

Criterion 4: Institutional Management (Score 220)

Sr. No.	Activity	Distribution of Scores	Total Score
1.	Institutional Vision: i. Vision document ii. Institutional development plan (IDP) iii. Plan of action for above	6 points each	18
2.	IQAC: i. No. of meetings per year ii. No. of programmes organised (Trainings, workshops, IPR, etc.)	i. 5 Meetings ii. 2 per activity (Max. 6)	6
3.	Management of institutional funds: i. Funds (BF, AF, PTA, etc.) used/spent for institutional development/ student welfare ii. Periodic audit iii. Settlement of bills/advances within a specified time frame	i. Utilized >90% of the funds collected annually= 10; 71-90%= 8; 51-70%6; 31-50%= 4; <30%= 0 ii. Yes= 2 iii. Yes= 4	16
4.	Grievances redressal of students and employees i. Redressal within week ii. Redressal within month iii. No redressal	i. =10 ii. =4 iii. Nil	10
5.	Clean and green campus: i. Green initiatives of institution (at least 3) ii. Cleanliness in washroom, buildings/ campus	i. 6 ii. Excellent= 10 Satisfactory = 6 Poor= 0	16
6.	Facilities for students: i. Common room for girls ii. Adequate toilets as per students' strength iii. Sanitary napkin vending machine/incinerator regularly put in use iv. CSCA room with proper furniture v. Student centre for co-curricular activities and its regular usage vi. Regular use of playground	3 each facility	12
7.	Regular updation of service books/service records:	Yes= 3	3
8.	Timely submission of ACRs	Yes= 3	3
9.	Prompt response to official correspondence	Yes= 5	5
10.	Proper maintenance of official records (cash books/stock registers, fund registers, leave records, fine fund, etc)	Yes=10	10

11.	Proper record of students attendance and CCA:	Yes= 10	10
12.	Whether ranked by NIRF, other agencies:	Yes= 10	—
13.	Whether accredited by NAAC:	A and above (level 4 or 5) = 20 B+ & B++ (level 3) = 16 B (level 2) = 12 Accredited (level 1) = 10	10
14.	Whether AQARs are being submitted as per timeline annually or not:	Yes= 12 No= 0	12
15.	Recognition for exemplary contributions of the staff and students	4 point each	—
16.	Involvement of stake holders: i. PTA ii. OSA	i. <ul style="list-style-type: none"> • PTA constituted as per norms= 1 • PTA supportive= 1 • Significant contribution of PTA (enclose documentary proof)= 10 ii. <ul style="list-style-type: none"> • OSA framed as per norms= 1 • Financial contribution or equivalent (in-kind) per 100 alumni of Rs. 25000/- per annum= 3 • Non-financial contribution (career counselling, talk, interactive session/facilitation in placement of students etc. on regular basis)= 4 	13
17.	Feedback from stakeholders other than students and action taken thereon	Yes = 4	4
18.	Annual review meeting on students outcomes in academics, co-curricular, extra-curricular and extension activities and action taken during next academic session for achieving excellence	Yes= 25	—

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