

## 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 is deeply committed to the holistic development of its students and is guided by a strong vision and mission.

#### Vision:

The institution's vision is to empower the youth of a tribal-dominated region through inclusive quality education, incorporating ethical and philanthropic values in line with the motto, "**Enter Here to Learn, Go Forth to Serve.**"

#### Mission:

The institution's mission includes:

**Nurturing Research and Innovation:** Stimulating critical thinking, scientific temper and a spirit of inquiry among students through research and innovation.

**Dissemination of Knowledge and Soft Skills:** Striving for a balance between tradition and modernity while imparting knowledge and soft skills.

**Inculcating Moral, Social, and Humanistic Values:** Through extension and outreach activities, the institution aims to instill moral, social and humanistic values in its students.

**Promoting Environmental Sensitivity:** Fostering environmental sensitivity and conservation to ensure a sustainable existence.

#### Governance:

The institution follows effective governance practices, including:

- A governing body with teacher representatives to voice the student-teacher viewpoints.
- The staff council as the apex body for decision-making involving teaching and non-teaching staff.
- The IQAC implements quality initiatives and conducts audits related to academic and administrative activities.
- Teachers actively participate in college administration in various roles.
- The institution's administrative governance involves collaboration between the Principal, college

Bursar, and department heads to ensure smooth administration. Stakeholder feedback is considered and addressed in the administration process.

- The institution encourages faculty and supporting staff to upgrade their professional skills and promotes a conducive work culture to deliver optimal pedagogical outcomes.
- Strategic plans are aligned with the institution's vision and mission to drive progress and development.

The institution nurtures human values through social outreach programs organized by NSS, NCC, and YRC.

- It promotes socio-economic inclusiveness by providing scholarships, mentoring and remedial classes for students.
- Moral values are emphasized through classroom teaching, contributing to the character development of students.

The institution involves stakeholders in its all-round development, ensuring a collaborative approach to achieving its goals.

The institution's dedication to providing a well-rounded education that encompasses academic excellence, as well as the social, emotional and ethical development of its students.

The alignment of its vision, mission and activities with its motto, "Enter Here to Learn, Go Forth to Serve," reflects a commitment to nurturing responsible and ethically conscious individuals who can contribute positively to society.

File Description	Document
Upload 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:**

The institution's commitment to quality education is clearly reflected in its vision and mission statements, which underpin its policies and strategic plans. As an affiliated college of Sambalpur University, it operates within a structured curriculum that, although comprehensive, offers limited scope for enrichment. Nonetheless, the institution leverages its senior faculty's expertise to actively participate in curriculum design and revisions through Board of Studies meetings for its postgraduate programs.

A cornerstone of the institution's quality approach is its emphasis on stakeholder engagement and

feedback collection. Insights from students, faculty, and staff are carefully analyzed and integrated into the decision-making process, ensuring that policies and practices align with their needs and expectations.

The institution prioritizes the teaching and learning process through innovative methods. These include the use of digital resources like PDFs, PPTs, e-content, and handouts, along with interactive seminars, project evaluations, laboratory demonstrations, industrial visits, and internships. A state-of-the-art language lab supports technologically-assisted learning, while weekly departmental seminars and project work enhance research skills for both undergraduate and postgraduate students.

Beyond academics, the institution facilitates internships and career counseling sessions through its placement cell and selected departments, ensuring students are well-prepared for their future careers.

A vibrant research culture is another key aspect of the institution. A dedicated research committee motivates faculty to engage in research activities. This has resulted in several faculty members pursuing and earning Ph.D. degrees. From 2018 to 2023, two staff members pursued Ph.D. programs, and two completed their degrees. The institution supports research through laboratory upgrades and procurement of essential equipment.

Human resource management at the institution adheres to the Common Minimum Standards set by the Department of Higher Education, Govt. of Odisha, and the guidelines of Sambalpur University. Faculty members are encouraged to participate in refresher courses, orientation programs, Faculty Development Programs (FDPs), and workshops to stay updated with the latest educational methodologies.

Environmental consciousness is integral to the institution's ethos. It promotes environmental responsibility through initiatives such as cleanliness drives, plantation campaigns, and participation in Van Mahotsav. The institution has developed environmental and energy policies, conducts regular green audits, and maintains a campus rich in greenery, contributing to its serene ambiance. Waste reduction efforts include reusing waste paper and managing waste disposal efficiently in collaboration with Sundargarh Municipality.

The institution's dedication to quality education is evident in its vision and mission, which guide its policies and plans. By integrating innovative teaching methods, fostering a research culture, engaging stakeholders, and promoting environmental sustainability, it creates a nurturing environment that supports holistic development and academic excellence. This multifaceted approach ensures the institution remains a beacon of educational distinction and positive community impact.

[https://www.govtcollegesundargarh.ac.in/pdf/ORGANOGRAM\[1\].pdf](https://www.govtcollegesundargarh.ac.in/pdf/ORGANOGRAM[1].pdf)

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>

## 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

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces of each module reflecting the name of the HEI	<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 institution has implemented a range of welfare measures for both teaching and non-teaching staff, ensuring their financial security, well-being and professional development such as

**Group Insurance Scheme (GIS):**

- GIS provides financial benefits to the family of a deceased government servant while in service.

**General Provident Funds (GPF) and NPS:**

- GPF is available to employees who joined the College before 2004, offering long-term savings.
- After 2004, the National Pension System (NPS) was introduced, providing retirement benefits for both teaching and non-teaching staff.

**Housing Loan:**

- Employees interested in housing loans can apply for HUDCO Govt. Loan, with installments deducted from their monthly income.

**Festival Advance:**

- A welfare measure for non-teaching staff, providing Puja Advance through the Account Section, repayable in installments.

**Reimbursement of Medical Expenses (RCM):**

- Employees can apply for RCM to reimburse a portion of their medical expenses, following government procedures.

**Gratuity Scheme and Pensionary Benefits:**

- Gratuity, a lump sum payment, is provided as per financial rules.
- Pensionary benefits are available after retirement, with new pension rules implemented by the government.

**Leave Rules:**

- Various leave types are available, including Earned Leave, Half Pay Leave, Commuted Leave, Special Disability Leave, Study Leave, Maternity Leave, Paternity Leave, Medical Leave, and Extra-ordinary Leave.

**Rehabilitation Assistance Scheme (RAS):**

- Under RAS, some Group-C and Group-D employees of deceased government servants have been appointed in the institution, providing employment opportunities as per Govt. norms.

**Professional Development:**

- Staff members are encouraged to participate in seminars and present papers, fostering professional growth.
- Duty leave for official work and study leave benefits for research pursuits are available.

**Infrastructure and Resources:**

- Staff quarters are available, ensuring comfortable accommodation for some teaching and non-teaching staff.
- Library resources, including books and online journals, enrich the staff's knowledge.
- A Computer Lab with internet facilities enables access to e-resources, supporting research and professional development.

**Medical and Maternity Leave:**

- Provision for medical and maternity leave ensures the health and well-being of employees.

The institution has implemented a comprehensive array of welfare measures, demonstrating its commitment to the financial, professional and personal well-being of its teaching and non-teaching staff members. These measures not only provide financial security but also create an enabling environment for continuous learning, growth, and research pursuits, fostering a supportive and progressive work culture.

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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**

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

File Description	Document
Institutional data in the prescribed format	<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:** 8.33

**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
4	8	2	2	5

**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
0	0	0	0	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>

## 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 institution is dedicated to the systematic and strategic use of financial resources, ensuring maximum efficiency. To uphold financial integrity and transparency, the institution conducts regular internal and external audits. These audits serve as crucial mechanisms for evaluating the institution's financial practices and ensuring compliance with all financial rules and regulations, specifically adhering to the General Financial Rules (GFR) of the Government of Odisha. By following these guidelines, the institution demonstrates its commitment to responsible financial management and accountability.

#### **Regular Audits:**

Internal audits are conducted, involving stock and store verification across departments, college accounts, and accounts of various campus entities. These audits are overseen by the Accounts Bursar and a team of teaching staff members.

External audits are performed by the office of the Accountant General, Odisha, and the Higher Education Department, Govt. of Odisha. These audits ensure compliance with governmental financial regulations and maintain clean and transparent financial records.

#### **Transparency in Transactions:**

**PFMS Payments:** Payments are systematically made through the Public Financial Management System (PFMS), enhancing transparency in financial transactions.

**GeM Portal:** Major purchases are made through the Government e-Marketplace (GeM) portal, ensuring transparency and efficiency in procurement processes.

**Resource Mobilization:**

**UGC Grant Utilization:** Funds received under the UGC grant are meticulously audited by chartered accountants, and Utilization Certificates (UCs) are submitted to the UGC and the Regional Office in Kolkata, demonstrating prudent financial management and compliance.

**RUSA Funds:** The institution received funds under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) scheme. A portion of these funds was allocated for strategic initiatives, and detailed reports have been submitted to the Government, showcasing responsible financial allocation.

**IDP Grant:** The institution received an IDP grant for essential infrastructure construction, such as dining hall cum study rooms in two hostels. These projects were successfully completed, contributing to improved student facilities.

**Financial Decision-Making:**

All purchases are overseen by the Joint Purchase and Finance Committee, ensuring collective decision-making in financial matters.

The institution diligently submits compliance reports to relevant authorities, showcasing its unwavering commitment to following prescribed financial norms and regulations.

The institution's financial management practices embrace a comprehensive approach, including rigorous internal and external audits, strict adherence to government guidelines, transparent transactions through digital platforms, and responsible allocation and utilization of grants. These practices not only ensure financial integrity but also significantly contribute to the institution's sustainable growth and development.

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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 Internal Quality Assurance Cell (IQAC) of our institution stands as a cornerstone in the realm of policy formulation and implementation. Serving as a catalyst, the IQAC has significantly influenced the trajectory of our institution, ushering in incremental improvements through its diverse initiatives.



One of the pivotal roles of the IQAC is the facilitation of multidisciplinary learning opportunities. Through the organization of seminars, webinars, and workshops, it fosters an environment conducive to holistic education. These platforms not only enrich the academic experience but also provide avenues for intellectual growth beyond the confines of traditional classrooms.

Academic quality enhancement remains at the core of IQAC's activities. It meticulously assesses the existing academic practices and offers insightful suggestions for improvement. Embracing the digital era, the guidance of IQAC is evident in the seamless transition to ICT-based online classes and examinations. The institution's foray into online education, webinars, and social outreach activities is a testament to IQAC's forward-thinking approach.

Furthermore, IQAC plays a pivotal role in encouraging both faculty and students. Faculty members are motivated to publish research papers and participate in faculty development programs, nurturing a culture of scholarly inquiry. Students, too, are inspired to engage in meaningful projects at UG final year level and PG 2nd year level, enhancing academic research and community outreach initiatives. The cell's emphasis on career counseling is instrumental in guiding students toward informed career choices.

In alignment with the global call for sustainable practices, the IQAC has initiated audits—Green Audit, Energy Audit, and Environment Audit—to transform our campus into an eco-friendly hub of learning. Additionally, internal academic audits provide valuable insights, leading to continuous improvements within departments. The IQAC's engagement with stakeholders, including students, ensures that their feedback is not only collected but also utilized constructively to enhance the learning experience.

Moreover, the IQAC's proactive stance is evident in its efforts to upgrade the college's infrastructure and support facilities. By ensuring that our institution meets the evolving standards of higher education, it facilitates an environment where both teaching and learning flourish.

The IQAC stands as a beacon of excellence, driving our institution toward greater heights. Through its diverse initiatives, it not only shapes policies and practices but also nurtures a culture of continuous improvement and innovation. As we move forward, the IQAC remains instrumental in our journey toward academic brilliance and holistic development.

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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

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>