

## 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:**

Our vision and mission statements are major thrust areas and help the college focus on what is really important and provide the basis for strategic plan of the institution. Vision and Mission of the Institution are communicated through college website <https://ttwrdds.ac.in/Mahabubabad/> , prospectus, college magazine and through display at prominent place in the institution.

Institutional Action plan, Annual academic Plan and Committee/Club Action Plans are prepared and adopted in the staff council.

The Institutional Plan strictly adheres to the Vision & Mission statement and integrates

- Employability skills
- Soft skills
- Career counseling
- Community service
- National integration

At the start of every academic year Head of the institution principal constitutes various academic and administrative committees.

Each committee consists of a senior faculty as convener other faculty and students as members. Principal is the Ex-Officio chairman of all the academic and administrative committees.

The following committees are constituted for effective translation of Vision & Mission of the college.

1. Student Union Advisory Committee:
2. Academic Coordinator & Examinations Committee:
3. Internal Quality Assurance Cell (IQAC)
4. Time table committee
5. Library Committee
6. e-Class room/Website/Internet Committee
7. Arts Association
8. Commerce Association
9. Science Association
10. Literary / Cultural and Magazine/Hand Book Committee
11. NSS Advisory Committee

- 12.N.C.C Advisory Committee
- 13.Research /Jignasa Committee
- 14.UGC Committee
- 15.Games& Sports Committee
- 16.Student Consultancy and Career Guidance Cell
- 17.Women Empowerment Cell & Internal Complaints Committee (I.C.C)
- 18.Garden Committee
- 19.Discipline and Code of Conduct Committee
- 20.Grievance Redressal Cell / Anti-Ragging Committee
- 21.T-SAT & Audio Visual Committee
- 22.ECO Club
- 23.P.G Courses Committee
- 24.Youth Red Cross / Red Ribbon Club
- 25.Alumni Association / Parents meeting coordination committee
- 26.Scholarship Committee
- 27.Bhagya Health &Hygiene
- 28.Purchase Committee

Haritha Haaram, Swatch Bharath & Social Responsibility Cell

- 1.Consumer Club
- 2.Hobby Day and Skill Development Committee

Students are represented on all committees and bodies for effective functioning and feed back is taken on the functioning of various committees to make necessary changes in proposed action plans.

Principal convenes monthly staff council, staff meeting and committee meetings to review the implementation of Action plans and on the feedback collected from all the stake holders necessary changes are made.

The head of the institution ensure that the responsibility of teachers and staff are clearly defined in each meeting adhered to.

Quarterly reports of activities of various committees/clubs are maintained by IQAC.

Perspective plans are prepared by taking inputs from all stakeholders viz. faculty, administrative staff, students, alumni association of the college, parents and academic peers.

Democratic and participative working system is adopted at college. Timely decisions are taken in tune with need for effective implementation of Action Plan and Perspective Plans.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 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:

- Strategic plan helps the institution focus on what is really important and provide a basis for developing other aspects in the plan. Principal communicates the vision of the institution to all the staff council and after a series of meetings plan for implementation in transparent manner.
- It is resolved that after prosecuting the degree every student will go to higher studies or employment, whether the students are raised to the level of present expected competencies or not?
- A committee headed by senior faculty member with all department incharges identified the gaps in the learning process in certain courses due to lack of practical exposure of the topics. They identified the issues required to make students competent with field experience.

#### Plan of Action

- Identification of subject areas of potential field work
- Integration in academic action plans
- Establishment of MOUs
- The committee identified the courses and subjects that does not include the practical component and project work component in the syllabus / curriculum.
- IQAC has integrated Field visits and study visits in the Academic action plans and departments implemented. Students were taken for field visits and students started to face the experiential learning and advanced learners identified some areas of research interest.
- Principal and IQAC motivated the departments to establish MOU's with departments of University and other agencies
- FourteendepartmentsBotany,Chemistry,Commerce,Computer science,Economics,English,FoodScience,History,Mathametics,Physics,PoliticalScience, Statistics,Telugu, Zoology of the college established MOUs and collaborations.
- Departments conducted various academic activities in association with other agencies as part of MOUs and students gained rich exposure to subject and extension.
- Principal and staff council regularly reviews the status of the implementation of strategic plan and Students as an extension to their field visits started the Field study projects.
- ICT facilities were scaled and existing Bandwidth was increased to 300 mbps so that students can access the e-resources. These facilities were made available to the students and faculty.
- To achieve the proposed task as strategy was planned and periodical feedback and integration of the feedback in the plan implementation by Principal, IQAC and staff council gave results.
- Around 51 students got seats at various Universities affiliated P.G colleges and placements. The same strategy will be implemented intensively in the coming academic years.
- As such for every activity a strategic plan is prepared and achieved outcomes more than expected which helped the patronage of rural students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2

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

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

**Response:** A. All of the above

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

## 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 College takes various welfare measures for Teaching and Non-Teaching staff. The various welfare measures include steps for providing social security to the staff and for maintaining their health and mental wellbeing. The institution implements various welfare measures offered by the Government from time to time and also institution provides the facilities.

**The various measures taken include:**

- Contributory Pension Scheme (CPS): Contributory Provident Scheme whereby the Management contributes its share equal to the share of the employee every month.
- Encashment of Earned Leaves.
- Employees Health Scheme.(EHS)
  
- Medical Reimbursement facility.
- Festival advance to non-teaching staff
- Loan Benefits: Both the teaching and non-teaching staff can avail Loan facilities as per Government rules.
- Leave Benefits: 22 days of casual leave (C.L) plus 5 Optional leave are provided to both teaching and non-teaching staff.
- Teaching & Non-teaching staff is allotted 20 half-pay leave (HPL).
- Permission is readily granted to participate in Refresher Courses/ Orientation Programmers/ Short-term Courses to the teaching staff for professional development.
- Duty leaves of maximum 30 days to the teaching staff are provided to attend various Orientation/Refresher/Seminar/workshops/ professional Training Programs as per the Government rules. Nonteaching staff is also given duty leave.
- Retirement Benefits, GPF (General Provident Fund) which allows Pension to employees after superannuation.
- Study leave up to 3 years is provided to both teaching and non-teaching staff.
- Leave given to teaching staff to participate and present papers and to the non-teaching staff for participation in Conference/ Seminars/ Workshops/ FDP etc.
- Faculty Development Programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.
- Support Facilities by Grievance Redressal cell.
- Internal Complaints Committee.
- Special facilities for disabled staff at the college.
- Clean filtered drinking water facilities.
- Facilities such as ICT and Wi-Fi Facilities
- Two full-fledged Computer labs and a for research work for both students and faculty. Audiovisual Lab and Research Centre.
- Laptop/Desktop facilities are provided in the library and staff room.
- Recreational Activities for Physical and Emotional Wellbeing One-day annual excursion for both teaching and non-teaching staff.
- Separate department rooms are provided to the teaching staff.
- Outdoor and indoor Gymnasium facilities for all.
- To motivate staff Institution presents awards Best employee on state formation and national festivals. College nominates Best employees District level.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**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:** 29.51

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
14	0	15	7	0

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

**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:** 28.35

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
14	0	15	7	0

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	1	1	0

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

## 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 receives budget from the Government of Telangana through the gurukulam society which provides all the needs of the students like books,dresses,shoes,bags,cosmetic charges,all types of examination feeses .

The institutional audit is conducted in two types of mechanisms viz., internally and externally. The following agencies conduct regular financial audit in the Institute:

#### External Audit:

External Audit is conducted by the following:

(a) CAG through Auditor General (AG) Hyderabad.

Internal Audit: Internal Audit is conducted by the following

- Audit team deputed by gurukulam official Auditor.
- Audit is conducted by an Internal Auditor.

The external audit is done by the auditors appointed by the Accountant General(AG).whenever the incumbent principal of the college is retired or transferred, the all financial transactions that have been done under his/her period are audited by the Audit officers from the AG of NG RAO&ASSOCIATES CHARTERED ACCOUNTANTS During the last five years, the external financial audit was done once, i.e. 2020-21 academic years.

During Audit the following documents and registers of the college are tallied like:

- Cash book
- Stock register
- Service Registers(S.R)
- Register of increments
- Pay Bill Register
- GPF advance register
- Pay fixations
- Last pay certificates
- Register of loans.
- Register of recoveries
- Purchase Registers

After Audit objections are intimated by the concerned team the objections are supplemented with available records and justifications and para wise answers are submitted to the concerned.Suggestions given regarding the maintenance and procedures are followed.

In 2018 the Gurukulam Society “College Administration and Information Management system” (CAIMS) under which all the Government degree colleges make day wise entries of all Receipts, payments of all accounts. After every financial year Audit through management system is done and out sourcing C.A’s who visit the college and Physically check.

File Description	Document
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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:**

IQAC was established in 2018 and has been actively involved in promoting quality enhancement and quality sustenance in the institution. Through participation of stake holders especially staff and students IQAC took lead role in planning and enhancing academic and administrative performance of the institution.

The two practices that our college has institutionalized as a result of IQAC initiatives are:

1. Promotion of research temperament among the students
2. Connect to College: an induction programme to the students

#### **1. Adoption of Best Practices**

IQAC has institutionalized various Best practices and was instrumental in promoting quality culture in departmental curricular, co-curricular and Extra-curricular activities.

During internal academic audit it was observed that some departments adopted best practice without much outcome.

IQAC conducted meetings with the in-charges of the respective departments and discussed the SWOC.

Encouraging departments to adopt and internalize best practices IQAC conducted institutional seminar on Best practices.

Suggested best practices which suited the learning outcomes of the subject and involvement of students.

Draft Best practices proposed in Teaching learning, Research, Extension and Green initiatives were discussed at the staff council and adopted.

Department of Botany best practice is “Know a plant with medicinal value”, for the students. Students come across many plant species in there day to day life with out knowing about their importance. By this activity they came to know about the plant with medicinal properties, it’s habitat and scientific history, which intern creates an interest towards plants among themselves . Weekly one photo of Medicinal plant with its scientific history is displayed outside of Botany department. Students of all streams note the plant particulars.

Telugu department adopted “Making of Dictionary “as a best practices ,it is banjara language to telugu language our college belongs to tribals ,most of the pupil meant for tribals.So our telugu department

chosen their nativity language.

All other departments adopted various Best practices in Teaching and learning which impacted overall learning outcomes. Over the last five years MOUs were made by the 14 departments.

#### Capacity Building initiatives

IQAC in association with TSKC and Career guidance cell strengthened the capacity building programmes to make students acquire skills and increase employability.

A committee was constituted for implementation of curriculum and arranged personality development programmes.

Various career awareness programmes and coaching for competitive examinations were conducted. Certificate courses on Computers fundamentals, MS Office, Communication skills were conducted.

Students were registered on TASK (Telangana Academy for Skill and Knowledge) and were trained in computer programming

EDC started in 2020-21 imparts Entrepreneur skills and provides opportunities.

IQAC elicited Alumni and connected with IBM India limited Volunteers

IBM Volunteers conducted Remote mentoring programmes on Career awareness, National Employment Portal, Banking services, Career counseling Helpline.

Job mela's were conducted at campus to increase the employability and exposure of rural students.

File Description	Document
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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:** A. Any 4 or more of the above

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