CRITERION VI: **GOVERNANCE AND LEADERSHIP**

6.1   Institutional Vision and Leadership:

6.1.1   What are the institutions' stated purpose, vis
they made known to the various stakeholders?

The institution's objectives, vision, mission a

VISION:

- Achieving academic excellence by providing q
- Develop manpower resources for personal, cor
- Enhance the thought process of detailing the
system.

MISSION:

- To alleviate illiteracy;
- To induce higher planes of learning by imparti
- To inculcate the ability among the pupil teach
input and output process of teaching and learni

OBJECTIVES:

- To spreading literacy nation-wide and serve the
- To enhance the employability and leadership sl
- To augment the teaching, research and consult
- To boost leadership, management and adminis
- To encourage collaborative learning systems, p
- To provide job oriented professional education

These are made known to the various stakeholders through website, prospectus and through activities such as cultural, sports, annual functions, academic talks and discussions etc.

Core values

Following are the core values of the institutional mis:

- Diversity
- Excellence
- Integrity

- Peace a
- Respect
- Develop

Goals:-

To impart quality education to our students and to ma

- To develop strategies to achieve target.
- To enhance the competency levels among the stu
- To enhance the research culture amongst the stud
- To participate / organise seminars, workshops, sy enhance the professional exposure.
- To maintain cordial environment among students
- To develop knowledge and wisdom among stude

The main objective of this mission is to work for t cultural and economic standards of the students.

6.1.2 Does the mission include the institution's g addressing the needs of the society, the stude sector, education institution's traditions and va

Yes, the mission includes the institution's goals and society, the students, the school sector, educatio orientations.

6.1.3   Enumerate top management's commitment, leadership role and involvement for effective and efficient transaction of teach (functioning and composition of various committ and Governing bodies etc).

The management/governing body has always l committed towards the development and gro management/governing body gives free hand innovative ideas and adopts them in case they are 1

The academic advisory board and various commit and evaluates the academic affairs of the ins competent authority to make the necessary provisi functioning, effective and efficient transactio processes in the institution.

6.1.4   How does the management and head of the institu are defined and communicated to the staff of the ir

The management and head of the institution discu institution by organizing meetings with its staff. action taken by the management and head of discussed with the faculty members and different different faculty members for improvement of the are given charge for the whole session and any ot the staff through the circulars issued by the office

6.1.5   How does the management/head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution?

Regular information is shared with the Managen through periodic meetings between them. Mar conducts meetings with faculty members and other proper functioning of the institution. Management to check their academic, professional and persona the effectiveness of action implemented and to e decision given by the academic advisory members.

6.1.6   How does the institution identify and address the k the vision/mission and goals?

Management regularly conducts meetings on reg students, school sector, alumni and other stakeholo of the institution and also take feedback from them. during the course of interactions, then they a appropriate authorities and staff members, and barriers are developed and implemented.

6.1.7   How does the management encourage and support improvement of the effectiveness and efficiency of

The Management encourages the involvement of sta and efficient working of the college by:

- Providing various technological resources for s learning process;

- Freedom to purchase the books and other study material for the institution if they think it to be relevant for the college and students;

- Provide duty leave to attend the professional development programmes, seminars, workshops in case it does not affect the the curriculum;

- Encouraging the faculty for higher studies to enha and engage themselves in all research oriented activ

- Participating in seminars and workshops etc.

6.1.8 Describe the leadership role of the head of the inst management of the curriculum, administration, allc resources for the preparation of students.

Head of the institution leads in all aspect i.e. cur administrative work by encouraging and motivati ensuring the effective transaction of the curriculum from faculty as well as from the students. He also optimum use of the resources available through ann activities. The head of the institution himself con college personnel and regularly conducts meetings v the various institutional processes like:

- Meeting related to curriculum planning and its con

- Meetings related to development and impl institutional plans.

- Meetings related to allocation of the different dutic

- Meetings related to organize different types of curricular and co-curricular activities.

- Meeting related to the problems of students and staff of the college.

Head of institution plays a bridge between the manage
and ensures their admissible requirement are accepted
from this the head always motivates all the students an
hard and keep them updated with the growing worlds.

6.2   Organizational Arrangements

6.2.1   List the different committees constituted by the institution for management of different institutional activities? Give details of the meetings held and the decisions made, regarding academic management, fir faculty, research, extension and linkages and examination
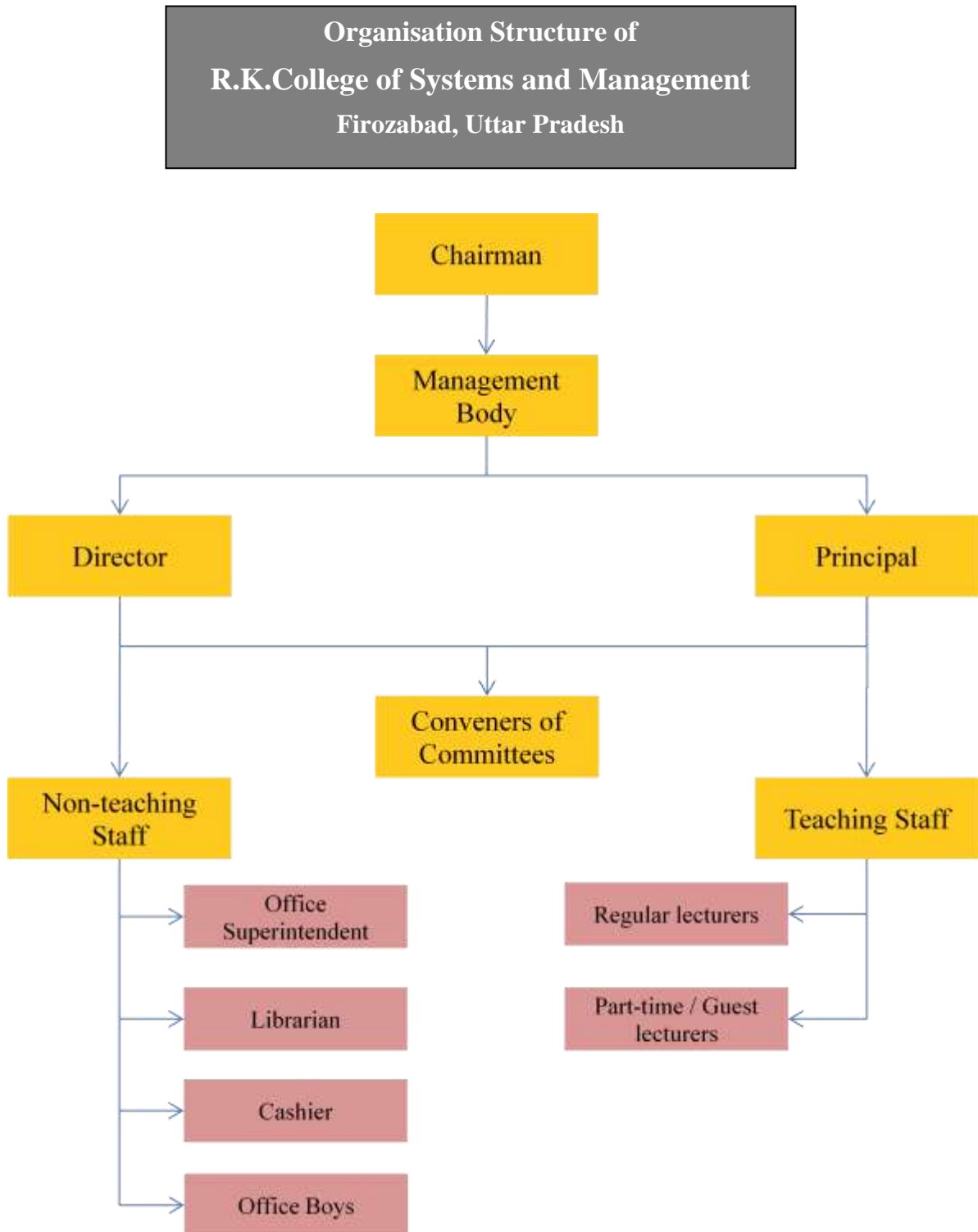
The committees constituted by the institution for managi are:

- Academic Advisory Board
- Library Advisory Committee
- Placement Cell

- Women C
- Examinat
- Cultural ₐ Committe

The meeting of Governing Body/Management of the institution intervals for the management of finance and infrastructure of the institution. Further the meeting of Academic Advis in the beginning of each academic session and/or as and for the management of academic and institutional growth of the parent society and Principal of the institution are responsible for the implementation of such decisions appro

The regular meetings of various other committees are academic year for planning and implementation of vario curricular activities and the convener of such committees for implementation of the decisions taken in such meetings

6.2.2   Give the organizational structure and the details of the academic and administrative bodies of the institution.

Organisation Structure of
R.K.College of Systems and Management
Firozabad, Uttar Pradesh

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                        Chairman
                           |
                      Management
                         Body
          ┌────────────────┼────────────────┐
          |                |                |
       Director            |            Principal
          |                |                |
          |          Conveners of           |
          |           Committees            |
          |                                 |
    Non-teaching                      Teaching Staff
       Staff
          |                                 |
     →  Office                        Regular lecturers  ←
        Superintendent
          |                                 |
     →  Librarian                     Part-time / Guest   ←
          |                              lecturers
     →  Cashier
          |
     →  Office Boys
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1. **Constitution of Management Body of R.K.College of Systems and Management is as follows :**

S No.	Name	Designation	Credentials
1	Mr.Anand Agarwal	President	Renowned Management Advisor C.A, C.S, B.Com Hons.
2	Mr. Uma Kant	Vice President	Eminent Industrialist, M.Com, B.Sc
3	Mr. N.C. Bansal	Secretary	Prominent Educationalist C.A, M.Com
4	Mr. Nikhil Bansal	Joint Secretary	Ex-serviceman from world's top MNC in business consultancy C.A, B.Com Hons.
5	Mrs. Kamlesh Bansal	Treasurer	Highly experienced teacher and painter M.A, B.Sc, B.A
6	Mr. D.D. Agarwal	Member	Ex-Member Board of ICAI, Northern Region C.A, M.Com
7	Mr. Sanjay Agarwal	Member	Renowned Legal expert LLM, M.Com
8	Mr. Rajesh Agarwal	Member	Renowned Taxation expert C.A, M.A
9	Mr. D.B. Verma	Member	Well known teacher of Physical education M.P.Ed, B.P.Ed,
10	Mr. R.K. Goyal	Member	Former Sr.GM of ONGC M.Phil, M.Com, LLB
11	Mr. L.K. Bansal	Member	Eminent Industrialist, M.Com, B.Sc
12	Mr. Dushyant Bansal	Member	Eminent Industrialist, M.A., M.Com

2.   **Constitution of Academic Advisory Board of R.K.College of Systems and Management is as follows :**

S No.	Name	Designation
1	Dr. Rajiv Jain	Convener
2	Mrs. Kamlesh Bansal	Members
3	Mr. Nikhil Bansal	
4	Dr. S.S.Singh	
5	Mrs. Manju Jain	

6.2.3   To what extent is the administration decentralized? Give the structure and details of its functioning.

The college administration is decentralized as depicted in the following chart:
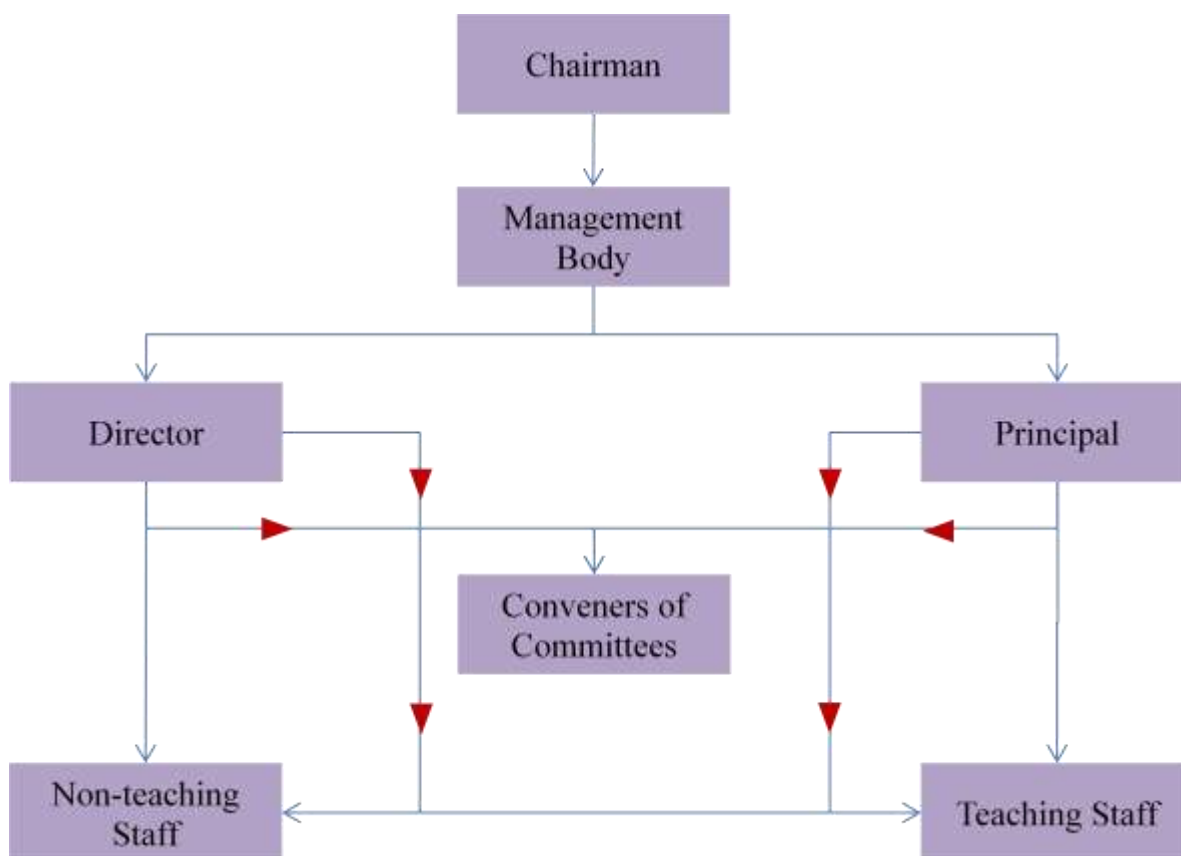
Feedback during the course of an academic session and at its end, is collected from the conveners of various committees and after evaluation results is brought in the next meeting of the academic advisory board by the Principal. After discussion in the meeting and based on suggestions of the academic advisory board, necessary changes are incorporated in the working of institution for its qualitative improvement.

6.2.4 How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?

The institution collaborates with other sections and departments as and when the need arises. Different forms of collaborations are organized which conduct joint seminars and workshops to share knowledge and promote fraternity and brotherhood, and other extra-curricular activities in association with different sections of community such as local schools and colleges, NGOs, S.C.E.R.T. and the affiliated University. The institution also has harmonious collaboration with the staff of the different schools of the region for better placement and quality education.

6.2.5 Does the institution use the various data and information obtained from the feedback in decision-making and performance improvement? If yes, give details.

Yes, the institution uses various data and information obtained from feedback in decision making and performance improvement. Changes in methodology of teaching are made as per the relevant suggestions received from the students and faculty members.

6.2.6   What are the institutions initiatives in promoting co-operation, sharing knowledge, innovations and empowerment of the faculty? (skill sharing across departments' creating/providing conducive environment).

The Management of the College is cooperative, supportive and encourage the faculty to enhance their professional and academic qualifications and also gives due credit for best performances. As far as the learning environment of the institution is concerned, it is very conducive and favorable which ignites the feelings of co-operation, sharing of knowledge, innovation and empowerment of faculty. The faculty of our college freely interacts and shares their views, ideas and thought with each other and with the Management of the institution to enhance their knowledge and skills. RKCSM always invites and welcomes its teachers and academicians from other institutions to visit and interact with the faculty.

6.3   Strategy Development and Deployment

6.3.1   Has the institution an MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution?

Considering the present scale of operations, the institution does not have a MIS-system in place, but is in the process of developing one. RKCSM selects, collects, aligns and integrates data and information on academic and administrative aspects through its Principal.

6.3.2   How does the institution allocate resources (human and financial) for accomplishment and sustaining the changes resulting from the action plans?

The management/governing body gives due consideration for all the financial and infrastructural needs of the institution and provide necessary and adequate resources to perform all the activities. The human resources are deputed as per the norms of the University/NCTE in the institution. In case of modifications in the action plans of RKCSM, human and financial resources are provided as per requirement. Human resources are best used by sharing all the academic and administrative responsibilities among the staff.

6.3.3   How are the resources needed (human and financial) to support the implementation of the mission and goals, planned and obtained?

At the outset of every academic session, RKCSM determines the activities of the upcoming session, which includes class-teaching and extra-curricular activities. Based on such discussions between management body, Principal and other committee-members, resources needed to conduct the planned activities are

identified and appropriate budgets are allocated to carry them out. Human resources are deputed as per norms of the University/NCTE. IN addition to their teaching-duties, other duties are also assigned to them to accomplish the goals, mission and objectives of the institution. Primary source of raising finance is course-fee from students.

6.3.4 Describe the procedure of developing academic plan. How are the practice teaching schoolteachers, faculty and administrators involved in the planning process?

RKCSM develops its tentative academic plan and flexible academic calendar before the start of the session. It is prepared by consulting senior faculty members and conveners of different committees. Administrators of different schools are also consulted before planning the activities with respect to the teaching practice. Feedback obtained in the last academic session from different departments is also considered to plan the future activities and to achieve academic excellence in the forthcoming academic session.

6.3.5 How are the objectives communicated and deployed at all levels to assure individual employees contribution for institutional development?

The objectives of the institution are communicated through website, prospectus and notice board and through the students, who act as informal PROs of RKCSM. Feedback from different resources is taken into consideration to develop an effective action plan which further ensures contribution at individual employee level, for achieving the desired objectives of the institution.

6.3.6 How and with what frequency is the vision, mission and implementation plans monitored, evaluated and revised?

The Principal and staff members propose suggestions in their various meetings for effecting necessary changes with respect to the vision, mission and its implementation plans. After exhaustive discussions between the Principal and conveners of various committees, the suggestions are recommended to the management body of the institute, who then takes the final decision to incorporate the recommended changes in the vision and mission of the institution, in its annual meeting.

6.3.7 How does the institution plan and deploy the new technology?

The head of the institution conducts regular meetings with the staff, students and alumni to evaluate the existing technologies of education. After discussion with Principal and higher authorities, the head of institution plans and implement the new technologies in the working of institution.

6.4   Human Resource Management

6.4.1   How   do you identify the faculty development needs and career progression of the staff`?

There is provision of self appraisal method on the performance of faculty, which helps the institution to know about those areas where the progression and development is required. Further feedback from students on teacher's performance is also given due consideration for identifying the development needs of the faculty and its members, including their weaker and stronger areas in academics. The faculty members are motivated and encouraged to attend various programmes of professional growth and development, which may help them in improving their academics and other professional attributes, as per their interest and working areas.

6.4.2   What are the mechanisms in place for performance assessment (teaching, research, service] of faculty and staff? [Self-appraisal method, comprehensive evaluations by students and peers}. Does the institution use the evaluations to improve teaching, research and service of the faculty and other staff`?

Self appraisal of the staff and regular feedback from students on the teaching-learning process is done to improve the existing teaching-learning system and professional attributes of faculty members. RKCSM effectively uses a combination of feedback and evaluation techniques to assess the performance of its faculty and staff members. Information is made available from different resources for decision making in effecting improvements.

6.4.3 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

The different welfare measures which the institution provided to the staff are:

- Performance driven annual increments and bonus;
- Well furnished instructional and other infrastructure;
- Conducive/cordial and supportive environment;
- Recognition of the efforts of the staff in bringing required modifications and development at the institution;
- Allowing the staff to work as expert and resource person in other institutions to improve their knowledge and academic growth in their profession;
- Encouraging and motivating the faculty to attend the seminars/ workshops and guest lecturers etc.

6.4.4 Has the institution conducted any staff development programme for skill up-gradation and training of the teaching and non-teaching staff? If yes give details.

Yes, RKCSM conducts various staff development programs like:

- Seminars
- Workshop on Micro Teaching Skills
- Extension lectures on various topics
- Social Surveys
- Opportunities for self-development by allowing them to act as convener or members to handle the functioning of different committees

6.4.5 What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills Recruitment policy, salary structure, service conditions)

and how does the institution align these with the a requirements of the statutory and regulatory bodies (NCTE, UGC, University etc.)?

The faculty is recruited as per qualification laid down in the rules and regulations of NCTE, UGC and through duly constituted selection committee of institute as per the ordinances of Dr. Bhim Rao Ambedkar University, Agra (U.P.). The faculty has been provided conducive environment, progressive conditions, and salary structure as per norms and other benefits as per industry standards.

6.4.6   What are the criteria for employing part-time/ad-hoc faculty? How is the part-time/ad-hoc faculty different from the regular faculty? (e.g. salary structure, workload, specializations).

The basic qualification of an ad-hoc and regular faculty are equal. However, the faculty who does not fulfill the qualification-requirements laid down by NCTE, UGC or the University, are appointed on ad-hoc basis through proper interviews organized by the institution. The appointment of ad-hoc/ part time lecturers is done as per RKCSM's academic requirements. The ad-hoc faculty is paid the basic salary of the pay scale and there is immaterial difference in the workload and specialization of ad-hoc/part time staff and regular staff.

6.4.7   What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (E.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The various policies, resources and practices of the institution that support and ensure the professional development of the faculty are:

- Provide well furnished infrastructure for teaching.
- Provide computer and internet facility to every staff member.
- Provide opportunities to conduct/ attend seminars and wor
- Provide opportunity to conduct meetings with comm maintain healthy social network.
- Studies leave for higher education.
- Conducting staff development programs as enumerated in

6.4.8 What are the physical facilities provided to faculty? (W functional office, instructional and other space to carr effectively]

The physical facilities provided to faculty are:

- Principal Office
- Administrative office
- Staff room
- Separate cupboards
- Well equipped Lecture room, Tutorial rooms, seminar hall
- Well equipped laboratories
- Computer facility
- Internet, Fax, Photostat facilities
- Proper sanitary system
- OHP, DLP, Slide projector and other technological aids ·
- Games and sports facility like badminton, volleyball, cri kho, chess and carom board etc.
- Canteen

- Parking area
- Well stacked Library and stationary
- Aesthetically laid out garden
- Rest rooms

6.4.9 What are the major mechanisms in place for faculty and othe
seek information and/or make complaints?

The modes through which the institution ensures the access c
organizational activities to the faculty and other stakeholders ar

i. Prospectus
ii. Notice board
iii. Media, newspaper articles and advertisements
iv. Written and verbal correspondence
v. Website
vi. Meetings
vii. Students (Who works as an informal PRO/ambassadors o

To make or address complaints and to take feedback fro
stakeholders, RKCSM uses the following channels:

- Meetings
- Written and Verbal correspondence
- E-mails
- Sessions of teaching-practice in schools
- Feedback forms and by informal discussions in classro
- Grievance / Complaint Box

6.4.10 Detail on the workload policies and practices that encoura
engaged in a wide range of professional and administrative ac

teaching, research, assessment, mentoring, working with schools and community engagement.

All the teacher educators are assigned different duties and responsibilities regarding the different activities of the institution. The work load is distributed according to the experience, interest and ability of the staff members and is distributed to all by making them responsible and accountable for different academic and co-curricular activities. Some of the teacher educators (senior and experienced members) are also assigned with administrative work.

6.4.11 Does the institution have any mechanism to reward and motivate staff members? If yes, gives details.

The various mechanism to reward and motivate the members are as follows:

- Performance driven annual increments and bonus;
- Well furnished instructional and other infrastructure;
- Conducive/cordial and supportive environment;
- Recognition of the efforts of the staff in bringing required modifications and development at the institution;
- Allowing the staff to work as expert and resource person in other institutions to improve their knowledge and academic growth in their profession;
- Encouraging and motivating the faculty to attend the seminars/ workshops and guest lecturers etc.
- Provide computer and internet facility to every staff member.
- Provide opportunity to conduct meetings with community members to maintain healthy social network.
- Study leave for higher education.

6.5   Financial Management and Resource Mobilization

6.5.1 Does the institution gets financial support from the government? lf yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated.

The institution is self financed and does not receive any grants or aids, financial or otherwise, from the state or central government.

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last three-years.

No such mechanism is in operation at RKCSM.

6.5.3 Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?

The College has adequate budgets and financial capability to maintain and meet its routine expenses. If at all there is a deficit, the gap is fulfilled either through short term financing from local banks or parent body of RKCSM.

6.5.4 What are the budgetary resources to fulfill the missions and offer quality programs? (Budget allocations over the past three years, depicted through income expenditure statements, future planning, resources allocated during the current year and excess/deficit)

The only source of income of the institute is course-fee collected from its students. In case of deficit in a particular period, financial support is provided by the Management Body of the institute.

The income - expenditure statements for the past three years have been attached as annexure.

Financial budgets for future years include provision for:

→ introduction of new professional teaching course i.e. Diploma in Elementary Education.

→ introduction of new short term vocational / carrier oriented courses, addressing the need of the local community.

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and information on the outcome of last two audits. [Major pending audit paras, objections raised and dropped).

Yes, the accounts are audited regularly every year by qualified, experienced and reputed Chartered Accountants and competent authorities. The audit is carried out as per applicable norms.

Internal audit is carried out by the management body at regular intervals, which would examine the budget proposals, receipts, bills and vouchers and supporting documents for the year. After their scrutiny, they may advice concerned departments for any possible improvement. Internal audit function of the institute is commensurate with its size and operations.

Because of efficient working environment of the institution and effective controls placed and protocols designed by the management body of RKCSM, the audits have favourable opinions from the auditors with no objections or pending observations. Whenever and wherever required, the management body along with the Principal, takes preventive and corrective actions for shaping formidable guidelines and procedures.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

Finance management of the institution is computerized and semi-automated in nature and is done through professionals.

6.6   Best practices in Governance and Leadership.

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

The significant best practices in Governance and Leadership carried out by the institution are:

- Constitution of the Academic Advisory Board to look in the academic performance, growth and to achieve excellence.
- Democratic environment provided by the management for the smooth functioning of the institution.
- Organizing regular meetings with staff and students for mutual development.
- Taking regular feedback from students, community, staff, alumni and other stakeholders for the effective functioning of the institution.
- Balanced distribution of work for teaching and non-teaching staff members.
- Distribution of students into four houses for proper working of the college.
- Constitution of various committees for proper management of institutional activities.