

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The institution strictly follows the rules and guidelines of University Grants Commission (UGC), Andhra Pradesh State Council of Higher Education (APSCHE), Commissionerate of Collegiate Education, Govt. of A.P (CCE, AP) and Yogi Vemana University, YSR, Kadapa (Affiliating University) to governance, leadership and Management. The institution is striving to achieve the motto of the college “Education with Educare” with the execution of academic activities and inculcate social and moral values, leadership competencies to make the students realize the true value of education which for life not for mere living so that they can become the responsible and empathetic citizens of the global community.

Vision:

To impart quality education to the rural and economically backward students and transform them physically, mentally, ethically, morally and spiritually strong and steady with sound knowledge and profound skills by raising the fact that the education is for life and not just for a living.

Mission:

The mission of the college is to provide higher education through learner -friendly student centric methods of teaching and make them employable besides curricular and co-curricular activities for the all round development of students with life skills.

The effective leadership is visible in various institutional practices such as decentralization and participation in the institutional governance.

The institution practices decentralization and encourages participation in the institutional governance for the effectiveness and smooth functioning. The principal, being the head of the institution, delegates and decentralizes the work among the teaching and non-teaching staff of the institution. All the in-charges of the departments constitute a staff council which is instrumental in decision making process.

Various committees, constituted with faculty as conveners and members, play a significant role in academics, administration planning and development. Under the chairmanship of the principal, the committees hold meetings at regular intervals of time to pass on resolutions and take necessary actions for the proper implementation of plans.

The following are some of the committees and their functions:

- 1.College Planning and Development Council (CPDC) --For overall planning and development of the institution.
- 2.Internal Quality Assurance Cell (IQAC) -- Quality parameters of the institution.
- 3.Examination Committee --- To conduct internals and University Exams
- 4.Women Empowerment Cell – Awareness about Gender Sensitization
- 5.Grievance Redressal Cell -- Records students grievance and necessary measures for their redressal
- 6.NSS committee – Service and sound responsibility among the students
- 7.JKC trains the students to acquire employability skills
- 8.Eco club – Maintains of greenery in the campus
- 9.**Special fee committee:** Proper utilization and diversification the fee collected for definite purpose for the institutional development.
- 10.**NAAC committee:** Takes care of documentation of the activities of the institution so as to project and represent before NAAC PEER team.
- 11.**LMS, MOOCs:** strives to impart virtual education through ICT tools
- 12.**Internship committee:** To make follow up the students registered in their short term and long term internship.

File Description	Document
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Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institution develops and deploys an action plan by following the academic calendar framed by affiliating Y.V. University. Having no autonomy with regard to curriculum designing, the institution makes suggestions and recommendations by obtaining feedback reports from students, teachers and alumni and conveys them to the respective board of studies of the University.

- 1.The IQAC of the college tries to maintain the quality of education by insisting 75% attendance which is mandatory for every student to take the University examination besides he / she has to appear one internal exam.
- 2.The IQAC meets with faculty members and analyzes the outcome by conducting remedial class for slow learners in every subject.
- 3.Faculty members enrich their academic knowledge and skills by participating in the orientation courses and refresher courses and in turn they will share with the students.

4. The students are provided physical, mental and financial support to uplift them in all aspects and their respects. Communication skills, analytical skills, soft skills, spiritual knowledge, yoga and meditation are taught by organizing various programmes in the college.
5. To empower women and to practice environmental protection, special programmes are conducted from time to time in the institution.
6. Installed CC cameras
7. Virtual classrooms
8. Digital classrooms
9. Wi-Fi enabled campus
10. APSDC (Andhra Pradesh Skill Development centre was established)

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

The principal is the pinnacle of administrative structure of the institution and he is assisted by vice principal and Heads of the departments. The IQAC assists the principal in maintaining and enhancing the academic quality culture of the institution. The major institutional bodies such as academic council, finance committee and staff council are formed as per the proceedings of the principal.

Regular meetings with various committees are conducted by the principal for monitoring the academic work and administration. The IQAC takes initiatives and prepares action plan. Transparency and accountability are practiced through regular internal and external audits. All the members of the staff participate in executing such curricular, co curricular and extracurricular action plans.

Service rules, procedures and recruitment:

There are different modes of recruitments of teaching faculty of institution.

Direct recruitment committee:

The candidates are recruited through objective written test followed by an interview conducted by Andhra Pradesh Public Service Commission (APPSC). The posting orders are issued by CCE, AP, Vijayawada after completion of selection process.

Departmental Promotion Committee (DPC)

The faculties, possessing PhD /NET/SLET, are also recruited by transfer on promotions from the cadre of junior lecturers.

On Contract Basis:

Faculties are also employed on contract basics and their services will be renewed annually.

Guest faculty:

The faculties are employed on hourly basis whose salaries are met from additional special fee of the institution.

Non teaching staff:

All teaching and Non- teaching staff are recruited abide by Andhra Pradesh subordinate rules framed by the Government of A.P.

Promotional policy of the faculty:

As per UGC norms, through Career Advancement Scheme (CAS) the faculty is promoted to higher grade pay with monitory benefits and change in the normal culture of their designation. For non teaching staff automatic advancement scheme is implemented after completion of prescribed service.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2***Institution implements e-governance in its operations***

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution offers number of welfare measures for the teaching and non teaching staff to enhance professional growth, health and economic well being. It provides a caring and supportive work environment to achieve its vision, mission and objectives. It has a performance appraisal system that measures and recognizes their efforts and accomplishments and ensures staff productivity advancement and development.

Performance appraisal system and Self assessment:

The institution adopted the Academic Performance Indicator (API) of the annual self assessment for performance. The IQAC collects the filled in API forms disclosing all academic and administrative responsibilities of each teacher at the end of every academic year. The IQAC then scrutinizes them and evaluates documentary evidence. The API scores are sent to the commissioner of the college education through online portal. These scores are also forwarded to CCE for CAS and pay fixation. Teaching related activities, domain knowledge, contribution to innovative education, participation in examination and evaluation, research related activities, use of ICT in teaching etc are the parameters of self assessment system. Non-teaching staff are encouraged to clear departmental tests for promotions in their cadres.

Diary and feedback:

The diary containing information about the daily academic, co-curricular, extracurricular and outreach activities is taken into consideration in faculty performance appraisal besides student feedback.

Awards on teacher's day and Guru Purnima:

Teachers' day is celebrated annually to honour teachers and Guru Purnima is celebrated to spread awareness on ancient Indian culture and Guru parampara to remind our ancient gurus who receive supreme salutation in the world.

Welfare measures for teaching and non-teaching staff:

Research facility:

The institution provides facility to pursue Ph.D through faculty development programme. Automatic approval is granted for teachers who participate in refresher courses, orientation programs and short term courses. Financial assistance is available for participating and presenting papers at conferences, seminars and workshops besides publishing papers and books. Faculty is provided desktops in departments. Faculties are facilitated with ICT tools to continue online teaching throughout and after the Covid

pandemic.

ESI facility: ESI facility is provided for all eligible non teaching staff in the college.

Leaves:

- Maternity leave is granted for female faculty period of 3 months.
- Casual leave and sick leave can be availed in time of need.
- Special leaves are provided for PhD course work.
- Medical leaves are also available for staff in time of need.
- OD is provided for all faculty members attending University duties, workshops, Orientation courses, Refresher courses, conferences and for representing themselves as resource persons.

Loans and advances:

Faculty can avail loan for higher education and personal purpose from the management which can be repaid in easy installment. Need based salary advance is also provided to the non teaching staff.

Grievance redressal mechanism:

The institution has a well defined grievance redressal mechanism for its stakeholders. Regarding teaching and Non-teaching staff related issues, they meet the principal of the college for redressal. The unsolved issues will be submitted to C.C.E A.P, Vijayawada. The CCE A.P, Vijayawada will personally look into the matter for redressal of such grievances.

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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: 0

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

2023-24	2022-23	2021-22	2020-21	2019-20
00	00	00	00	00

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

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

Response: 37.21

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

2023-24	2022-23	2021-22	2020-21	2019-20
11	10	5	9	13

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

2023-24	2022-23	2021-22	2020-21	2019-20
8	8	8	8	8

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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:

The college makes optimum utilization of available resources. The principle source of income is the special fee and RTF which is advanced special fee collected for restructured courses. It is spent towards the maintenance of institutional infrastructure and paying of salaries to contingent staff and teachers engaged on hourly basis for non sanctioned posts. With the information and recreations received from HODs the purchase committee plans the expenditure for the academic year. The plan is discussed and finalized by staff council. All the bills pertaining to the expenditure are signed by concerned HODs and principal for claiming the funds.

Regular Financial Audits:

- The institution receives grants as budget from AP state government in quarters every year for maintenance, telephone, electricity, water and other miscellaneous expenditure. Special budget is also released for construction of buildings and toilets.
- The account related to salaries of the staff, scholarships, reimbursement, quarterly budget fee remittances, expenditure are verified by the inspection team appointed by Accountant General A.P. Audit objections if any are forwarded to the commissioner of College education AP. The college has to rectify the errors in the stipulated time limit.
- The district treasury officer (DTO) also verifies the financial bills related to the salaries, leave encashment, arrear bills, and medical reimbursement bills of the teaching and non teaching staff. The reconciliation report of the bills is audited every month by DTO.
- The grants received under XI plan from University Grants Commission, New Delhi are utilized for construction of building, library books, ICT equipment and minor research project. The

unspent balance and expenditure values are added by Character Accountancy bondly and submit to the UGC finance final statement.

- The Regional joint director of the college education Kadapa is the inspecting office of this college. He/she audits the account of the institution at the time of superannuation of the head of the institution. The finance committee of the office very face the state budget receipt and expenditure, staff finance account, stock of the stationary of office and gives the report to the principal. Scholarships committee of this college welfare the disbursement of SC/ST/BC/minority scholarships to utilize the amount from accumulated special fee fund with prior permission is taken from the commissioner of College Education A.P, Vijayawada.

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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 has established Internal Quality Assurance Cell as per the guidelines of NAAC. The main thrust of the cell has been on enhancing and sustaining quality in all activities especially teaching, learning and evaluation process besides glance over the motto of our institution “Education with Educare” by creating awareness among the students that ‘Education is for life not for mere living’

The following are the initiatives institutionalized by the IQAC during the last five years are:

- Continuous comprehensive evaluation of the students
- ICT based teaching and learning
- Professional development of the staff through FDP and staff training programmes
- Infrastructural development of the institution.
- Focus on employability skills across all programmes.
- Innovative and the best practices by eco- friendly means.
- Community based social outreach programmes
- JKC was established as an IQAC initiative which facilitated pre-placement training , career guidance and skill development programmes organized by academic bodies and placement cells
- Personality development and soft skills trainings are given for second/ final year students by signing MOU with Sri Satyasai Vidyavahini Trust.

- Alumni was encouraged to provide career guidance and counseling for the outgoing students.

The teaching-learning, infrastructural facilities and teaching outcomes are reviewed by IQAC as per norms and appropriate changes are suggested. This practices has led to following accomplishments

Teaching and learning:

- Well structured calendar of events
- Field visits and industrial visits are under taken by all the departments every year.
- The institution has collaborated with corporate companies to train the students on various industry based skills
- Faculty is constantly motivated to present and publish research papers in conferences and seminars at various levels
- Systematic teaching plan in correlation to the course outcomes (COs), programme outcomes (POs) is prepared by each faculty member.
- Slow learners are given emphasis so that no student is left behind in learning process by offering remedial classes.
- Internal examinations are conducted at regular intervals for each semester
- The IQAC encourages students to continue their academic pursuit and excel in sports and games
- The cell continues to emphasize to students that social service is their responsibility.

ICT:

- IQAC suggested modernizing the teaching-learning process through implementation of ICT methods.
- The college developed one virtual class room with interactive board and short throws LCD projector
- Staff was trained in ICT based teaching and delivering of lectures
- The college developed three digital class rooms.
- E-journals were subscribed for the benefit of faculty and students for research publications.

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6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**

5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document