

बाबू राम सिंह महाविद्यालय

खाड़पाथर, पो०-मुर्घवा (रेनुकूट) सोनभद्र-७०२०
(सम्बद्ध-महात्मा गाँधी काशी विद्यापीठ, वाराणसी)



पंजीयन संख्या-1482/2002-03

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पत्रांक.....

दिनांक.....

Criterion VI – Governance, Leadership and Management

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

Link of relevant document

- Policy Documents
- Administrative setup
- Appointment and service rules **copy UGC REGULATION 2018**
- Strategic plan and Deployment Document

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The institutes overall organizational structure has two aspects: administrative and academic. The administrative functioning is handled by the Board of Management with active participation of the principal. Principal, the head of institution and chairperson of IQAC, executes the functioning of the college through various committees and takes decisions related to academics. The IQAC constitutes a number of committees to carry out day to day functioning of the college. The college has quality policy related to different aspects of its governance. Participation of Teachers and Students Experiences, expertise and knowledge of teachers are actively used by their inclusion in the decision-making bodies of the college. The general staff meetings serve as an open forum for teachers to voice their views and suggestions to the administration. Teachers feedback are obtained and utilized to make appropriate changes. Students are actively involved in the decision making and execution of their plans through different clubs. All the major stakeholders work in a democratic way of governance following the implicit rules of accountability in execution of their duties and responsibilities. There are committees including Proctorial Board with chief proctor as head, Grievance Redressal cell, Sports committee, Cultural committee, Library committee, Scholarship Committees - Government and Nongovernment, Library committee, career and conselling cell, Examination committee, NSS, UGC Committee, Voter registration committee, Power Angel Committee, Cleanliness Committee etc.

Various committees are formed with the help of teaching and non-teaching staff to groom their leadership skills. The responsibilities of the committees are explained below

The teachers are active members of these academic and administrative committees of the college. The office staff includes Head Clerk assisted by a team of clerks who take care of admission, scholarship, accounts, issue of certificates and documents maintain and keep the service record of college staff and correspondence.

प्राचार्य

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Admission committees and Examination committees take the responsibility of the academic aspects of the institution. First the admission committee scrutinizes the applications received from the prospective students. The committee helps the students to choose the subjects, certify the certificates and faculty recommend the candidate for admission. They keep the vigil over the performance of the students through tests, assignments, projects and attendance.

Proctorial Board comprises of Chief Proctor and two subordinates who are responsible for maintaining discipline in the college. They select student volunteers to maintain discipline college in their free periods. Chief Proctor daily takes the attendance of the volunteers and holds meetings from time to time to maintain discipline. At the end of the session, best volunteer is awarded during the annual function.

Career and Counseling committee provides career guidance and counseling for the students by organizing career guidance seminars. There is personal counseling cell also which counsels the students when they are in problem.

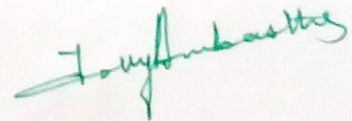
Alumnae Association: The real asset of any institution is the strength of its passing out students who make their career in various fields. Their establishment and settlement bring glory and reputation to the college. Our alumnae have excelled not only in the sphere of academics but also in administration, teaching profession and other fields.

Sports Committee: The sports committee organizes Sports Meet annually. Every year college organized a sports week after the foundation day of college.

Government and Non-government Scholarship Committee: government scholarship is granted to 90% - students, while the meritorious/deserving students avail non-government scholarship.

Cultural Committee: cultural committee organizes various cultural activities like dance, drama, singing, folk song, folk dance, skit, mehadi and alpana competition etc. under the title "Srijan".

Grievance redressal Cell: Grievance cell is the important body of the college which receive grievance of both staff and students. The members of the cell arranges for an appropriate and early redressal of grievances, depending on the nature and magnitude of the grievance. Grievances received from other sources like suggestion and feedback forms are also redressed accordingly.



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सोनभद्र (उ० प्र०)

FOLLOWING ADMINISTRATIVE PROCEDURES TO BE FOLLOWED IN THE COLLEGE

S.No.	Name of the Practice	
1	Admission	a) Verification of Admission List b) Verification of Documents- TC, CC, Migration c) Offline Admission & Fees d) Student data entry in Eduwar Software e) Issuing Identity cards to students f) Enrolment
2	Examination	a) Examination Form b) Issue of Admit card for examination c) Exam Data (Nominal and fees) d) Mark list for Internal Exams e) Mark Sheet distribution to students
3	Administration	a) Overall Supervision & Management level work b) General Administration, Financial and Purchase c) Maintenance of college infrastructure and assets e.g., Labs, Gym d) College Campus Maintenance & Upkeep e) Correspondence – Confidential f) RTI (APIO), ISO, Annual Report g) Academic & Non-Academic Record
4	Accounts	a) Maintenance of Accounts of Degree & General Section b) Salary (Degree & General Section) c) Income Tax calculations, deduction, etc d) Supervision of Finance, Accounts & Budget Preparation e) Verification of Payment vouchers and bills f) NPS, GIP, Pension, Gratuity & Other Retirement Benefits g) PFMS, NPS
5	Scholarship	a) Notice for students to fill the scholarship form b) Checking of scholarship form c) Checking out the Scholarship received from National, State, SC, OBC , EWS, any other
6	Pay fixation	a) Teacher's fixation as per their grades and promotion b) Promotion of teachers through CAS c) Regular increments, enhancement of DA calculation, etc d) Maintenance of Service Record, All types of Leave record e) Service Book Maintenance f) Personal File Maintenance
7	Appointment of Staff	a) Advertisement of post in two leading newspapers b) Short listing of candidates as per UGC norms c) Call letters to candidates d) Request letters to university for subject expert, VC nominee, etc e) Interview schedule and actual interviews
8	Library	a) Issuing of books to students, staff members, etc. b) Purchase of books, their stock entry, etc. c) Issuing Library cards to students
9	TC/CC	a) Giving Transfer and character certificates to students b) Manual Scholar Register

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प्राचार्य
बाबू राम सिंह, वी. वी. वी.
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कोसमठ, (उ. प्र.)

Summary

Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic Planning and deployment document (SPDD) is based on analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its set goals and objectives.

The institutional perspective plan aligns with the vision and mission of the institution which is the constant driving factors for improving academic quality. The goals are defined and guided by the stake holders (management, Principal, Heads of Department, faculty, staff, students, alumni and parents) through SWOC analysis. After analyzing the internal and external environment, the institutional goals were set up in all possible growth domains through continuous thought process and discussion with Heads of Department and faculty members. The strategies with action plans were decided to achieve institutional strategic goals.

While formulating the strategic plan and deployment document, care has been taken to involve all stakeholders to help contribute their part which is vital for the success of every organization. Effort has been taken to identify clearly the implementation processes and monitoring by identifying measurable targets in line with the desired outcomes.

Vision

- Stimulation of active learning,
- Fostering Research and innovative approach,
- Quest for lifelong learning,
- Social Responsibility

Mission

The College is committed to the holistic growth of the student – academic, mental and physical, social and spiritual.

The college strives to work in an atmosphere where there is no fear, no authority, only love, affection and healthy relationship.

The college focuses on:

- To instill in-depth and rational knowledge of the individual discipline.
- To develop intellectual efficiency through reflective, logical, creative and critical thinking ability.
- To prepare cognitively mature, emotionally strong, empowered, leading and progressive entrepreneurs who are technologically competent and ethically conscious.
- To sensitize ecological consciousness in students so that they are socially responsible and productive, interpersonally skilled, humane and global citizens.



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सोनभद्र (उ० प्र०)

GOAL

To deliver quality education to students and prepare them to face challenges, play a pivotal role in balancing a personally fulfilling life along with a strong engagement with the world.

OBJECTIVES

- To provide quality education.
- To impart life skills and values

Strategic Goals

Institutional Strategic Goals are effectively deployed to focus on bringing quality improvements in the areas of:

1. Teaching- Learning and Research
2. Internal Quality Assurance System
3. Infrastructural facilities
4. Governance, Leadership and participative management
5. Student's development and participation
6. Staff development & welfare
7. Collaboration and Extension Activities
8. Best Practices

Teaching Learning and Research

- Develop mechanism for Incubation center.
- Academic planning and preparation of Academic Calendar
- Development of teaching plan
- Use of advance teaching aids and adopt enhanced ICT techniques
- Development of e- learning resources
- Promote research culture and facilities
- Introduction of new Postgraduate courses in Urdu, Sanskrit and Philosophy.
- Introduction of innovative Add-on/Certificate/ Value added Courses.
- Further strengthen the transparent and fair feedback system.
- Focus on Continuous assessment of students.
- MoUs with different institutions and industries.
- Allocation of Seed Money for Research Project



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सोनभद्र (उ० प्र०)

Internal Quality Assurance System

- To organize Training programs/ workshops on quality for teaching and non-teaching staffs.
- Periodic check and guidance for quality improvement
- Promoting best practices

AQAR and SSR preparation and submission

- Setting the backdrop for the implementation of NEP 2020
- Create awareness and mechanism for Electoral literacy

Infrastructural facilities

- Infrastructure development
- Increase the number of Smart Classrooms.
- Modernization of Laboratory and equipment
- Automate the Library operations.
- To develop section for digital library
- To build lift for physically challenged
- To build outdoor synthetic basketball court, badminton and tennis courts
- To establish Language Lab in Sanskrit and Urdu.
- To install CCTV cameras for better surveillance
- To launch new website of the college

4. Governance, Leadership and participative management

- Decentralize the academic, administration and student related responsibilities
- Assign duties, responsibilities and accountability.
- Establishment of functional committees, Cells and clubs
- Getting green certification and green audit
- Establishment of Rajbhasha Cell for promotion of Hindi
- 5. Student's Development, Participation and Support
- Focus on Students Trainings & Placement Activities
- Increase Student's representation in various committee and cell.
- Encourage and motivate students to participate in competitions.
- Encourage students to Participate in Institutional Social Responsibility activities.
- Scholarships for needy and meritorious students

Jolly Ambasthy

नाचार्य
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खाड़पाथर मुधुवा (रिजुकुट)
सोनभद्र (उ० प्र०)

Staff Development & Welfare

- Performance evaluation system
- Staff Training for quality improvement.
- Staff welfare policy implementation
- Timely promotion of teachers through Career advancement schemes
- Funds to be allocated for seminars/conferences/workshops etc.
- To increase MoUs with Hospitals for cashless treatment.

7. Collaboration and Extension Activities

- MoUs with NGOs for student training and extension activities
- Identify community and social development work Conducting awareness camps.
- Development of training centers for Indigenous skills for employability

8. Best Practices

- Green initiatives for Campus sustainability.
- Value-based women empowerment activities
- Environmental Social Responsibility through project Prakriti
- ICT in teaching learning process, library and administrative jobs.

Laxmi Ambastha

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सोनभद्र (उ० प्र०)