

4. Institutional Management (Score 220)

Sr. No.	Activity	Distribution of Scores	Claimed Scores	Total Score
1	Institutional Vision: i. Vision Document ii. Institutional Development Plan (IDP) iii. Plan of Action for above	6 point each (6*3 = 18)	18	18
2	IQAC: i. No. of meetings as per year ii. No. Of programmes organised (Trainings, workshops, IPR, etc.)	i. 4 meetings= 6	6	12
		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 77% of the funds collected annually= 8	8	16
		ii. Yes= 2	2	
		iii. Yes=4	4	
4	Grievance Redressal of Studnets and Employees i. Redressal within week ii. Redressal within month iii. No redressal	i. 10	10	10
5	Green and Clean Campus i. Green initiatives of institution (at least 3) ii. Cleanliness in washroom, buildings/campus	i. 6	6	16
		ii. Satisfactory = 6	6	
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 (6X3 = 18)	18	18

7	Regular Updation of Service Books/Service Records	Yes= 3	3	3
8	Timely Submission of ACRs	Yes=3	3	3
9	Prompt Response to Official Correspondence	Yes= 5	5	5
10	Proper maintenance of official records (Cash books/Stock registers, Fund registers, leave records, Fine fund etc.	Yes= 10	10	10
11	Proper record of students attendance and CCA	Yes= 10	10	10
12	Whether ranked by NIRF, Other Agencies	Yes= 10	10	10
13	Whether accredited by NAAC	B (level 2)= 12	12	20
14	Whether AQARs are being submitted as per timeline annually or not	Yes= 12	12	12
15	Recognition for Exemplary Contributions of the Staff and Students	4 point each (4X3 = 12)	8	8
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 	12	20
		ii. <ul style="list-style-type: none"> • OSA framed as per norms = 1 • Financial contribution or equivalent (in-kind) per 100 Alumni of Rs. 25,00/- per annum = 3 • Non financial contribution = 4 	8	
17	Feedback from Stakeholders other than Students and action taken thereon	Ye= 4	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	25	25
			206	220