

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Aims - To implement educational policies regularly as designed by the government of Madhya Pradesh for the qualitative and quantitative development in higher education, to obtain better and promising results. Vision - To develop the feeling of social and national integrity among the students to improve their self-confidence and personality so that they can be accepted by society as good citizens. Mission - To prepare the students routinely so that they can get decent employment and generate their own resources for employment. The institutional aim, vision, and mission are formed keeping in view of issues in the Bundelkhand region, special focus on backward and ST, SC students. The teachers are in tune with the institutional vision and mission. The college website and college magazine also reflect the institutional mission and vision.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1jbdhXW8GbO0gk608n1Ouc44nYeqzDGUn/view?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a decentralised and participative management system through which a variety of works like admission, exam, and Yuva Utsab are conducted. Several committees are formed for various works at the beginning of each academic session for example, IQAC, UGC, purchase, grievance redressal, sports, library, NSS, scholarship, cultural programs committees et cetera. Every committee has a convenor/coordinator and members as per the requirement of the committee. The principal and senior professors design these committees while keeping in mind the capabilities of each faculty and the interest of the faculty in the work allotted to him. The committee members strategically perform the task as well as possible to survey the committees' Work, meetings held in every month and the Principal seeks information of the work completed, during the meeting. Each department is decentralised and headed by the head of the Department under the supervision of the Principal. The work of the department is further decentralised as the head of the department finalises the syllabus allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepare lesson plans and maintain their daily diary during the particular academic session. The daily diary is properly reviewed by the head of the Department and finally approved by the Principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vqhBY52s3zXN1b1NWBCIdQ8DhLTcwrsl/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Library ICT and physical infrastructure/instrumentation: There are sufficient books in the College library to smoothly operate the teaching-learning process. The process of the development of the e-library is in the last stage.

Research and development: The College organises international and national level research seminars/webinars constantly. Students participate in those research activities.

Examination and evaluation: Teachers assess the academic performance of the students on a continuous basis during each academic session. Assessment of performance is an integral part of the teaching and learning process. Students routinely attend internal examinations, practical examinations conducted by the college, and external examinations conducted by the University at the end of each session/semester. Teaching and learning: Classes are held regularly at the college campus. The institution has smart classrooms and well-equipped laboratories for the students to understand the subject precisely and clearly. The Department of Higher Education updates the syllabus from time to time. Co-curricular activities: The institution organises an NSS camp every academic year. The institution also organises sports and cultural events annually. Sports events include hundred hundred-metre run. High jump long jump 200 m run 400 m run. Et cetera. Curriculum development: The college adopted the curriculum provided by the Department of Higher Education, Government of Madhya

Pradesh. Before each academic session timetable has been prepared for effective teaching and learning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1Qw8jMxkTCoUxvaPC7RCMe37XdvNBKmAD/view?usp=sharing
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Government PG College Bina is governed by the Higher Education Department Madhya Pradesh, which governs all the colleges in the state of Madhya Pradesh. However, the administration of this college is handled by the Principal who is directly accountable to the department of higher education. Principal: The principal is involved in the implementation of plans in the college. He ensures that regular day-to-day, operations are properly conducted, through feedback from teaching and non-teaching staff. Head of the departments: The head of the department ensures that the department runs smoothly and systematically.

Committees for co-curricular activities: The committees are formed at the beginning of the academic session and assigned tasks according to the notice of higher education for enhancing the overall development of the students.

Administrative committees: For the smooth continuation of all administrative activities (examinations, scholarships, purchase, discipline, sports admission library) committees are formed which are headed by senior faculties and guided the junior faculties according to the norms of academic bodies and government rules.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bEaAkucgSjVjgJWJrB9Rs8njz7qGeCG5/view?usp=sharing
Link to Organogram of the institution webpage	http://mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=Njkmw%3d%3d&InstId=NTE5
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has the following effective welfare measures for teaching and non-teaching staff: Education and career development: Teachers are encouraged to attend orientation refresher courses. Freedom to attend/organise national/international seminar webinars. Workshops/conferences along with financial assistance, if required. Computers and laboratories are provided to the faculties for conducting research-based activities Autonomy in academic matters Computer training is provided to all stops by the Department of Computer Application and BCA The non-teaching staff are trained in RCVP Academy organised by the Higher Education Department.

Medical: Frequent medical checks by the Red Cross Society. Blood donation camps Financial assistance by the Government of Madhya Pradesh

Leave: Employees can avail CL, EL, study leave, optional leave, duty leave, summer vacation, Diwali vacation, medical leave, paternity leave, maternity leave, et cetera.

Financial incentives: Gratuity and pension for the staff working before 1 January 2004. National pension scheme for staff working after 1 January 2004 Encashment of and leaves at the end of the service Timely dispersal of salary to the bank account of the employee Jobs on compassionate grounds to the family member of the regular government employee

Other benefits: Awareness programs for non-teaching staff Canteen facility at subsidised rates

Promotion of non-teaching staff: The promotion of non-teaching faculty is based on API API-based PBAS System on the three designated levels.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1DYSGwBu2T9sVEpq2F2YRVils5vt_XGr3/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

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File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

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File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisals for teaching faculties are followed by the UGC Regulation Act of 2010 and amendments thereafter. The institution monitors the performance appraisal system by submitting the annual performance appraisal report of the teaching staff. The annual performance appraisal report reflects the details of refresher/orientation Courses/workshops, etc. that the teacher attended during a particular period. The CAS promotion score of teachers' performance is computed through his or her involvement in curricular, co-curricular activities. The evaluation of courses taught and the number of hours in a session are computed. Due consideration is given to the evaluation of innovation, and the special contributions made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. The principal then grades the teacher on the overall report and recommends higher authorities for further action. The annual appraisal report is sought at every step for upgradation/promotion.

APAR For non-teaching staff: The appointment of non-teaching staff is conducted by the Public Service Commission. The principal concerned is asked to give an annual performance appraisal report every year, wherein the general performance and conduct are being evaluated and appraised.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1DYSGwBu2T9sVEpq2F2YRVils5vt_XGr3/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

For transparency, the institution conducts internal and external audits. The institute has its own mechanism where internal audit is conducted routinely, in addition to external audit to verify and certify the entire income and expenditure of the institute. The accountant, other members of the finance committee, and the Principal remain vigilant around the year regarding all financial transactions. Simple checking of the cashbook and bank account, bill vouchers, and use of different grants received from RUSA, and World Bank projects are scrutinised to verify the accuracy of financial transactions, A chartered accountant and auditor have been engaged for this. The institution's internal audit is carried out by Praveen Shrivastava & Co for the session 2021- 2022. The external audit is regulated by the auditor of the Department of Higher Education. The external audit of 2017- 18 was carried out by the AG office, Gwalior, who appointed a team of auditors for the College.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Qw8jMxkTCoUxvaPC7RCMe37XdvNBKmad/view?usp=drive_link
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is a Government-sponsored College and has a set of procedures for mobilisation of funds and optimal utilisation of resources. All the guidelines issued by the Department of Higher Education as well as state and central government are strictly followed.

College receives funds from different government schemes. College receives funds from RUSA, the Department of Higher Education, World Bank funded MPHEQIP scheme et cetera. The college has active

self-financed courses. The fees collected from the self-finance courses used for developmental projects and the salary for self-finance teaching staff; as per the rules and procedures of Janbhagidaari Samiti. self-finance subjects levy finance fees on students taking admission under the SF courses. The fees collected are utilised to maintain academic standards in these courses. Funds are utilised as per the financial rules and store purchase rules stated by the Department of Higher Education, Madhya Pradesh, government. Resources are optimally utilised by interdepartmental borrowing and lending mechanisms in place for equipment and facilities. Purchases of similar articles by different departments are discouraged. The college has a purchase committee to spearhead the purchase process. The purchase committee is headed by one of the senior Professors of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1dWM6D6OFVrLaluTXPBSDVjmiti-1cFRh/view?usp=drive_link
Upload any additional information	View File

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

IQAC as the think tank of the institution motivates and encourages the teachers as well as students to upgrade the level of teaching and learning experience in this institution. In the academic session 2021-22 IQAC conducted an online expert lecture series by the Department of Physics from 30 January 2022 to 31 January 2022. IQAC also conducted five days workshop on research methodology from 24 January 2022 to 29 January 2022. IQAC also focuses that all classrooms of the college are ICT enabled and that teachers are motivated to teach ICT classes. at the beginning of the academic session, IQAC monitors classes as per the timetable and helps the teacher if they need any assistance in terms of teaching methods like ICT, E-material, PowerPoint presentation, etc. IQAC conducts lectures on personality development, career guidance, women empowerment, and gender equality.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1BD4czfmAKRinz4QqjOQoxd-DB15vDt3C/view?usp=sharing
Upload any additional information	View File

6.5.2 - 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

IQAC is vigilant in academic activities and following the college age-old academic tradition of 59 years. IQAC works with the academic committee at regular intervals and looks into the preparation of the timetable, completion of syllabus, conducting of continuous comprehensive evolution & practical examination within the stipulated time, and evaluation of CCE and practical examination, students' participation in seminar/webinar, and following the guidelines of UGC and the state government of Madhya Pradesh. IQAC organises remedial classes for academically backward students. IQAC also asks concerned subject teachers to make E-content for students. At the end of the academic session, IQAC designs students' feedback forms and asks the students to fill in the form without any external interference. Then IQAC reviews those students' satisfaction survey forms and suggests the academic council about students' recommendations collected through the form. in this way, IQAC reviews, its teaching, learning process, structures and methodologies of operation, and learning outcomes at each academic session.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include:
 Regular meeting of Internal Quality Assurance Cell (IQAC);
 Feedback collected, analyzed and used for improvements
 Collaborative quality initiatives with other institution(s)
 Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
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Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File