

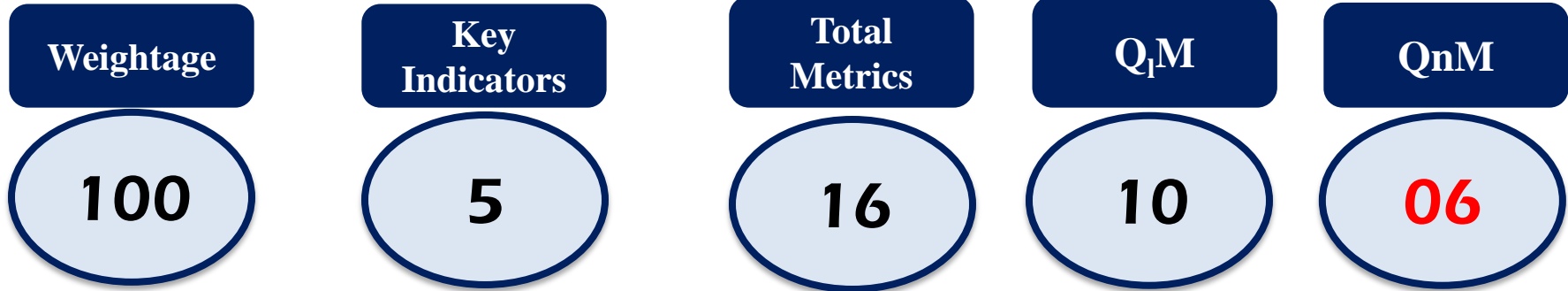


Criterion 6 Governance, Leadership and Management

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At a Glance



6.1	Institutional Vision and Leadership	10
6.2	Strategy Development and Deployment	10
6.3	Faculty Empowerment Strategies	30
6.4	Financial Management and Resource Mobilization	20
6.5	Internal Quality Assurance System	30

6.1 Institutional Vision and Leadership

Weightage

Total Metrics

Q₁M

Q_nM

10

02

02

00



6.1.1

Q ₁ M	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution- Vision, Mission?	05
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Shriram College of Commerce, Delhi

Vision: "A College of **Global Choice**"

Mission: "To achieve and sustain **excellence** in teaching and research, and enriching local, national and **international** communities through our research, the skills of alumni, and the **publishing** of academic and educational materials"

6.1.1 - Documentation

1. Draft and revisit Vision and Mission (of college, not parent body)- Brainstorming
2. Provide due space in college website, letter heads, college magazine, college premises etc.
3. Should reflect through perspective plan.
4. Participation of teachers in decision making bodies- minute meetings of bodies such as CDC

6.1.2

Q ₁ M	The effective leadership is visible in various institutional practices such as decentralization and participative management.	05
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- Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 500 words

Requirement: Meeting Minutes, Action taken reports
Example CDC, IQAC, Admission Committee

6.2 Strategy Development and Deployment

Weightage

Total Metrics

Q₁M

Q_nM

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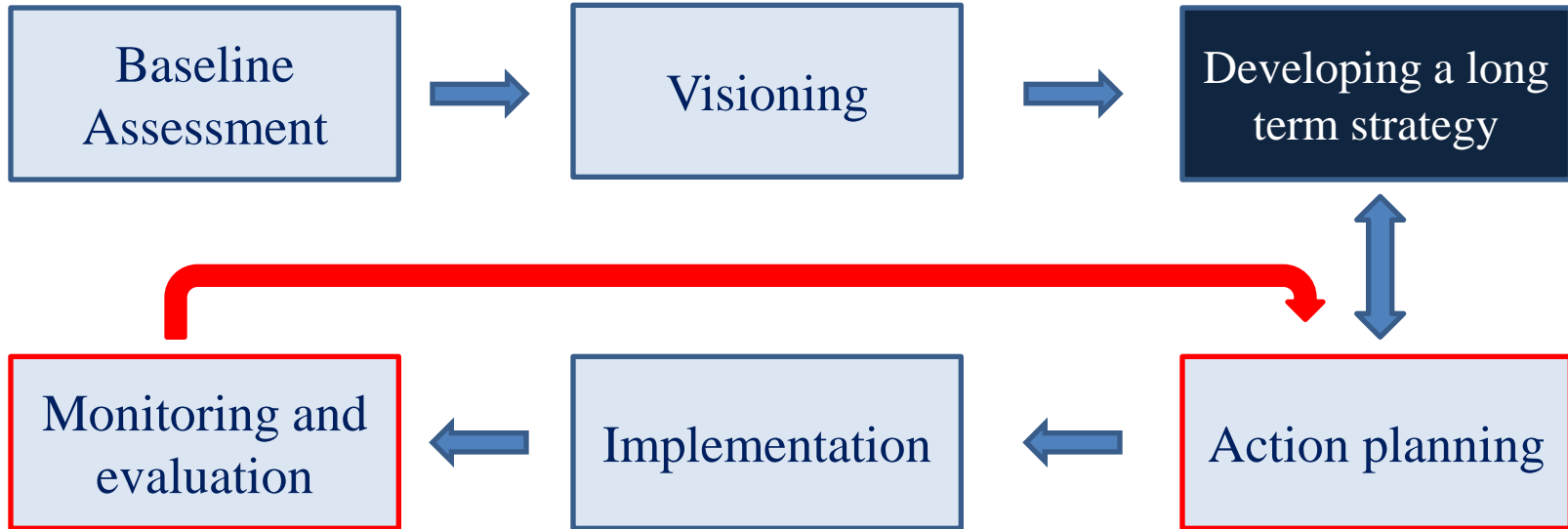


6.2.1

Q₁M

The institutional Strategic/ perspective plan is effectively deployed - one activity successfully implemented based on the strategic plan
(documents on the website)

02





S

Specific

Do: Set real numbers with real deadlines.

Don't: Say, "I want more visitors."



M

Measurable

Do: Make sure your goal is trackable.

Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."



A

Attainable

Do: Work towards a goal that is challenging, but possible.

Don't: Try to take over the world in one night.

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R

Realistic

Do: Be honest with yourself- you know what you and your team are capable of.

Don't: Forget any hurdles you may have to overcome.



T

Time-bound

Do: Give yourself a deadline.

Don't: Keep pushing towards a goal you might hit, "some day."

6.2.1. Documentation

1. Document a perspective plan including the assessment period and future.
2. Include ATR
3. Upload on college website
4. Documents supporting Case study

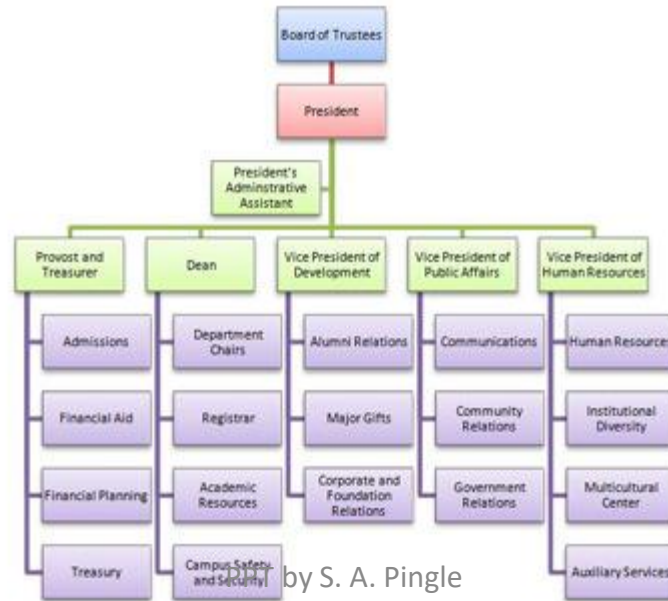
6.2.2

Q₁M

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. – organogram on website

02

Organizational Chart showing structure of an organization, relationships, relative ranks



6.2.3

Q_nM Implementation of e-governance in areas of operation-

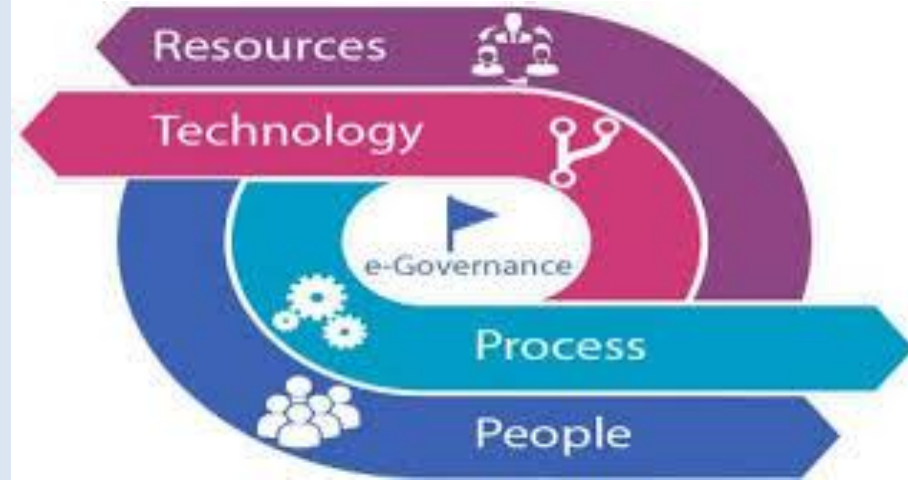
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Administration
Finance and Accounts
Student Admission and Support
Examination

Options:

- All of the above
- Any 3 of the above
- Any 2 of the above
- Any 1 of the above
- None of the above

Opt One



6.2.3. Documentation

Areas of e governance	Name of the Vendor with contact details	Year of implementation
Administration		
Finance and Accounts		
Student Admission and Support		
Examination		

1. ERP Document
2. Screen Shots
3. Bills for the expenditure on implementation of e governance in the areas of operation.
4. Policy document on e governance.

6.3 Faculty Empowerment Strategies

Weightage

Total Metrics

Q₁M

Q_nM

30

05

02

03



6.3.1

Q ₁ M	The institution has effective welfare measures for teaching and non-teaching staff	05
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List of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words



6.3.2

Q_nM	Average percentage of teachers provided <i>with financial support to attend conferences/workshops</i> and towards membership fee of professional bodies during the last five years				10
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	

1. Policy document on providing financial support to teachers
2. E-copy of letter/s indicating financial assistance to teachers
3. Audited statement of account highlighting the financial support

6.3.3

Q_nM

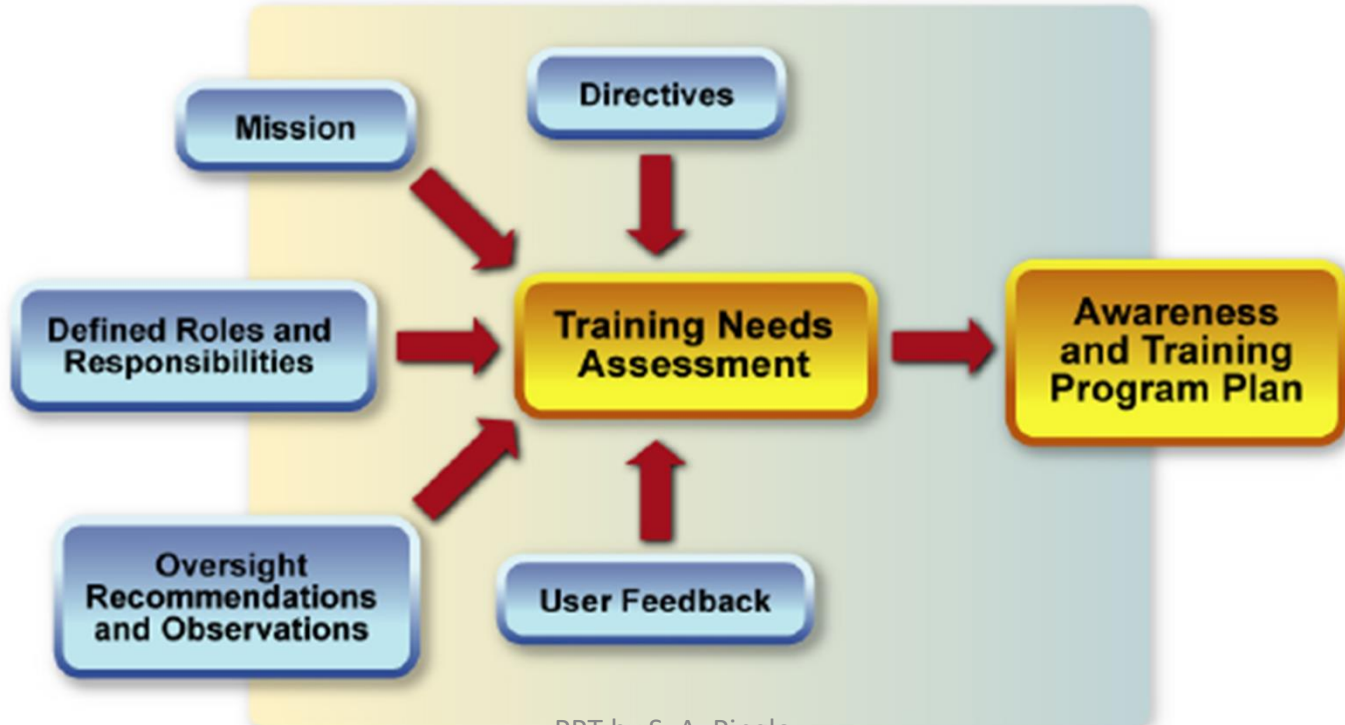
Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

05



6.3.3 Need Assessment

a process used by organizations to determine priorities, make organizational improvements, or allocate resources



6.3.3. Documentation

1. List of professional development / administrative training programs organized by the institution
2. Brochures and Reports year-wise
3. List of participants in each programme
4. Photographs with date and caption.
5. Annual reports of the programme conducted at institution level

6.3.4

Q_nM	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	05
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Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)

6.3.4. Documentation

1. Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year wise.
2. E-copy of the certificates of the program attended by teachers.
3. List of participating teachers as per the prescribed format year-wise during the last five years.
4. Annual reports highlighting the programs undertaken by the teaching faculties.

Note:

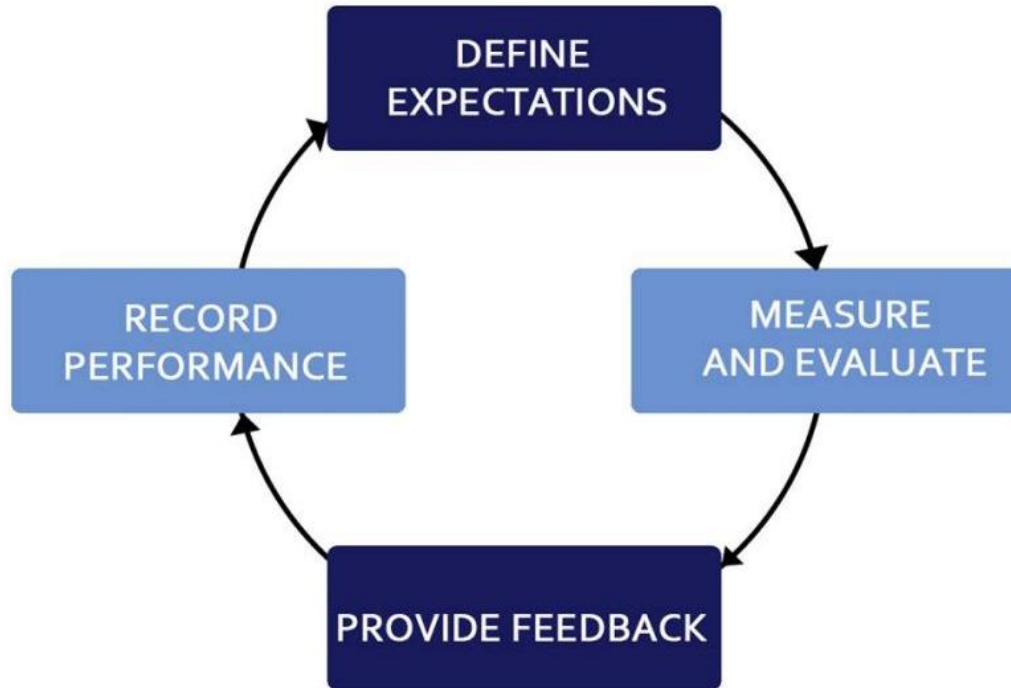
- **One teacher attending one or more professional development Program in a year to be counted as one only.**
- **Attending seminars / invited talks not to be considered.**
- **Programs of duration less than one week will not be considered.**

6.3.5

Q₁M

Institutions Performance Appraisal System for teaching and non teaching staff

05



Benefits of Performance Appraisal



6.4 Financial Management and Resource Mobilization

Weightage

Total Metrics

Q₁M

Q_nM

20

03

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01



6.4.1

Q ₁ M	Institution conducts internal and external financial audits regularly- Audits and compliance	06
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1. Enumerate the various internal and external financial audits
2. Mechanism for settling audit objections

Internal Audit

Appointment – Internal Auditor is appointed by the Management.

Qualifications – Need not possess any specific expertise.

Status – Is an employee of the company.

Conduct of Audit – Is a kind of continuous audit.

Scope of Work – Determined by the management.

Statutory Audit

Appointment – Statutory Auditor is appointed by the Shareholders.

Qualifications – Must be qualified as per Sec 226 of the Companies Act 2013.

Status – Is an independent person.

Conduct of Audit – After preparation of final accounts.

Scope of Work – Determined by Law.

6.4.2

Q_nM	Funds / Grants received from non-government bodies, individuals, philanthropist during the last five years (not covered in Criterion III) Donations etc.	08
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Year	Name of the non government funding agencies/ individuals	Purpose of the Grant	Funds/ Grants received (INR in lakhs)	Link to Audited Statement of Accounts reflecting the receipts

6.4.2. Documentation

1. Annual audited statements of accounts highlighting the grants received.
2. Copy of letter indicating the grants/funds received from respective agency as stated in metric

Note:

- **Funds from own institutions/own trust and sister institutions not to be considered.**
- **Contribution in the form of equipment / software etc not be counted.**

6.4.3

Q₁M

Institutional strategies for mobilization of funds and the optimal utilization of resources- Resource mobilization policy and procedures

06

1

- Preparing a resource mobilizing strategy: SWOC , Needs, Targets, Plan

2

- Identifying and broadening the stakeholder group-Connection, Capability and Concern

3

- Developing Key Message: Organization's cause

4

- Selecting Resource Mobilizing Vehicles: Exploring funding sources

5

- Resource Mobilization monitoring and evaluation

6

- Gearing up for resource mobilization: Team work, Fund Proposal writing

6.5 Internal Quality Assurance System

Weightage

Total Metrics

Q₁M

Q_nM

30

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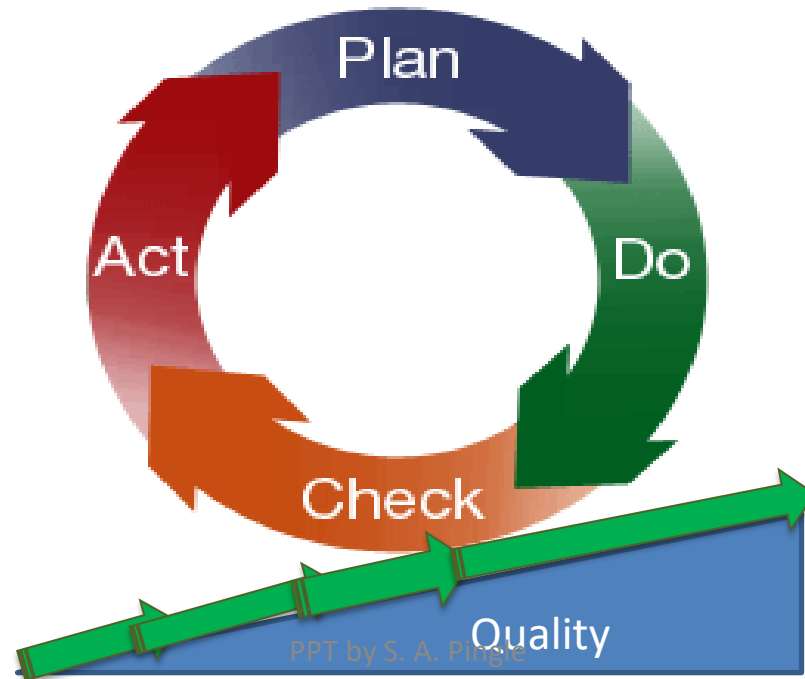


QC vs QA



6.5.1

Q ₁ M	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes - two practices institutionalized	10
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6.5.2

Q₁M	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 incremental improvement in various activities	10
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- Institutional reviews and implementation of teaching learning reforms
- Incremental Improvement

Review and implementation of teaching learning reforms



6.5.3

Q _n M	Quality assurance initiatives of the institution include:	10
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1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Options:

All of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

None of the above

Opt one

6.5.3. Documentation

1. Proceedings of meetings of IQAC, Feedback analysis and action taken report.
2. Activities conducted under Collaborative quality initiatives with other institutions.
3. Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal).
4. ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies

Consolidated list of Documents

- Vision, Mission displayed on appropriate places.
- Perspective Plan with ATR
- Meeting minutes of decision making bodies.
- Case studies of decentralization and participative management
- Case study related to PP.
- Organogram
- ERP with related evidences.
- Welfare measures with related evidences.

Consolidated list of Documents

- Financial Audit reports and compliance
 - A. Financial support to staff
 - B. Funds Received
- Evidences of Professional Development Prog for Staff
- Evidences pertaining to FDP attended.
- Annual appraisal forms and action
- Policy documents for resource mobilization
- Case study and evidence for institutionalization of IQAC
- Evidence related to T&L review and incremental improvement
- AQARs, NIRF Link, necessary award certificates, Feedback analyses and action

THANK YOU

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