**Criterion VI – Governance, Leadership and Management**

1. ***The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the University***

1. Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the university within a maximum of 500 words
2. ***The institution practices decentralization and participative management***
3. Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 500 words
4. ***Perspective/Strategic plan and deployment documents are available in the institution***
5. Describe one activity successfully implemented based on the strategic plan within a maximum of 500 words
6. ***Organizational structure of the university including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.***
7. Describe the Organogram of the Institution within a maximum of 500 words
8. Link to Organogram of the University webpage
9. ***Implementation of e-governance in areas of operation.***
10. Planning and Development
11. Administration
12. Finance and Accounts
13. Student Admission and Support
14. Examination

Options:

1. All 5 of the above
2. Any 4 of the above
3. Any 3 of the above **Opt one**
4. Any 2 of the above
5. ≤ 1 of the above
6. ERP (Enterprise Resource Planning) Document to be provided.
7. Screen shots of user interfaces to be provided.
8. Details of implementation of e-governance in areas of operation Planning and Development, Administration etc as per data template 6A to be provided.
9. Institutional budget statements allocated for the heads of E\_governance implementation to be provided.
10. Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate to be provided.
11. ***Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions.***
12. Describe one activity successfully implemented based on the Minutes of the meetings of various Bodies/ Cells and Committees within a maximum of 500 words

(IQAC/women’s cell/ ICC/ grievance cell/ anti ragging cell)

1. ***The institution has effective welfare measures for teaching and non-teaching staff.***
2. Provide the list and description of existing welfare measures for teaching and non-teaching staff in maximum of 500 words

(Medical Centre/ Crèche/ leave rules/ Sports and Fitness Facilities/ Contribution to Pension Scheme and Provident Fund)

1. ***Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.***
2. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years to be provided as under:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| **Number** |  |  |  |  |  |

1. Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years as per data template 6B to be provided.
2. E-copy of letter indicating financial assistance to teachers to be provided.
3. Relevant Budget extract/ expenditure statement to be provided.
4. Office order of financial support to be provided.
5. ***Professional development / administrative training Programmes organized by the university for teaching and non-teaching staff during the last five years.***
6. Total number of professional development / administrative training Programmes organized by the Institution for teaching and non teaching staff year wise during the last five years to be provided as under:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| **Number** |  |  |  |  |  |

1. Reports of such programmes to be provided.
2. Circular/ brochure to be provided.
3. Details of professional development / administrative training Programmes organized by the University for teaching and non-teaching staff as per data template 6C to be provided.
4. ***Teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the last five years.***
5. Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during the last five years to be provided as under:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| **Number** |  |  |  |  |  |

1. Details of teachers attending professional development Programmes during the last five years as per data template 6D to be provided. Please note minimum two days programme conducted by recognized body/academic institution to be considered.
2. E-copy of the certificate of the program attended by teacher to be provided.
3. IQAC report summary to be provided.
4. Reports of the relevant Centre (if professional development Programme is conducted by some department of University) to be provided.
5. ***Institution has Performance Appraisal System for teaching and non-teaching staff.***

1. Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within maximum of 500 words.
2. ***Institution conducts internal and external financial audits regularly.***
3. Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words
4. ***Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)***
5. Total Grants received from non-government bodies, individuals, philanthropers year wise during the last five years (INR in  ***Lakhs***) to be provided as under:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| **INR in lakhs** |  |  |  |  |  |

1. Annual statements of accounts to be provided.
2. Copy of letter indicating the grants/funds received by respective agency to be provided.
3. Provide the budget extract of audited statement towards Grants received from nongovernment bodies, individuals, philanthropers duly certified by chartered accountant and/or Finance Officer.
4. Details of Funds / Grants received from non-government bodies during the last five years as per data template 6E to be provided.
5. ***Institutional strategies for mobilisation of funds and the optimal utilisation of resources***
6. Describe the resource mobilization policy and procedures of the Institution within a maximum of 500 words
7. ***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes***
8. Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words
9. ***The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms.***
10. Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each.
11. ***Quality initiatives by IQAC for promoting quality culture.***
12. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years as under:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| **INR in lakhs** |  |  |  |  |  |

1. Number of quality initiatives by IQAC per year for promoting quality culture as per data template 6F to be provided.
2. IQAC link verification for upload of data/information to be provided.
3. Copy of circular/reports/newsletter/invitation letter/brochure per event to be provided.
4. **Quality assurance initiatives of the institution include:**
5. 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
6. Academic Administrative Audit (AAA) and initiation of follow up action
7. Participation in NIRF
8. ISO Certification
9. NBA or any other quality audit

**Options:**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above Opt one**

**D. Any 1 of the above**

**E. None of the above**

1. Details of Quality assurance initiatives of the institution to be provided as per data template 6G.
2. e-Copies of the accreditations and certifications to be provided.
3. Consolidated report of Academic Administrative Audit (AAA) to be provided.
4. Supporting document in favour of participation in NIRF/link of NIRF submitted to be provided.
5. ISO certificate (valid period) to be provided.
6. Certificate of NBA or any other quality audit whichever claimed to be provided.
7. Feedback analysis report to be provided.
8. ***Incremental improvements made during the preceding five years*** *(in case of first cycle)*
9. Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years within a Maximum of 500 words each.