

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

Vision

To educate students in frontier areas of knowledge enabling them to take up challenges as ethical and responsible global citizens

Mission

- To impart outcome based holistic education
- To disseminate education in frontier areas
- To produce globally competitive, ethical and socially responsible human resources
- To produce human resources sensitive to issues of Environment and Sustainable Development
- To develop Environment and Sustainable development as a thrust area of research and development.

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1. Top Level

VC is the member secretary of the governing body and chairperson of the IQAC. The VC in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers' council.

2. Faculty level:

Faculty members are given representation in various committees/cells nominated by the Teachers' council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Teachers' Council (2018-19):

- Admission Sub-committee
- University examination sub-committees
- UGC inspection & Seminar Proposal sub-committee
- Library sub-committee
- Student disciplinary sub-committee
- Sub-committee for games and sports • Canteen sub-committee
- Journal and publication Sub- committee
- Cultural sub-committee
- Gymnasium sub-committee Following committees are constituted accordance to government guidelines
- Internal Complaints Committee
- Counselling and Career Guidance and Placement Unit
- Grievance Redressal Cell
- Website committee
- Anti Ragging Committee

3. Student level

Dean Students of the students is the member of governing body. Students are empowered to play important role in different activities. Functioning of different secretaries of students' union (listed below) further reinforces decentralization.

- cultural secretary
- boys' common room secretary
- girls' common room secretary
- student welfare and social service secretary

4. Non-teaching staff level

Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions.

Participative management

The institution promotes the culture of participative management at the strategic level, functional level and operational level.

- Strategic level: The VC, governing body, Teachers' council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc
- Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. VC and faculty members are involved in joint research and have published papers
- Operational level: The VC interacts with government and external agencies & faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the VC and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes, the University is well equipped with an information system which takes care of various activities like admission, attendance, office management, accounts and student grievance redressal.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

Our institution is state Private University, Faridabad; it abides by the changes in curriculum as prescribed by the AICTE.

❖ Teaching and Learning

The following are the innovative processes adopted by the institute towards TLP:

- Value Added Courses
- Internships
- Educational projects in related area / topic.
- Content beyond the Syllabus.

Pre-commencement Preparations;

- Departmental Academic Calendar
- Lecture plan and notes
- Course Learning Objectives and Course Outcomes
- Soft copy of the lecture notes, question bank are forwarded to students through email.
- Updating the library with appropriate books as suggested by the faculty
- Modifying the laboratories to cater for the needs of revised regulation and recent trends

Monitoring student's performance through;

- Slip Test, Internal Assessment I, II, III and Model examination
- Re test for improvement and absentees
- Assignments, group discussions, quiz, seminars and projects

Monitoring the teaching process through;

- Online feedback from students
- Oral feedback obtained from students in the Class Committee Meeting
- Academic Audit by peer committee
- Result analysis Meeting of Internal Assessment and University Examination

Addressing issues of individual student;

- Additional classes for slow learners.
- Personal guidance to the needy students
- Issues related to the course are resolved by mentoring the students.
- Addition periods are allocated in the time table based on the criticality of subject.
- Symposium and Workshops are conducted.
- Lectures are conducted on prerequisite topics.

Addressing issues of faculty;

- Mentoring and guidance given to the faculty for a course handled earlier by senior faculty members.

Inputs from IQAC, and various feedback mechanisms are considered for improving the Teaching-Learning.

❖ Examination and Evaluation

- The Institute designed the answer script for internal assessment same as that of the university answer script. The attainment of COs pertaining to the internal assessment can be viewed from the answer script.
- Internal Assessment Question Paper with Bloom's Taxonomy (knowledge level) indication.
- Four internal tests are conducted per semester. Improvement test is conducted for students to motivate.

- Cross valuation for common subjects.
- Additional coaching is provided for the slow learners.
- Model question bank, GATE questions with answers, Challenging Question papers are prepared by the faculty and distributed to the students.
- Timely assessment of tests is done and the result is displayed.
- Theory examination and practical/oral examinations are conducted as per University schedule and norms.
- The faculty contributes in the examination work like- question paper setting, invigilation of theory examination, evaluation of answer scripts, internal examiner and subject experts for the University examinations & assessment of theory examinations' answer books.

❖ Research and Development

- Research and Development Cell is formed to promote Research and Development in the institute. The cell includes faculty, academicians and researchers. The cell meets once in a fortnight and delivers guidelines for quality improvement in R & D.
- The university motivates the faculty to undertake research projects in AICTE, DRDO, DST, TNSCST, Young Scientist Scheme etc.
- Well-equipped Research Labs are developed for the funded projects to improve quality of the research.
- The university motivates the faculty and students to file patents for the research work.
- The university motivates the faculty to undertake research activities through doctoral Programmes. It motivates them to publish research papers.
- Faculty members are encouraged to attend and present papers in conferences at abroad and financial assistance are provided.
- The university motivates the students to undertake complex engineering projects as a part of curriculum as well as for participating in external project competitions. Students' project exhibition is organized every year and best projects are awarded with cash prizes.
- Potential research collaborators are identified and MoUs are established.

❖ Library, ICT and Physical Infrastructure / Instrumentation

ICT

- The university regularly increases ICT facilities for classrooms, tutorial rooms, seminar halls and Laboratories.
- The university regularly enhances the Internet connectivity facility.
- The university regularly enhances the power backup facility for laboratories.
- The university has ERPSYSTEM for resource access.

Library

- Central Library gives guidelines for improving the quality of library resource.
- IEEE institutional login enables the faculty and students for their academic and research works.
- Suggestions from students' committee for Library are used for improvement in quality of library resource.
- New books/journals are purchased every year to update the library.
- Each Department has own Library facility that includes text books, project and research papers published.

Physical Infrastructure

- Physical infrastructure is increased to meet the demand of recent trends, new regulation and increase of intake.

❖ Human Resource Management

- The recruitment procedures, service rules and promotion policies are made transparent and employees are benefitted with CL, EL, VL, ML and EPF. Employee's salary will be credited in the bank account directly. Pay slips are issued to the employees every month.
- For professional development of the human resource, the institute delegates the faculty and staff to undergo development programs outside the institute, provides technical resources and financial assistance to undertake such development programs.
- The university organizes HR development Programmes for faculty, staff and students for skill up gradation and training.
- Faculty and students are felicitated for their academic achievements.
- The university uses performance evaluation methods for the staff members. At the end of every year, performance evaluation of the staff is done by Head of the Institution. This is used for deciding promotions and increments. Self-performance evaluation is done by the faculty and reports are submitted to the Head of Department.

❖ Industry Interaction / Collaboration

- MoUs signed with companies.
- Industrial visits to companies are organised to understand the real time scenario.
- Infosys Campus Connect programme to enrich faculty and students in the market trend.
- Orientation programmes and guest lectures are conducted for the students by the Industry experts.
- Alumni placed in the reputed industries are invited for dialogue about industrial trend and need with the students.
- Entrepreneurship orientation activities are organized for the students.

❖ Admission of Students

- Admission of the students is through Single Window counselling system conducted by the university.
- The institute maintains this repute by adopting following strategies:
 - Maintaining good results in University examinations by means of recent trends of teaching learning, providing quality infrastructure and facilities, maintaining good training and placement track records.
 - Encouraging extra-curricular activities like sports and other competitions.
 - Maintaining Ragging-free environment

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

- To use ICT in the process of planning college-events and activities, institute uses personal e-mails .Important notices and reports are also circulated via e-mails.
- E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. To facilitate the same university is using ERP system with Student, Examination, Finance & Account,

Employee, Library Modules.

❖ Administration

To achieve the target of Paperless IQAC , committee members of it started using Google facilities like

- ♣ Google sheet :- For data collection from Various Departments.
- ♣ Google Docs :- To prepare notices and activity reports.
- ♣ Google Forms :- To prepare Feedback forms and get Online feedbacks of Students, Parents.
- ♣ Google Drives :- To keep all department wise proofs.

- The college has Biometric attendance for teaching and non-teaching staff.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- To surveillance on mobile by VC , Hikconnect application is available and software is available for surveillance on computer for University Authorities.
- ICT has been introduced in the Administrative work.
- WhatsApp Group helps to provide the brief notices of any event to be happened on college.
- WhatsApp Groups are also used for awareness and of smooth functioning of the same.

❖ Finance and Accounts

With the aim to produce immediate information in finance and Accounts i.e."Single Click Accounting" , this section of university is partially e-governed. The university uses the ERP system , for the transparent functioning of Accounts department. The same software is used to generate various reports like Consolidated Day Book General Day Book Daily Cash Collection report.

❖ Student Admission and Support

Student admission for the year 2019-2020 is implemented online. The ERP system is developed so as to fulfill the need of Student admission and Support. ERP system is used for online admission process via link provided to university website <http://www.mru.edu.in/>. As the admission process is online , admission forms are also provided. Students submit printouts and required documents at respected counters. The software is also used for student support like issuing → Transfer Certificate, → Bonafide certificates. → Admission Forms → Issue of ICards ,Library cards and Challan through the ERP system.

❖ Examination

- o To achieve Paperless communication between Exam and other departments ,Examination section by the use of ERP system.
- o Using ERP system, generate various reports like
 - To generate Hall-Ticket, F.Y results,
 - To generate class wise roll call list for all classes, student fees Records.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

See annexure 6.3.1

6.3.2 Number of professional development / administrative training programmes organized by the University for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
See Annexure 6.3.3 (attached)		

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): See Annexure 6.3.4

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime

6.3.5 Welfare schemes for

Teaching	1. Staff Training, 2. Leaves.
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	BOS, DRC, Academic council	YES	IQAC audit team,
Administrative			YES	Finance committee

				meetings
6.5.2 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? (if applicable)				
6.5.3 Activities and support from the Parent – Teacher Association (at least three)				
6.5.4 Development programmes for support staff (at least three)				
6.5.5 Post Accreditation initiative(s) (mention at least three)				
6.5.6 a. Submission of Data for AISHE portal : (Yes /No) b. Participation in NIRF : (Yes /No) c. ISO Certification : (Yes /No) d. NBA or any other quality audit : (Yes /No)				
6.5.7 Number of Quality Initiatives undertaken during the year (uploaded separately)				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants