institution derives the support of the members of the committee in the development of the institution.

The important aspects considered for the development are

- Providing latest technology for teaching learning
- Strengthening the quality enhancement programmes
- Institution - Industry – community interaction for mutual benefit.
- Proposal for construction of women’s hostel submitted to UGC.

- Proposal for construction of auditorium.
- Proposal for construction of waiting room for ladies staff and girl students.
- Proposal to introduce post graduate courses on need base method.

6.2.3 Describe the internal organizational structure and decision making process.

The institution has an internal organizational structure and decision making process system.

- Principal Head of the institution and final decision making authority
- IQAC All in-charges of departments are members
- Department Committees Departmental staff Members
- Advisory Committees selected members appointed by principal

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

- Teaching & Learning:

Ans. The College follows the almanac prepared by the university in coordination with the academic calendar as given by the CCE. Each department will prepare its own annual plan by accommodating various curricular and co-curricular activities. Lecture method of teaching is supplemented by use of audio-visuals, field visits & surveys, extension lectures, project works, group discussions and seminars. Library resources are effectively used to augment teaching-learning.

- Research & Development

Optimal use of labs and science laboratories for small projects

Motivating the faculty for MRPs.

Purchase of new equipments

- Community engagement:

Our institution is engaged in community service through NSS & NCC units. Our NSS volunteers have organised various community development programmes like Blood donation, health check-up camps, eye camps, veterinary camps, Aids awareness, consumer awareness, anti-liquor, tree plantation, child education and socio-economic surveys etc. in the surrounding villages of our institution. Our NSS units have also served the victims of natural calamities by collecting and contributing to the relief fund.

- Human resource management

Recruitment of highly qualified experienced faculty as contract and guest lecturers.

All the faculty members have additional charges leading to optimal usage of human resource

Deputing teaching and non-teaching staff for various training programmes like Orientation and refresher courses

- Industry interaction

Students are taken for industrial tours to get real time experience

Experts from industry called for extension lectures.

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?

Ans. The Principal ensures that adequate information is available for the top management and the stakeholders.

The feedback from the students is obtained through the suggestions and complains boxes kept in front of the principal's office. Feedback and suggestions from parents is obtained during parent-teacher meetings and appropriate action will be taken. Information can also be had from college website, press releases, notices and circulars, academic reports and result analysis.

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

Ans. As the head of the institution, the principal is responsible for smooth and effective functioning of the college activities. For this purpose the principal utilizes the services of staff members by involving them in various committees as conveners/members. More over the introduction of Academic Performance Indicator (API) system linked for getting promotions expects all the teachers to score points from curricular, co-curricular, extra-curricular and research activities. Therefore, involvement of teachers in the institutional processes is a pre requisite.

- The college management encourages and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes through
- The staff is allowed to participate actively in policy formulation through staff council meetings gives them a sense of recognition and encourages them to actively participate in the management.
- The staff members are made coordinators and in-charges of various committees with functional and financial autonomy.
- Staff members are permitted to attend orientation and refresher courses..

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

Ans. CPDC resolutions for last year are as under:

1. Appointment of gust faculty.
2. Payment of salary of technical asst. rectification.
3. Provision of RTC bus facility to the students up to the college door step.
4. Development of social forestry in college campus.

Status of implementation:

1. The college has appointed gust faculty
2. Payment of salary of technical asst. rectified.
3. The college pursued the matter many times with the concerned authorities, but the matter is still under implementation.
4. Developed social forestry in college campus.

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?

Ans. Ours is a small college; there is no scope for opting autonomy.

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

Ans. The institution has a grievance redressal committee for both students and staff. The matter of grievances and complaints of both teaching and non-teaching staff and students are mostly resolved amicably and effectively. Suggestion box is installed in the college at principal's office to receive suggestions and complaints. The suggestions are promptly attended to and feasible suggestions implemented.

Grievances/complaints from parents are attended on priority basis.

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?

nil

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?

Yes, the institution has a mechanism for analyzing student feedback on institutional performance.

- The institution provides feedback forms to the students to get feedback on institutional performance.
- The feedback obtained from the students and stakeholders is analyzed by the IQAC and gives suitable suggestions and recommendations.
- The suggestions and recommendations are discussed in the staff council and decisions are taken in this regard.

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?

Ans. To keep with the emerging challenges in the field of higher education, the institution has been extending full support for the professional development of the faculty.

- The faculty members are regularly deputed for trainings programmes like orientation and refresher courses conducted by ASC, aimed for their professional development. Teachers also attend training programmes and workshops

conducted by various departments of universities whenever a new subject /chapters are introduced.

- The college encourages the staff member to pursue Ph.D. degree
- Duty leave is provided for attending conferences, seminars and workshops.
- Faculty members are advised to take up minor and major research projects from UGC.
- The non teaching staff members are also deputed for training programmes in administrative procedures conducted by CCE from time to time. A computer awareness programme is also conducted by the computer department for non-teaching staff.

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?

Ans. The institution prepares the staff to shoulder bigger responsibilities and to play important role in the organization by motivating them through

- Involving the staff in decision making process and participative management
- Assigning greater responsibilities to discharge with autonomy to staff members.
- Decentralization of authority and delegation of powers at department level prepares them for a bigger role to play in the organization.
- By giving appreciation letters, incentives, awards for their role in the development of the organization.

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.

Ans. The institution has a performance appraisal system in place for the evaluation of the staff.

- Feedback from students by way of structured feedback forms
- Performance appraisal from peers
- Performance appraisal on the basis of annual examination results.
- Staff involvement in activities other than academics
- The feedback is analyzed and necessary action to change the performance appraisal taken.

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?

Ans. At the beginning of the academic year a staff council meeting is convened by the principal, the review of performance appraisal reports is kept as an important item on agenda. Where ever required counseling is provided to the staff in order to help them to improve professional capabilities.

Some of the major decisions taken for enhancing performance are:

- Compulsory completion of orientation and refresher training courses by regular staff.
- Training for staff in proper use of ITC.
- Fine tuning of communication skills to overcome language barriers.
- These decisions are communicated to stake holders through notice boards, websites and emails.

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?

Ans. The following welfare schemes available to teaching and non teaching staff :

- Being government employees, the staff can avail all the benefits available to the state government employees.
- Benefit of availing on duty leave, medical leave, maternity & paternity leave, study leave etc.
- Medical reimbursement facility.
- Encashment of surrender leave
- FDP for eligible candidates
- Various loan facilities.
- Extra casual leaves for women staff

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

Ans. The institution is a government institution. Appointment and selection of faculty is made as per the guidelines of government of A.P. The staff are transferred to other colleges after putting in fixed number of years of service at one place.

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?

Ans. For the purpose of monitoring effective and efficient use of available financial resources, the institution follows A.P. financial rules.

- Staff council resolution is needed for all financial matters.
- Tender method is followed for purchase of equipment and materials
- Purchase of equipment, furniture and materials is made preferably from government recognized suppliers.
- Payment is made through account payee cheques only.

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.

Ans. Institutional mechanisms for internal and external areas under-

The college accounts are regularly audited by the auditors of RJDHE, and CCE, Hyderabad. As for the accounts of funds received from other funding agencies like UGC, NSS etc. are audited by engaging qualified chartered accountants and compliance report is submitted along with audited financial statements. Internal audit of accounts is carried out by a committee consisting of senior faculty members especially from commerce department.

Annual verification and physical stock taking is done by stock verification committees of the college.

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.

Ans. The institution is owned by government. The major resources of institutional funding are state govt. funds provided by CCE, HYD. UGC also provides considerable amount of funds for the infrastructural development and academic needs. Self financed courses also generate some revenues to the institution. The important grants received in the previous four years are as under.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Ans. Efforts are being made to secure additional funds from UGC, alumni, local M.P., M.L.A. for the students benefit and betterment of college. The funds sanctioned have been utilized for the purpose for which they were sanctioned due after following the rules and regulations.

Particulars	Amount Received in Rs.			
	2008-09	2009-10	2010-11	2011-12
Salary grant of faculty	8,30,827	4,91,959	23,57,076	14,84,268
Salary of Non teaching	3,65,213	3,26,911	3,00,848	2,79,667
Grant for building Development.			14,00,000	
Grant for maintenance				
UGC grants				
Tuition Fee				
Fee from self-financed courses				
Miscellaneous				

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

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 internal quality assurance mechanism to ensure maintenance of quality within the existing academic and administrative systems. IQAC consists of all departmental in-charges, students, alumni and local community member from the town and principal of the college as the chairman.
- The vision, mission and objectives of the institution clearly reflect the quality policy of the institution
- Quality assurance cell ensures sustenance and improvement of quality.
- The decisions taken by IQAC for quality improvement are participatory and democratic in nature.

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

Ans. Almost all the decisions of the IQAC have been approved for implementation by the authorities and they were implemented.

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

Ans. Yes, the IQAC have external members on its committee. External members attend the meetings regularly; provide necessary inputs feedback and suggestions on various issues for the development of the college. They act as a linking pin between college and community.

d. **How do students and alumni contribute to the effective functioning of the IQAC?**

Ans. Students and alumni contribute their inputs, suggestions for the improvement of the quality of education and give suggestions for the effective functioning of IQAC.

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

Ans. the decisions of IQAC are communicated to different constituents of the institution through circulars, notices and reminders.

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 operationalisation.

Ans. Yes, the institution has an integrated framework for quality assurance of the academic and administrative activities. The IQAC and staff council meets in beginning of the year, chalks out an action plan for quality assurance in academic and administrative activities. Various committees including IQAC provide the mechanism for effective implementation and operationalisation of quality assurance of academic and administrative activities.

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.

Ans. Yes. The institution provides training to its staff for effective implementation of the quality assurance procedures.

- Extension lectures on quality assurance procedures are conducted.
- Staff members are sent for participating in quality related seminars and workshops.
- New and modern methods of teaching are used.

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?

Ans. Yes, the institution undertakes academic audit through a committee formed for the purpose.

- Academic audit is conducted by audit cell of the affiliating university.
- Academic audit is also undertaken by academic guidance cell of the CCE, Hyderabad.
- The suggestions and recommendations of the various academic audits are implemented to improve the institutional process.

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

Ans. The internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies.

- The internal quality assurance mechanism is designed and operationalized on the guidelines and broad frame work of the external quality assurance agency i.e., NAAC.
- The internal quality assurance mechanism also takes into consideration the quality parameters of the affiliating university. It is developed and operationalized on need based assessment and feedback from different stakeholders.

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?

Ans. Yes, the following institutional mechanisms are in place to monitor and review the teaching learning process.

Structure:

Staff council - All departmental faculty members and non-teaching staff
IQAC Chairman-Principal, senior faculty members, students, alumni and local community representatives.
Departmental Committees – Departmental staff members and non-teaching staff.
Academic Coordinator Academic Coordinator and members

Methodology:

The committees mentioned above regularly meet and discuss various aspects of teaching learning process and give suggestions and measures to further strengthen the teaching learning process.

- Encourages the faculty to use ICT and student centric teaching learning and evaluation.
- Motivates the staff and students to take up projects in emerging areas.

Outcomes:

- The mechanism of continuously reviewing the teaching learning process has yielded good results.
- Teaching learning has become more student centric and holistic.
- Overall quality of the processes has increased to great extent.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policies, mechanism and outcomes to various internal and external stakeholders through:

- Prospectus and hand book
- Notice boards
- Bulletin boards
- Circulars
- Press releases
- Wall posters
- Awareness campaign
- NSS special camps etc.
- Through the college website