

HIGHER EDUCATION GOVERNANCE SCREENING CARD



This card is for the purpose of screening the institutions to help to improve the quality of education in light of the vision, motto, goals and objectives of the institution.

AXIS 1: VISION, MISSION and GOALS

AXIS 2: MANAGEMENT PHILOSOPHY

AXIS 3: AUTONOMY

AXIS 4: ACCOUNTABILITY

AXIS 5: PARTICIPATION

INSTITUTION: Government Arts and Commerce College, Lal Singh Nagar, Shahdol (MP)

INTERVIEWEE NAME: Gajendra Parthi

POSITION: Assistant Professor

DATE: 7.12.20

BASIC INFORMATION

Question	Example	Answer
When was the institution established?		03.09.1984
What is the research orientation?	<i>Basic research, applied research, mix of both, no research: Research produced in <u>since 2013 to present date (2019)</u>.</i>	None
If you are affiliated college, provide the name of the affiliating institution?		Awadhesh Pratap Singh University, Rewa
What kinds of programs are offered?	<i>Undergraduate (UG), post graduate (PG) (including M Phil) and doctoral, diploma/certificate</i>	UG (Undergraduate), PG (Postgraduate)
How many branch campuses does the institution have?		None
What is the total number of students enrolled during the Academic Year 2018-19?	<i>Please specify the following: UG, PG, Diploma, PhD students. Out of the total number of</i>	Total- 1595; SC-220, ST-625, OBC-375, GEN-375, Female-948, Male-647
What is the total number of faculty at your institution during the Academic Year 2018-19?	<i>Please specify out of the total number of faculty at the institution, how many are regular faculty and how many are otherwise (such as ad hoc, guest, etc.)?</i>	Total-16; Regular-0, Guest faculty-16
What is the total number of non-teaching staff during the Academic Year 2018-19?	<i>If applicable, please specify part time and fulltime.</i>	Total-20; Regular-13, Part time- 7
<i>If available, please provide an organizational chart</i>		

What is the legal orientation of the institution?

0= No, 1= Yes

I - Public Central University	0
II - Public State University	0
III - Private University	0
IV - Deemed to be University	0
V- Autonomous Affiliated College	0
VI - Non-Autonomous Affiliated College	1

According to your own perception of the Institution, how would you rate the following aspects:

1. Context, Missions and Goals

Is the mission of the institution formally and stably stated?



2. Management Orientation

Is the Management Orientation results based?



3. Level of Autonomy

What is the degree of academic, human resources management and financial autonomy?



4. Level of Accountability

How much is the university held responsible vis a vis its stakeholders?



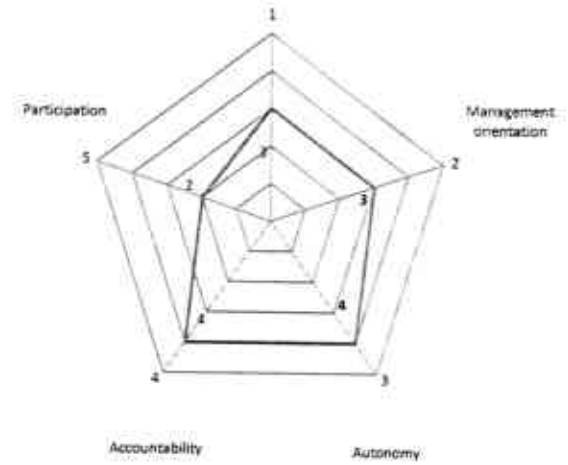
5. Participation

Do the stakeholders have a voice in decision mechanisms?



Self-Assessment Screening Card

Context, missions, goals



AXIS 1 - CONTEXT, MISSION AND GOALS

Remember using the following code to answer:

0= No

1= Yes

(1) Mission of the Institution

1 - Is the general mission of the higher education institution stated?	2 - Where is it stated?	3 - Which stakeholders were involved in formulating the mission when it was first established or revised?	
1	I - Public reports and institutional documents (e.g. website, official publications, brochures)	1 I - The State (Central or State government)	1
	II - Other	1 II - Civil society representatives (e.g. Jan Bhagideri Samiti)	0
		III - Industry & business representatives	0
		IV - Unions	0
		VI - Faculty and Staff	1
		VII - Students	0
		VIII - Alumni	0
		IX - National and international experts	0
	X - Other	0	

(2) Goals of the Institution

4 - Are the specific goals of your higher education institution stated?	5 - Where are they stated?	6 - Which stakeholders are in charge for monitoring the achievement of the institutional goals?	
1	I - Public reports and institutional documents	1 I - The State (Central or State government)	1
	II - Other	0 II - Institutional leadership (Principal or equivalent)	1
		III - Social council (e.g. civil society, industry & business representatives, associations, donors)	0
		IV - Senior Management Team	0
		V - Highest decision-making bodies (such as Internal Quality Assurance Cell, Executive council, Staff council, etc.)	0
		VI - Other institutional councils/committees (e.g. Academic, Research, Student's Council...)	0

(3) Legal Framework - this is referring to the country/state rather than the College

7 - Is there an Act of State that guides higher education institutions?	8 - How many times has this Act of State been modified in the last 10 years?	9 - What is the event that better explains the last changes in the Act of State?	
I - Yes	1 I - None	1 I - Reform of the Act conducted by the State	1
II - No	II - One time	0 II - Other	0

	III - Two times	0	
	IV - Three times	0	
	V - More than three times	1	

Additional Questions Axis 1 - Important: please give more precision, if relevant, about the following items:	
I- What is the mission statement of your institution?	Empowering student with contemporary knowledge to make them Worthy citizens. Providing Holistic and value education with soft skills training to enhance their Employability.
II- When was the mission statement of your institution stated?	27.09.2017
III- If the mission statement of your institution was revised, please specify when.	Not revised
IV- What are the goals of your institution?	1. Development of Institute as Quality education Centre 2. Improving the employability of Students 3. Establishment of eco - Friendly environment

Notes
Documents relied on: IDP, Annual report and college website

AXIS 2: MANAGEMENT ORIENTATION

Remember using the following code to answer:

0= No
1= Yes

[1] Strategy						Cre cuti ve Cou ncil	Sta f Cou ncil	Jan Sha gida ri Sam	Oth er (wh han the
10 - If a strategy is established at the institutional level, which means are used for its statement?	11a - Did the development of the Strategic Plan include detailed deliberations and analysis of any of the following?	11b: Does the current Strategic Plan include	12 - Are the following elements used to measure the attainment of the specific goals of the strategy?	13 - In which of the following areas do the highest decision-making bodies of the institution make decisions? Please specify all that apply for each option.					
I - Internal reports, road maps	I - Mission and Vision of the institution	I - Mission and Vision of the institution	I - Quantitative survey conducted nationally have been consulted.	I - Long term strategy	0	0	0	0	
	II - Values promoted	II - Values promoted	II - Institutional mechanism through which the institution can have an understanding of its strategic achievements.	II - Institutional relationships (e.g. partnerships)	0	0	0	0	
II - Partnership with the state (e.g. IDP for externally funded projects)	III - Process for achievement of the goals	III - Process for achievement of the goals	III - An external third party assesses the achievement of the institutional strategic goals (such as academic audit and/or NAAC accreditation)	III - Academic issues (e.g. student admission, exams, programs)	0	0	0	1	
III - Other	IV - Detailed action plans	IV - Detailed action plans		IV - Human resources decisions (e.g. appointments of faculty members)	0	0	1	0	
	V - Internal regulation and procedures	V - Internal regulation and procedures		V - Budget issues	0	0	1	0	
	VI - Other	VI - Other		VI - Other	0	0	0	0	

[2] Selection of Decision Makers

	14 - What is the selection process for each of the following ones?		15 - Who is involved in this process?		16 - What are the requirements to be selected?		17 - What are the conditions of their mandate?															
	I - Appointment by the State	II - Appointment by a Selection Committee	III - Election	IV - Others	I - The State (Central or State)	II - Institutional leadership (highest decision-making bodies)	III - Senior Faculty	IV - Students	V - Others	VI - Other	I - s/he is an academic	II - s/he needs to have a managerial profile	III - s/he can be an external person from the institution	IV - s/he has to meet a full job specification	V - s/he is a member of a political party	VI - s/he has to propose a strategic vision for the institution	VI - others (e.g. Seniority)	I - The length is less than 8 years	II - It's not renewable	III - It's renewable but the number of mandates is limited	IV - There is no formal mandate	V - Other (until retirement or transfer posting)
I - Principal or equivalent	I	0	0	0	I - The State (Central or State)	II - Institutional leadership (highest decision-making bodies)	III - Senior Faculty	IV - Students	V - Others	VI - Other	I - s/he is an academic	II - s/he needs to have a managerial profile	III - s/he can be an external person from the institution	IV - s/he has to meet a full job specification	V - s/he is a member of a political party	VI - s/he has to propose a strategic vision for the institution	VI - others (e.g. Seniority)	I - The length is less than 8 years	II - It's not renewable	III - It's renewable but the number of mandates is limited	IV - There is no formal mandate	V - Other (until retirement or transfer posting)
II - Heads of Department	I	0	0	0	I - The State (Central or State)	II - Institutional leadership (highest decision-making bodies)	III - Principal	IV - Senior Faculty	V - Students	VI - Other	I - s/he is an academic	II - s/he needs to have a managerial profile	III - s/he can be an external person from the institution	IV - s/he has to meet a full job specification	V - s/he is a member of a political party	VI - s/he has to propose a strategic vision for the department/faculty	VI - others (e.g. Seniority)	I - The length is less than 8 years	II - It's not renewable after consultation through a survey	III - It's renewable but the number of mandates is limited	IV - There is no formal mandate	V - Other
III - Members of the highest decision-making bodies of the institution (such as Internal Quality Assurance Cell, Executive Council, Staff Council, Jan Shagdari Samiti, etc.)	I*	0	0	1	I - The State (Central or State)	II - Institutional leadership (highest decision-making bodies)	III - Principal	IV - Senior Faculty	V - Students	VI - Other	I - s/he is an academic	II - s/he can be an external person from the inst	III - s/he is a member of a political party	IV - Others	V - Other	VI - others (e.g. Seniority)	I - The length is less than 8 years	II - It's not renewable	III - It's renewable but the number of mandates is limited	IV - There is no formal mandate	V - Other	

(3) Performance and Evaluation of the Staff

	18- Are the staff members of these departments directly accountable of their performance to the following stakeholders?	19- What kind of policies to provide incentives/enforcing of rules are used to manage the staff of each department?	
I - Human Resources (Head Clerk)	I - Registrar	0 I - Annual Confidential Report (ACR) or equivalent	1
	II - The State (Central or State)	1 II - Compensations, salaries attached to performance	0
	III - Institutional leadership (highest decision-making bodies)	0 III - Career Advancement/Promotion/Recognition	0
	IV - The Principal	1 IV - Punitive Measures	0
	V - Institutional Departments	0	
	VI - Heads of Departments	0	
	VII - Quality Assurance unit (such as IQAC that addresses institutional effectiveness, institutional research and assessment, etc.)	0	
II - Financial department (Drawing and Debiting Officer - DDO)	I - Registrar	0 I - Annual Confidential Report (ACR) or equivalent	1
	II - The State (Central or State)	0 II - Compensations, salaries attached to performance	0
	III - Institutional leadership (highest decision-making bodies)	0 III - Career Advancement/Promotion/Recognition	1
	IV - The Principal	1 IV - Punitive Measures	1
	V - Institutional Departments	0	
	VI - Heads of Departments	0	
	VII - Quality Assurance unit (such as IQAC that addresses institutional effectiveness, institutional research and assessment, etc.)	0	
III - Academic Department (Equivalent of Dean of Faculty)	I - Registrar	0 I - Annual Confidential Report (ACR) or equivalent	1
	II - The State (Central or State)	0 II - Compensations, salaries attached to performance	0
	III - Institutional leadership (highest decision-making bodies)	0 III - Career Advancement/Promotion/Recognition	1
	IV - The Principal	1 IV - Punitive Measures	1
	V - Institutional Departments	0	
	VI - Heads of Departments	0	
	VII - Quality Assurance unit (such as IQAC that addresses institutional effectiveness, institutional research and assessment, etc.)	0	

Additional Questions Axis 2 - Important: please give more precision, if relevant, about the following items:

I - Are the results of the strategic process mentioned in qu. 11b available? Where?	IDP
II - Are the reports mentioned in qu.12 available? Where?	IDP
III - When did the last [election/appointment/recruitment] of the Principal take place?	22.06.2019

(1) Academic

Please use the following code to answer this part:

- 0 - No, the decision is taken by another entity
- 1 - Yes, but needs approval from an external entity
- 2 - Yes, entirely

20 - Has the institution the autonomy to decide the:	21 - Has the institution autonomy to determine:	
I - Structure of curricula (e.g. flow of degrees)	I - The overall number of students admitted in the institution? (e.g. is the institution able to refuse applications?)	1
II - Introduction of new programs	II - The number of students per program?	1
III - Types of courses (level, sector, mode)	III - The admission mechanisms (e.g. entry exams, analysis of academic grades of students)?	0
IV - Number of hours per program per year	IV - The students it admits/accepts	0
V - Assessment of students (learning outcomes), format of exams		0
VI - Academic partnerships with other institutions		0

(2) Human Resources Management

Please use the following code to answer this part:

- 0 - No, the decision is taken by another external entity
- 1 - Yes, but needs approval from an external entity
- 2 - Yes, entirely

22 - Regarding staffing procedures, has the College autonomy for:	23 - Has the College autonomy for:	
I - Hiring new non-teaching staff on a permanent basis	I - Assessing the performance of administrative and faculty	2
II - Dismissing non-teaching staff	II - Setting the salaries of faculty	0
III - Hiring faculty on a permanent basis	III - Setting the salaries of administrative staff	0
IV - Dismissing faculty	IV - Setting variable salaries (linked with performance and/or credentials)	0
V - Developing staff training programs	V - Setting the Contracts of non teaching staff and faculty (e.g. duration, benefits)	1
VI - Promoting staff members		0

(3) Financial

24 - What are the different revenue sources of the College	25a - Regarding the financial procedures, has the College autonomy to:	25b - Does the College have the autonomy to define the following components of its financial structure?	25 - What type of assets is the institution allowed to own?
Please answer question 24 using percentages of the total budget from April 2018 to March 2019		Please answer questions 25 and 26 using the usual code: 0= No 1=Yes	
I - Funds from Central/State Government (budget allocation, grants, other)	0 I - Use unspent funds from one year to another	0 I - Establishing endowments	0 - Buildings
II - Fees from students	1 II - Set the level of student fees	1 II - Investing money to obtain additional revenues	1 II - Land
III - Funds from donors	0 III - Run a deficit	0 III - Using the interest gained from investments	1 III - Financial assets
IV - Funds raised from Private companies (e.g. industries, businesses)	0 IV - Use a multi-year budget	0 IV - Establishing public-private partnerships	0 IV - Equipment (Motorized, IT) and furniture
V - Loans obtained from banks	0 V - Allocate the funds inside a block-grant budget	0 V - Issuing bonds	
VI - Loans and grants obtained from international organizations		VI - Contracting long-term loans	
VII - Funds from contracts (e.g. consulting, outsourcing)		VII - Granting scholarships and managing loan mechanisms for students	
VIII - Revenues obtained from research grants			

Additional Questions Axis 3 - Important: please give more precision, if relevant, about the following items:

Does the institution use a standardized financial accounting system to record the economic operations of the institution? If yes, specify. As per Government rules, account is maintained. Internal and External auditing also are in place.

Notes

AXIS 4: ACCOUNTABILITY

Remember using the following code to answer:

0= No
1= Yes

(1) Education Quality, Academic Integrity

27 - If there is a Quality Assurance system at your institutions, which of the ones are applicable to you:		28 - If existent, does the QA system address the following items?		29 - What are the mechanisms used to follow up on evaluations' results?	
I - It takes place inside the institution (e.g. IQAC, assessing programs, ...)		1 I - UGC Recognition		0 I - Establishing of Action Plans	0
II - It takes place outside the institution under the responsibility of an external quality assurance specialized agency (NAAC and NBA)		1 II - Accreditation of College or programs (example: NAAC, NBA)		1 II- Variable budget allocations linked with results	0
III - None of the above		0 III - Assessing Learning Outcomes		0 III- Implementing of corrective measures	0
		IV - Teaching methodologies		0 IV- Others	0
		V - Research			
		VI - Facilities			

30a - Has the College put in place standardized sanctions against:		30b - Has the College applied standardized sanctions against the following in the past year:	
I - Examination fraud		1 I - Examination fraud	0
II - Unethical behavior of faculty (for example, sale of exams)		1 II - Unethical behavior of faculty (for example, sale of exams)	0
III - Non compliance with admission standards		1 III - Non compliance with admission standards	0
IV- Unethical management of faculty careers		1 IV- Unethical management of faculty careers	0
V- Others		1 V- Others	0

(2) Social Responsibility

31 -If existent, what are the characteristics of the tracking surveys used by the College to track its graduates employment and average salaries?		32 - If existent, are the indicators of qu.31 disseminated outside the College by:		33 - Are the following items disseminated by one (or more) of the means mentioned in qu.32?	
I - Being conducted across all programs at the College.		1 I - College website		0 I - Institutional mission & goals	1
II - Being conducted at graduation.		1 II - Technical reports publicly disseminated		0 II - Strategic plan of the College	1
III - Being conducted within five years after graduation.		1 III - Promotional reports		0 III - Results of the College evaluations	0
IV - Being used to inform the public.		0 IV - Labor market observatories		0 IV - Financial statements	0
				V - Minutes of the members of the highest decision-making bodies	0
				VI- Corporate social responsibility and sustainability report (CSR)	0

(3) Financial Integrity

34 - Are the financial documents available and/or reviewed by the following stakeholders:		35 - What are the characteristics of the College financial audit:		36 - Does the College have in place and enforces standardized sanctions against:	
I - Government (Central or State)		1 I - Is it conducted by an external body?		1 I - Embezzlement	1

II - Non-teaching staff/Administrative staff	1	II - Is the report available for inside audience (College leadership)?	1	II - Inappropriate spending (failure to present justifications)	1
III - Senior faculty	1	III - Is the report available for general inside audience?	1	III - Inappropriate procurement practices	1
IV - Students	1	IV - Is the report disseminated outside the College or made public?	0	IV - Other	1
V - Media, public audience	1				
VI - Donors	0				

Additional Questions Axis 4 - Important: please give more precision, if relevant, about the following items:

Who leads the mechanisms used to follow up on evaluations' results of the QJA system? And how frequently is this done?	IQAC
When was the last time that a College self-assessment was conducted?	NA
When was the last time that one of the sanctions of qj.30 has been applied?	Never
If the College financial audit is available to inside audience, who are they? Please list.	Principal, non-teaching and teaching staff, students
Does the College follow a standardized process for procurement? If yes, please specify.	Yes, MP Bhandar Kray Niyam

Notes

Documents relied on: IQAC proceedings, interview with the Principal and IQAC coordinator, college website

Stakeholders: Representation, Impact on Decision-Making Process

	37 - Do the following stakeholders have a formal and active mode of representation?		38 - Do they actively participate in the decision-making for the following items:		39 - Do they have representatives on the following boards/councils?		40 - If existent, what is the mode of participation within any of the institutional councils?	
	0 - No 1 - Yes (association, union, or other official representation)		I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocation IV - Academic Programs	0 - No 1 - Yes	I - Highest decision-making bodies II - Academic committee or its equivalent III - Research committee	0 - No 1 - Yes, with a consultative role 2 - Yes, and they vote 3 - Not Applicable	0 - No 1 - Yes	
Please use the following codes to answer:								
A - Students	0	0	I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocation IV - Academic Programs	0 0 0 0	I - Highest decision-making bodies II - Academic committee or its equivalent III - Research committee	3 3 3	I - Nonexistent II - Participation by appointment III - Participation by election	0 0 0
B - Academic Staff	1	1	I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocation IV - Academic Programs	1 1 0 1	I - Highest decision-making body II - Academic council or its equivalent III - Research council	2 2 3	I - Nonexistent II - Participation by appointment III - Participation by election	0 1 0
C - Non-teaching Staff	1	1	I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocations IV - Academic Programs	0 1 0 0	I - Highest decision-making body II - Academic council or its equivalent III - Research council	0 0 0	I - Nonexistent II - Participation by appointment III - Participation by election	0 1 0
D - Private Donors	0	0	I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocation IV - Academic Programs	0 0 0 0	I - Highest decision-making body II - Academic council or its equivalent III - Research council	3 3 3 0	I - Nonexistent II - Participation by appointment III - Participation by election	1 0 0 0
E - Alumni	1	1	I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocation IV - Academic Programs	0 0 1 0	I - Highest decision-making body II - Academic council or its equivalent III - Research council	1 0 0	I - Nonexistent II - Participation by appointment III - Participation by election	0 1 0
F - Private Sector Representatives (e.g. leaders, owners, industry chambers)	1	1	I - Definition of the goals of the institution II - Elaboration of the strategy III - Budget allocation IV - Academic Programs	0 0 1 0	I - Highest decision-making body II - Academic council or its equivalent III - Research council	1 0 0	I - Nonexistent II - Participation by appointment III - Participation by election	0 1 0

Notes

Documents related: List of committees appointed by the Principal and their proceedings