**hKE Society’s**

**SMT. C.B.PATIL ARTS AND COMMERCE DEGREE COLLEGE, CHINCHOLI, KALABURAGI**

**CRITERION VI REPORT FOR 2019-20**

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| Part B |
| |  | | --- | | **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT** | | **6.1 – Institutional Vision and Leadership** | | 6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words) | | |  | | --- | | **The Institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1 .PRINICIPAL: Principal is the chief person of the IQAC the management provided operation autonomy to undertake activities in the institution. The principal in consultation with the teachers coordinator and members of various committees for planning and implementation of difference academy, administration and related policies. All these all based on the Unaimous decision of the IQSC and the staff. 2. FACULTY: The faculty members are the coordinators and the members of the various committees nominated by the principal in consultation the governing bodies. Every year the composition of the committees are charged to exposure of duties for academic and professional development. Following are the committees nominated by the Principal. 1) Admission Committee 2) Time Table Committee 3) Library Committee 4) Discipline Committee 5) Sports and cultural committee As per Government guidelines following committees are constituted. 1) Carrier guidelines and placement. 2) Grievance and redress. 3) Anti ragging committee. 3. STUDENT: One of the staff members is appointed as the advisor of the students union. He is empowered to play important rule in difference activities of the college. The students were also selected as secretaries of various activities like, cultural, sports etc., further reintorces decentralization. 4. NONTEACHING STAFF: Non Teaching staff also the members of the IQAC there suggestion all also considered while framing policies and taking important decisions. Participative Management: • The institution promotes the culture of participative management at the strategic level, functional level and operational level. • The Principal, Governing Body, Teachers, Council and the IQAC are involved in defining policies and procedures, framing guidelines and rules and regulations pertaining to admission, examination, discipline, grievance, support service, finance etc., • Faculty members share knowledge among themselves. Student and staff members which working for a committee. Principal and faculty members are involved in joint research and have published papers. • The principal interacts with government and external agencies and faculty members maintain interactions with the concern department of affiliating University. Students and office staff join hands with the principal and faculty for the execution of difference academic administrative, extension related co and extra curricular activities.** | | | 6.1.2 – Does the institution have a Management Information System (MIS)? | | |  | | --- | | **Yes** | | | **6.2 – Strategy Development and Deployment** | | 6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each): | | |  |  | | --- | --- | | **Strategy Type** | **Details** | | **Admission of Students** | **The institution publishes the prospectus in every three years which gives general information about the college, management, vision and mission of the college. This content ‘is admission policy courses offered, fee structure, rules and regulation and students responsibilities. This will be given to each first year students at the time of admission. The admission process is carried down on the basis of the guideline of affiliating University and the rules and regulations of government of Karnataka. The principle of first come first serve is followed in the admission process. The institution formulates the admission committee consists of both seniors arts and commerce faculty which guides the student during their admission in selection of programme and the courses.** | | **Industry Interaction / Collaboration** | **The college maintained informal ways interaction with the industries. However, they along with alumni are invited to participate on the college days, functions to make the college student to aware more knowledge in enriching their syllabus.** | | **Human Resource Management** | **• The college organize seminar by the student (subject wise) • Teaching and nonteaching staff are given training in computer. • Faculty members are encouraged to participate in training, workshop and staff development programmes. • Different subcommittee are nominated by teachers council to ensure academic and administrative experience of faculty members.** | | **Library, ICT and Physical Infrastructure / Instrumentation** | **The college library is managed by a qualified librarian. There were more than 15,000 books in the library to facilitate both faculty and students. The library is adequate with a total area of 1540sq ft with 70 seating capacity. The college library uses the information and modern communication,technology, open access to books and journal etc… Automation of library under process the periodicals like employment news, journals and magazines are displayed for the benefit of the students. The college library is well ventilated with adequate breeze and light. The librarian guides the administrative needs to the principal about annual staff verification and purchases of books needed by the students. The college also formulate the library committee under the chairmanship of the principal which look after the services and needs of the library.** | | **Research and Development** | **Encouragement is given to faculty members to take up research activities like M.Phil and Ph.D and support is also extended to the faculty to organize workshop and seminars. Faculty members are also encourage to submit research papers at various forums, seminars and symposium. Faculty members are presently undertaking major and minor research projects founded by ICSSR (applied)** | | **Examination and Evaluation** | **The Gulbarga Universtiy, Kalaburagi is implimited CBCS since last year. Examination are conducted by affiliating university only. College conduct internal examination according to the calendar events of the universitity. Apart from internal examination monthly test, student seminar, group discussion, open book writing, debet etc., are conducted by the faculty members to evaluate the students to conduct the internal examination this of committee i.e., examination subcommittee is also formed.** | | **Teaching and Learning** | **All quality improvement strategies of this college are focused on the vision and mission of the college. Promoting the participation of the faculty in orientation and refreshers courses, seminars and workshops. Support to faculty for achieving higher level relevant qualification such as M.Phil, Ph.D etc., Encourage faculty to visit other college and organization to view there best practices and disseminate in the college. • Encouraging the faculty to participate in professional development programmes. Such as workshop, seminars, symposiums etc., • Adoptions of standard recruitment policies in process for selection of employees • Providing moderate annual increment to the staff according to system.** | | **Curriculum Development** | **Curriculum designing and busy development is under the afiiliation university. Regarding this guideline of the affiliation university are followed. The Principal and faculty members who are members of the board of studies interact with the university and share their knowledge regarding curriculum development.** | | | 6.2.2 – Implementation of e-governance in areas of operations: | | |  |  | | --- | --- | | **E-governace area** | **Details** | | **No Data Entered/Not Applicable !!!** | | | | **6.3 – Faculty Empowerment Strategies** | | 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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** | | **No Data Entered/Not Applicable !!!** | | | | |  |  | | --- | | **No file uploaded.** | | | 6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Year** | **Title of the professional development programme organised for teaching staff** | **Title of the administrative training programme organised for non-teaching staff** | **From date** | **To Date** | **Number of participants (Teaching staff)** | **Number of participants (non-teaching staff)** | | **No Data Entered/Not Applicable !!!** | | | | | | |  |  | | --- | | **No file uploaded.** | | | 6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Title of the professional development programme** | **Number of teachers who attended** | **From Date** | **To date** | **Duration** | | **FDP** | **3** | **02/07/2019** | **30/11/2019** | **8** |  |  | | --- | | **No file uploaded.** | | | 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment): | | |  |  |  |  | | --- | --- | --- | --- | | **Teaching** | | **Non-teaching** | | | **Permanent** | **Full Time** | **Permanent** | **Full Time** | | **No Data Entered/Not Applicable !!!** | | | | | | 6.3.5 – Welfare schemes for | | |  |  |  | | --- | --- | --- | | **Teaching** | **Non-teaching** | **Students** | | **No Data Entered/Not Applicable !!!** | | | | | **6.4 – Financial Management and Resource Mobilization** | | 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each) | | |  | | --- | | **Internal audit is conducted yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal, External audit is conducted once in every year by an external agency. The mechanism used to monitor effective and efficient use of financial resource are as bellow. • Before the commencement of every financial year, principal submit a proposal on budget allocation by considering the recommendation made by the heads of all the departments to the management. • College budgets includes recurring expenses such as salary, Electricity, internet charges, maintains cost, Stationary, other consumable charges etc. and non recurring expenses like lab equipments purchases, furniture and other development expanses. • The expenses will be monitored by the account department as per budget allocated by the management. Process of the internal Audit. All vouchers are audited by an internal financial committee on yearly basis. The expenses incurred under different heads are thoroughly chequed by verifying the bills and vouchers . If any discrepancy is found, the same is brought to the notice of the principal. The same process is being follow3ed for the last five years. Process of the external audit: The accounts of the college are audited by the chartered accountant regularly as per the government rules. The auditor ensues that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents with in the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matter and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant..** | | | 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) | | |  |  |  | | --- | --- | --- | | **Name of the non government funding agencies /individuals** | **Funds/ Grnats received in Rs.** | **Purpose** | | **No Data Entered/Not Applicable !!!** | | |  |  | | --- | | **No file uploaded.** | | | 6.4.3 – Total corpus fund generated | | |  | | --- | | **No Data Entered/Not Applicable !!!** | | | **6.5 – Internal Quality Assurance System** | | 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done? | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Audit Type** | **External** | | **Internal** | | |  | **Yes/No** | **Agency** | **Yes/No** | **Authority** | | **Academic** | **No** |  | **No** |  | | **Administrative** | **No** |  | **No** |  | | | 6.5.2 – Activities and support from the Parent – Teacher Association (at least three) | | |  | | --- | | **There is no parent teacher association in the institution. But every year under IQAC we are going to conduct parents meeting and their valuable suggestion incorporated while framing the policies.** | | | 6.5.3 – Development programmes for support staff (at least three) | | |  | | --- | | **Free supply of uniform. • Fee concession for the children’s of the employees. • Leave facilities like EL, medical and provisions of salary advances. • Recommendations for sanctions of loan like, Housing, Vehicle and Education Loans.** | | | 6.5.4 – Post Accreditation initiative(s) (mention at least three) | | |  | | --- | | **Conducted bridge course,Planting Programme,Orientation programme for freshers by IQAC,Planting Programm on public place 98th birth day of late shri Mahadeveappa Rampure,Faculty and Students participation in Akkamahadeve sammellan,Prachar upnyas Male, Visited Gurampalli for awareness programm about SBSI and plastic prohibition,Awerness programma organised by Grievance cell,Welcome party for freshers by IQAC,Special lecture organized by history dept,Student union , NSS regular activities and sports inauguration Organized gender sensitization programme ,Republic day celebration and constitution day,Kannada Sahitya Sammellan at GUG,Swachata programma harkud ther midan chncholi.** | | | 6.5.5 – Internal Quality Assurance System Details | | |  |  | | --- | --- | | a) Submission of Data for AISHE portal | **Yes** | | b)Participation in NIRF |  | | c)ISO certification |  | | d)NBA or any other quality audit |  | | | 6.5.6 – Number of Quality Initiatives undertaken during the year | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** | **Name of quality initiative by IQAC** | **Date of conducting IQAC** | **Duration From** | **Duration To** | **Number of participants** | |  | | | | | |  |  | | --- | |  | | |  | |

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