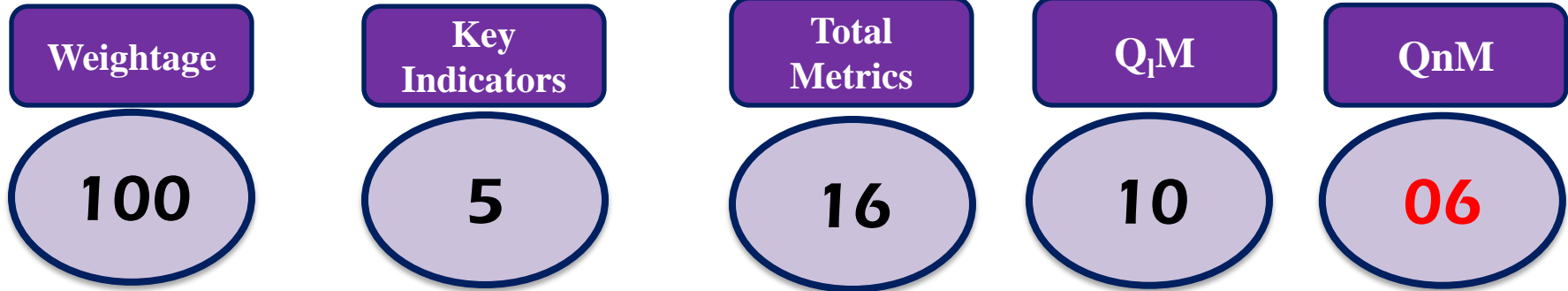


Criterion 6
Governance, Leadership
and Management

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At a Glance



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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



6.1.1

6.1.2 Q ₁ M	Mention two practices of decentralization and participative management during the last year (maximum 500 words)	05
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- Describe Two case studies showing decentralization and participative management in the institution in practice within a maximum of 500 words

Example CDC, IQAC, Admission Committee

Requirement: Meeting Minutes, Action taken reports

6.1.2

Does the institution have a Management Information System (MIS)? Yes/No/Partial:

Management Information System

- to manage massive amounts of data
- produce data-driven reports that help make the right decisions at the right time.
- MIS uses connected systems of ERP to access data and create reports.
- Reports: Scheduled, Ad-hoc, real time.

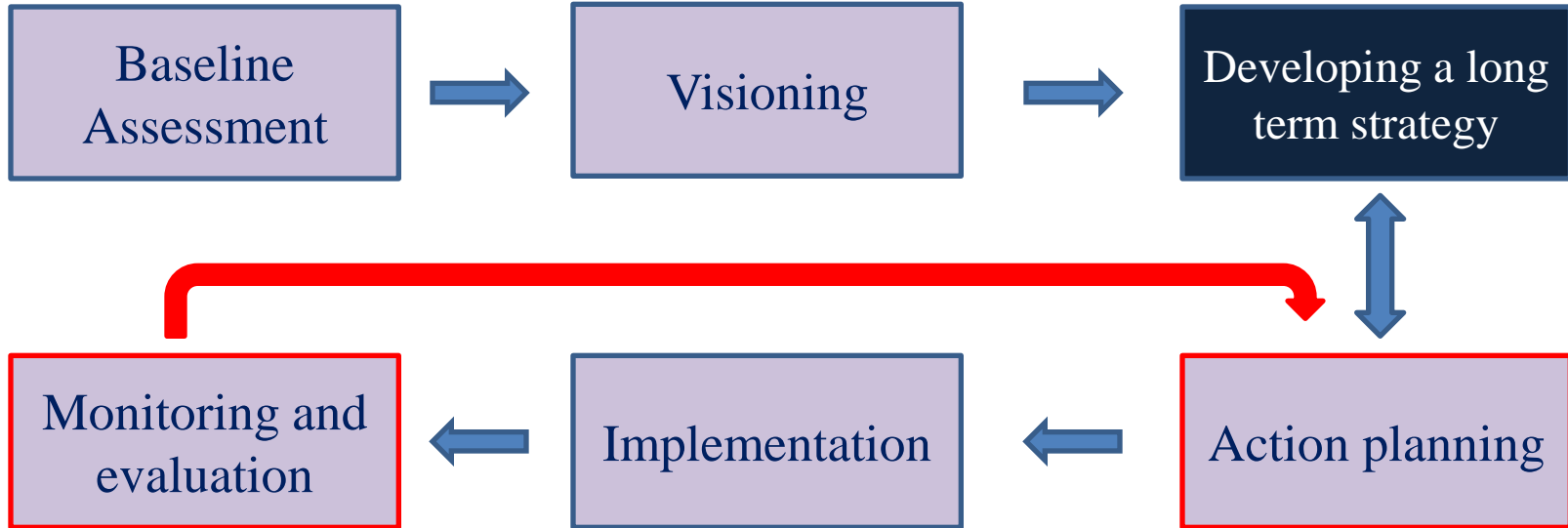
6.2 Strategy Development and Deployment



Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

- Curriculum Development
- Teaching and Learning
- Examination and Evaluation
- Research and Development
- Library, ICT and Physical Infrastructure / Instrumentation
- Human Resource Management
- Industry Interaction / Collaboration
- Admission of Students

6.2.1





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.

PPT by S. A. Pingle



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 for SSR

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

6.2.3 Q_nM

Implementation of e-governance in areas of operations:

04

Provide details of ERP/ Software, version and features offered.

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination



6.2.3. Documentation for SSR

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



6.3.1

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 year	10
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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

6.3.2

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 year

05



Need Assessment

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



6.3.2. Documentation for AQAR

Year	Title of the professional development programme organized for teaching staff	Title of the administrative training programme organized for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non teaching Staff)

6.3.3. Documentation for SSR

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

6.3.3

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 for SSR

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.**

6.3.4

2.4.1 Q_nM	Faculty and Staff recruitment (no. for permanent/fulltime recruitment):	20
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Teaching		Non Teaching	
Permanent	Full time	Permanent	Full Time

6.3.5

6.3.1
Q₁M

Welfare schemes for Teaching, Non Teaching, Students

05



6.4 Financial Management and Resource Mobilization



6.4.1

6.4.1
Q₁M **Institution conducts internal and external financial audits regularly- 100 words each Audits and compliance**

06

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

6.4.2
Q_nM **Funds / Grants received from non-government bodies, individuals, philanthropist during the year (not covered in Criterion III)**
Donations etc.

08

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 (In SSR)

6.4.2. Documentation for SSR

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.**

CORPUS FUND is the capital of the organization; the **funds** generated and kept for the existence and sustenance of the organization. Normally a **corpus fund** denotes a permanent **fund** kept for the basic expenditures needed for the administration and survival of the organization.

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

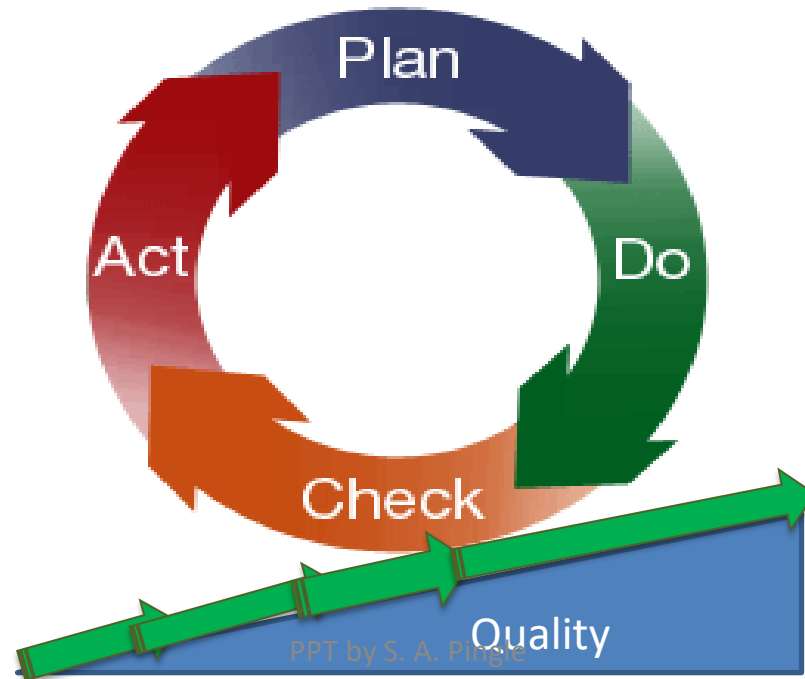


QC VS QA



6.5.1

Whether Academic and Administrative Audit has been done?



Audit type	External		Internal	
	Yes/ No	Agency	Yes/ No	Authority
Academic				
Administrative				

6.5.2

Activities and support from the Parent – Teacher Association (at least three)

Academic Performance

Classroom behaviour

Extracurricular Activities

Interaction with other parents

Child Home's Life

Social Skills

Hobbies

Talents

Fund raising

Action Plan

6.5.3

Development Programmes for support Staff (at least three)

Training and Education provided to staff for improving occupational, personal knowledge, skills and attitude.

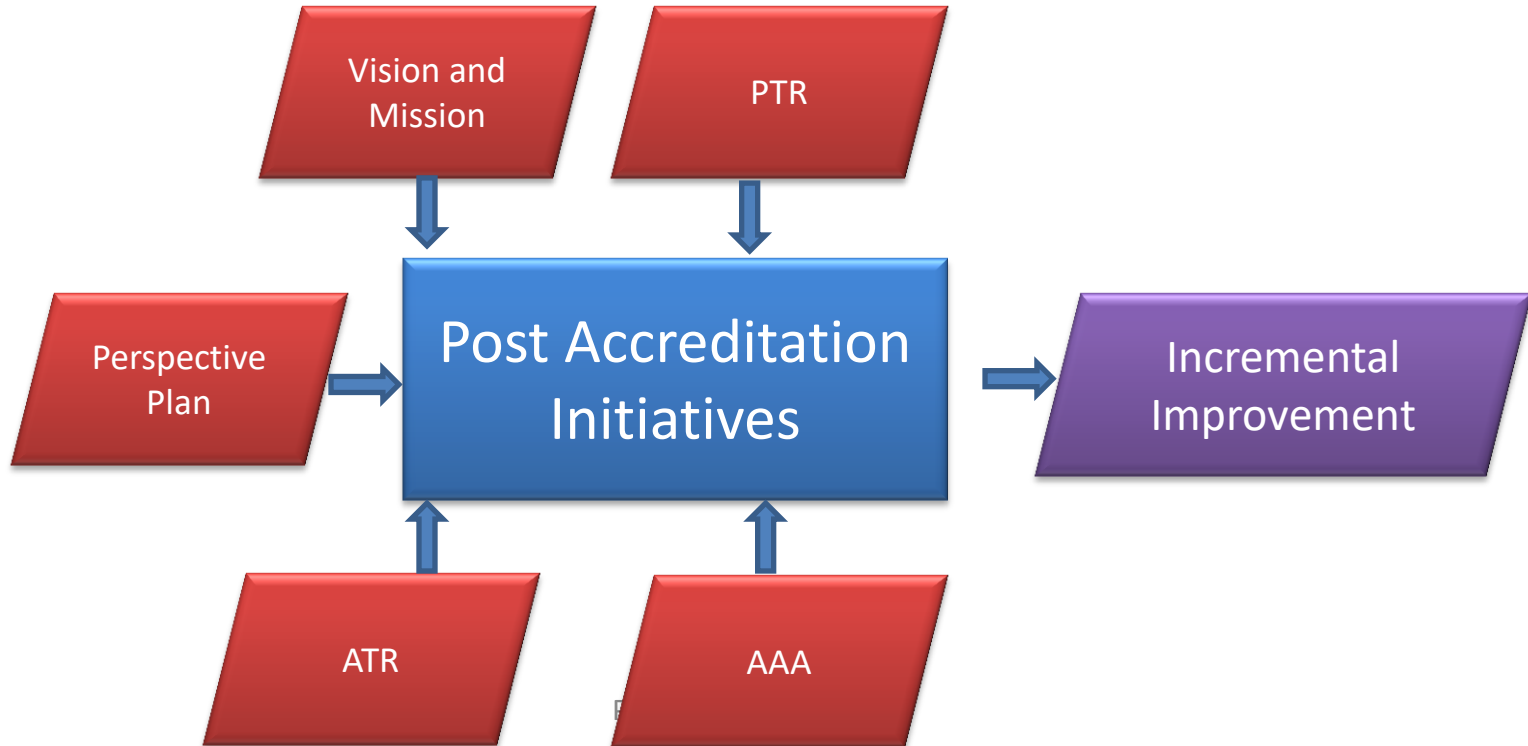
- Induction Training
- Job orientation
- In Service Education
- Continuing Education
- Training for special function

6.5.4

6.5.3
Q_nM

Post Accreditation initiative(s) (mention at least three)

10



- a. Submission of Data for AISHE portal : (Yes /No)
- b. Participation in NIRF : (Yes /No)
- c. ISO Certification : (Yes /No)
- d. NBA or any other quality audit : (Yes /No)

6.5.6

Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of Conducting activity	Duration (From- to)	Number of Participants

THANK YOU

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