

Criteria-6. Governance, Leadership and Management

Key Indicator -6.1 Institutional Vision and leadership

METRIC NO-6.1.2

The effective leadership is reflected in various institutional practices such as decentralization and participative management.

- The powers of decision making is delegated to Head of the institution i.e. The Principal by whom the key areas like Institution administration, institutional compliances, Institution Strategies and Policies, Infrastructure development , Financial Matters, Research & Development, Government & Social interface and other proceedings in the office are executed for smooth functioning of the institute
- To facilitate and maintain the efficiency to implement the above areas of activities, dedicated, specialized administrative committees are formed. They are Academic council, Examination Cell, Admission committee ,RTI cell, Career counselling & Placement Cell, Disciplinary Committee, Grievance Redressal cell ,Internal complaint committee, Anti ragging cell and Cultural Committee.
- The Institute has a set of well defined policies of Governance that have been framed in close consultation with the stake holders.
- Students are briefed about these policies during the orientation in the beginning of the session and also through notifications. Thereafter, faculty members remind the students from time to time regarding the importance of adhering to these policies.
- There are policies pertaining to faculty members conduct, employment process. Joining and separation policies, maternity benefit policy, leave policy etc.
- The IQAC prepared the policy regarding the academics and its proper implementation in the institution.
- Examination Cell has framed policy for valuation, question paper setting, and proper conduction of exams, results of mid –semester exams and follows the guidelines and policies of RDWU for End semester Examination.
- Admission committee follows the guidelines of state Govt regarding admission and makes policies accordingly to implement in the institution.
- Library Committee has framed the policy which would ensure the Institutional Library has all prescribed books relating to all functional areas.
- The career counselling cell organises career counselling programmes .
- Youth Red Cross and NSS wing organises different awareness programmes throughout the year.

Decentralization of Power

- All faculty members are given certain administrative responsibilities.
- The delegation of responsibilities leads to transparency, faculty development and faculty enrichment.
- The institute follows delegation, decentralization and empowerment policies while entrusting the responsibilities to faculty and staff.
- In view of above, the institute plans and constitute various committees covering both faculty and administrative staff.
- The collective decision making is encouraged at all levels.
- Decisions taken by different committees are deliberated at the level of Principal's office
- In most cases, the decisions are taken with collective wisdom.

Case Study : Examination cell

There is an Examination Cell headed by the Coordinator of Examinations with supporting staff. Conducting all examinations is the prime responsibility of the Exam Cell. Further, Exam Cell coordinates with the University regarding all examination matters. Principal is the co-ordinator of the Cell. The Professor-in-charge, Examination supports the Principal in regards to all examination matters. Well qualified and experienced teaching faculties have been given responsibility to take care of all the activities. Any information either received or required to be sent to the University are being dealt within the Exam cell.

Every semester, One Mid semester examination and one End-semester examination are conducted to evaluate the students' Performance. The CIE is conducted as per designed by IQAC in the academic calendar.

Each department conducts Monthly tests at the end of every month in all papers in all subjects. The academic performance is monitored by students' performance in the classrooms through assignments, class tests, unit tests, group discussions and presentations.

Result analysis of the students is monitored by the Result Analysis Team which comprises Examination –in-charge, Senior faculty members, IQAC Coordinator and NAAC coordinator. Based on subject wise result analysis, suggestions to the teachers are given by the Principal.

FUNCTION OF THE CELL

- We strictly follow the regulations of RAMA DEVI WOMENS University.
- Examination Cell serves all Examination notices received from University to all concerned.
- Examination Cell prepares Circulars for students regarding Exam Fee Collection, last date of fee Collection, modalities of payments of fine etc.
- Examination Cell takes all precautions while preparing Examination Time table, Invigilation duty chart, seat charts for the students in the Examination halls, smooth conduct of Examinations etc.
- Examination Cell mobilizes the proper staff during the Examination time and assigning them duty as per the duty chart already prepared.
- Examination Cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and for receiving the answer

sheets, mark foils of the mid-semester examinations and preparing the desired format to send them to University.

- Also for End-Semester examinations, the cell follows all the guidelines provided by the University and takes all necessary steps for its smooth conduct. After completion of all Theory and practical examinations, the answer scripts are collected and well packed and then send to the various valuation zone as per the list provided by the University.
- Examination Cell staff receives Marks sheets and certificates of 6th semester examinations from the University and for other semesters i.e-from 1st to 5th semester, the cell downloads the mark sheets from Universty website and maintaining TR very carefully and then distribute them to the students.
- Examination Cell analyzes all examination results and in consultation with the Principal and Result Analysis Team and then RAT prepares the report thereof for submission to appropriate authorities for follow up action.
- Examination Cell keeps all records pertaining to examinations.

This year,the situation was very sensitive due to COVID Pandemic, LOCK DOWN and SHUT DOWN . College reopened but physical classes were not conducted for which students suffered a lot for their study and examinations. The Semester examinations were not held at proper time.

The 6th semester Examination ,which is generally held in the month of May, was held in the month of September online, which was a completely new experience for our students.

But leadership of the Examination cell in this pandemic situation was observed in its work culuture , in the preparation of exam, its conduction and in all its responsibilities. A mock test was conducted to enable the students to appear the end semester Exams. Smoothly and flawlessly. HODS and every faculty members worked as per the instructions of the co- ordinator and the exam. Cell.

The students were trained how to appear the exam through WhatsApp classes. Prof-in charge,examination gave the appropriate guidelines to the faculties and staff for the smooth conduction of the semester examination.