

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

- To transform the College into a Multi-faculty Model College offering courses with curriculum incorporated with multiple skills with practical training at affordable cost to the downtrodden sections of the societies from rural areas, bringing out their hidden talents and making them globally preferred.

Mission :

To assimilate and disseminate knowledge for holistic development of future leaders to fulfill the changing social needs.

The Staff Council, with Principal as its chairperson and the Faculty of all departments as its members, play a key role in planning and implementation of Academic and Administrative activities.

Academic Coordinator, IQAC Coordinator, besides Senior Administrative Staff take part in the decision making process of various bodies of the College. Senior faculty members act as Conveners/Coordinators in all the academic and administrative bodies and other faculty as members.

The Principal conducts periodical meetings in consonance with Academic Coordinator, IQAC Coordinator and Staff Council to review the progress of the college in all aspects and resolve hindrances, if any, in implementing the plans. The IQAC Coordinator and Academic Coordinator of the college review the progress of academic activities and also identify hindrances in orchestrating any program.

Conveners of various Committees contribute to the planning, implementation and improvement of curricular, co-curricular and extra-curricular aspects of the college all through the academic year.

The College Planning and Development Council(CPDC) had been created as a mechanism for mobilizing public contribution. It is headed by Principal as Chairperson and parents, educationists, senior faculty members, alumni, industrialists, doctors, businessman and students as members.

Infrastructural facilities are upgraded from time to time by duly utilizing the UGC grants, RUSA funds and Special Fee funds. For every semester feedback is collected from the students about the performance of the teaching staff.

Student learning is enhanced through MOUs, expert lectures, workshops, research and consultancy. Salaries are paid as per the State Government and UGC norms in force from time to time. UGC guidelines regarding the minimum qualification for lecturer recruitment are adhered to short term goals and long term

goals for the institution are set in tune to the vision and mission of the college.

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6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Administrative set up:

The Commissionerate of Collegiate Education is the Departmental Head Office in the State. The Department of Collegiate Education is under control of the Department of Higher Education at the State Government level. The Principal is the Executive Officer of the college for all the administrative, academic and financial matters. He plans and supervises the execution of the academic activities of the teaching faculty as well as the administrative work of the non-teaching staff. Various Committees and in-charges of departments and Senior Assistant in association with office staff execute policies.

College Planning and Development Council (CPDC) Functions:

Prepares comprehensive development plan,

Recommends the introduction of new courses. Encourages academic collaborations, use of ICT ,research activities and reviews admission process.

Internal Quality Assurance Cell (IQAC): Functions

Institutionalization of quality for conscious and consistent overall improvement institution.

Develop mechanisms and procedures for ensuring timely, effective and progressive performance of academic and administrative activities.

Use of pedagogical methods of teaching, learning and evaluation. Disseminate information on quality parameters for higher education. Organization of seminars, workshops on quality themes.

Prepare perspective plan of the institution.

Prepare Annual Quality Assurance Report of the institution.

Service Rules and Regulations:

The service rules, procedures, recruitment and promotion in respect of staff are in accordance with the rules and regulations of Government of Andhra Pradesh and protocol prescribed by the UGC, State Government and Commissioner of Collegiate Education rules and guidelines.

Strategic plan:

Every year perspective plans are evolved and deployed through action plans, academic and administrative activities and time to time review of respective outcomes. The perspective plan for development comprises the following:

- To achieve excellence in academics, teaching and learning to foster/facilitate a student centric development
- To provide better infrastructural facilities
- To enhance the social relevance of the institution to identify sources and mobilize funds.
- To empower the students through information, guidance, training and support services.
- To enhance the students' domain knowledge and soft skills through Jawahar Knowledge Centre (JKC).

Keeping in mind these goals, Departments developed their own strategic plans. Faculty members from each Department/units visited premier institutions across the state and identified best practices followed in those institutions. This exercise not only proved to be an eye opener to the strengths of the College but also pointed out areas where the Institution could improve in order to become a premier educational Institution in the state. This planning programme, has lead the College to get certified by ISO.

Successfully implemented activity:

- Implementation of new courses:

The college introduced new programs like B.Sc- MECS, B.Com Computers, B.Com Taxation and accounting ,M.Com , BSc AZC, BA E PS Pol.Science in the year 2020-21, B.Sc -MCCs in 2021.

Ours is the only non-autonomous college in the University which is offering B.Com Taxation and Accounting course. As an ID college of the District, the college always tries to introduce new programs which enhance knowledge and employability skills which is s part of our Vision and Mission.

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6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

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6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

6.3.1 Welfare measures by Government.

List of existing Welfare Measures for Teaching Staff and Non teaching:

- Group Insurance Scheme (GIS)
- Pension to employees recruited before September 2004 Contributory Pension to employees recruited after September 2004
- Andhra Pradesh Government Life Insurance Employee Health Scheme(EHS)
- Medical Reimbursement
- Leave Travelling Concession (LTC) Encashment of Earned Leave
- Half pay leave
- Home Loan
- GPF Loan
- Medical Leave
- Gratuity
- Special Casual leave for Women
- Child care leave for women
- Maternity leave
- Paternity leave
- Appointment of Descendants into the service of Deceased Employee on Compassionate Grounds.

Welfare Measures for only Non- Teaching Staff:

- Festival Advance
- Education Loan

Appraisal System:**Teaching staff:**

Annual Self-Appraisal Report (ASAR) will be submitted by the the College Teachers (As per G.O. Ms. No. 14, Higher Education (UE) Department, Govt. of A.P. Dated; 13-02-2019) to IQAC at the end of the every academic year. These formats are reviewed by the IQAC and the scores are allotted by the Principal based on the evidences provided by them, and then submitted to the Commissioner of Collegiate Education.

Functioning Status or Performance Appraisal:

The Performance Appraisal of the teaching staff is made by the Annual Self-Appraisal Report (ASAR). The ASAR comprises two categories. Teachers who joined the college during any of the five Academic years shall give a self-appraisal report every year in which they joined the college.

CATEGORY I: TEACHING: It is to bring in practice of each and every Lecturer to participate in the Practical, Tutorials and other teaching related Activities as much as possible.

CATEGORY II: ACTIVITIES:-All the teachers are made actively involve in the activities of the college related to the students or research. IQAC scrutinizes and submits the ASAR reports of teachers to CCE every year for the award of grades.

Overall Grading Criteria:

Good: Good at Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)

Satisfactory: Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).

Not Satisfactory: If neither Good nor Satisfactory in overall grading.

The Performance Appraisal Reports of the teaching staff are submitted to the Office of the CCE at the end of every academic year. The State Teacher Awards will be given away based on the grades awarded to the teachers. These grades will be considered for Career Advancement Scheme also. Points will be allotted to the teaching staff during transfers, based on the given grades.

Non-teaching staff:

The principal has the authority to maintain confidential reports of Non- teaching staff of the institution and produce at the time of their promotions to whatever higher cadre, up to the Senior Assistant and also during counseling at the time of transfers.

Relevant data is available in the hyperlinks:

<http://scimgdctanuku.ac.in/welfaremeasures>

<http://scimgdctanuku.ac.in/asar>

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

Response: 16.87

6.3.2.1 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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 5 | 20 | 0 | 3 | 0 |

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6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 46.82

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 7 | 52 | 13 | 9 | 0 |

6.3.3.2 Number of non-teaching staff year wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 4 | 0 | 1 | 0 | 2 |

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6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

SCIM Government College Tanuku, makes strategic plan for mobilization of funds and effort towards resource mobilization beyond the salary grant received from the Government of Andhra Pradesh, in addition to the revenue generated from the self financed programs. Being a non-profitable institution, catering to the needs of various sections of the society, the College has a conscious policy of keeping the student's fee affordable. The College constantly scouts for opportunities to receive grants and financial assistance from various Government Agencies such as RUSA, the UGC general assistance, DBT. The institution pays its best attention towards the mobilization of funds and their proper utilization, aiming at achieving quality and excellence.

The Funds Received from the following External Sources:

State Government Funds, RUSA (RashtriyaUchcharShikshaAbhiyan) grants to meet the need of the Institution.

The Funds Received from the following Internal Sources:

Special Fee, Fee for Restructured Courses, Fee for Self-financed Courses, Fee for Skill Development Courses are fixed to meet the additional expenditure incurred to run the courses.

The college was allocated INR. 3.00 Crores from NIRF of which 2.32 crores are for building & 80 lakhs for equipment.

The Government of Andhra Pradesh has framed the audit mechanism for all the government educational institutions. The Accountant General of A.P will be the external auditor for the government institutions. The audit team of Commissionerate of Collegiate Education or that of Regional Joint Director of Collegiate Education conducts the internal audit periodically.

However, every month, the accounts will be tallied with the treasury figures. If there are any deviations or the mistakes, they will be rectified immediately. The expenditure incurred towards salary, students-strength, admission process, leave on duty register purchases, utilization of the special fee, tuition etc. will be inspected.

After the completion of every financial year, the Utilization of UGC funds, Special Fee funds etc., will be audited by the Internal Audit Team from Commissioner of Collegiate Education. The government funds will be audited by the Accountant General of Andhra Pradesh. The financial accounts will be audited by the Chartered Accountant of the institute. The local auditor conducts regular account audits and certifies its Annual Financial Statement.

Apart from the mechanism, finally, the principal of the college conducts the internal audit for transparency of the various internal Departments /Sections/Accounts yearly. The funds released from various external bodies such as UGC, DST etc. are audited by the Chartered Accountant hired by the institution to ensure the proper utilisation of funds by the instituon. These are the established procedures and processes for planning and allocation of financial sources. The institution has the developed strategies for mobilisation of resources and their proper utilisation.

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6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The institution reviews its teaching and learning process, structures, methodologies of operations and learning outcomes annually. For it, IQAC used to set up certain norms and targets to attain them and reviews its improvement in the areas in which they are lagged.

Academic Domain

New programs offered

- 1.B.Sc—Mathematics-Electronics-Computer Science
- 2.B.Sc—Mathematics-Chemistry-Computer Science
- 3.B.Com.— Accountancy and Taxation
- 4.B.Com.— Computer Applications
- 5.B.A.—History-Economics-Computer Applications
- 6.M.Com.—Commerce (closed due to lack of demand and running for only final year)
- 7.TISS courses started but did not offered certificates
- 8.Certificate course in Embroidery was conducted in 2016-17
- 9.Certificate course in Food and Nutrition was conducted in 2017-18
- 10.JKC courses may be interpreted as certificate courses

Quality of the teacher:All regular and contract faculty passed either NET or SLET except newly absorbed AIDED staff and faculty who have no Ph.Ds were registered for Ph.D program. Six minor projects were sanctioned, completed and submitted.

Placement cell :

1. 2015-16, number of drives conducted = 1, number of students selected for placements = 08
2. 2016-17, number of drives conducted = 1, number of students selected for placements = 08
3. 2017-18, number of drives conducted = 2, number of students selected for placements = 10
4. 2018-19, number of drives conducted = 5, number of students selected for placements = 10
5. 2019-20, number of drives conducted = 2, number of students selected for placements = 11
- 6.2020-21, number of drives conducted = 3, number of students selected for placements = 21
7. 2021-22, number of drives conducted = 2, number of students selected for placements = 23

Collaborations and research:

For the last five years, eight papers were published in international journals with proper impact factor and engaged in 13 collaborations.

Infrastructure domain:

Regarding Information and Communication Technology:

No. of computers increased from 50 to 84,

Campus is enabled with free wi-fi facility one 100mbbs and three 50mbbs,

Three digital classrooms are established under RUSA,

One virtual class room is established under RUSA, Nine classrooms are equipped with LCD projectors.

It is due to outbreak of covid-19, lockdown was imposed. During that period all the academic instruction was carried out through online mode.

Enhanced Library facilities: Soul software 3.0 version was installed in January'2022,

An additional reading room was constructed with all the requirements for digital library under RUSA.

Twelve national/international journals are subscribed.

7994662 e-books and 5280822 e-journals are added.

The construction of women's hostel is almost finished. Out of allocated 23 lakh rupees, 90 percent of amount was released from UGC and utilized. The 10 percent amount is to be released from UGC.

Academic classrooms:

An academic block of three classrooms costing 70 lakhs rupees was constructed under RUSA,

Existing classrooms were upgraded/renovated costing 70 lakhs rupees under RUSA.,

ICT equipment for digital classrooms, virtual classroom, biometric attendance etc. was arranged costing 60 lakhs rupees under RUSA.

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6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**

4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**Response:** A. All of the above

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