**Criterion VI – Governance, Leadership and Management (100)**

**Key Indicator - 6.1 Institutional Vision and Leadership (10)**

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| **Metric No.** |  | **Weightage** |
| **6.1.1**  **QlM** | ***The Institution has clearly stated vision and mission which are reflected in its academic and administrative governance***  **Vision:**  To achieve excellence in science and art of dentistry through education, research and service.  **Mission:**   1. To provide best possible care for the patients and community at large. 2. To provide comprehensive and quality education with ethical values. 3. To provide amiable environment, facilities and encouragement for research.   -To increase the quality and equity of the learning experience of students  -Increase the quantum, relevance and impact of research on the society at large  -Time-lined improvements to its campuses  -Provide capable administrative and state of the art governance arrangements  Reports of achievements which led to institutional excellence available at [www.ssdctumkur.org](http://www.ssdctumkur.org).  Provide web link to:   * Vision and mission documents approved by the Statutory Bodies * Report of achievements which led to Institutional excellence * Any other relevant information | **5** |
| **6.1.2**  **QlM** | ***Effective leadership is reflected in various Institutional practices such as decentralization and participative management etc.***  With the intensification of globalization, the institution followed decentralization and participative managements--  -Develop the next generation of Leaders  -Make every stakeholder more accountable through effective delegation of responsibilities.  -To encourage transparencyin the execution of policies.  The list of Committees constituted in the institution for decentralization and participative management.  **Sri Siddhartha Dental College, Tumkur**  **List of committees – NAAC**   |  |  | | --- | --- | | **Sl no** | **Committees** | | 1 | Alumni association committee | | 2 | Anti ragging committee | | 3 | Behavioral cell committee | | 4 | Committee for cultural & co-curricular activities | | 5 | Committee for best practices | | 6 | Committee for extension activities & ISR | | 7 | Condemnation committee | | 8 | Committee for college magazine | | 9 | Committee for parent teachers meet | | 10 | Committee for student affairs | | 11 | Consultancy collaboration committee | | 12 | Committee for ICT & website | | 13 | Curriculum committee | | 14 | Committee for Slow learners & mentorship | | 15 | Committee for examination grievance cell | | 16 | Dental education technology committee | | 17 | Environment conscious committee | | 18 | Faculty development committee | | 19 | Feedback committee | | 20 | Finance committee | | 21 | Grievance redressal committee | | 22 | Infrastructure committee | | 23 | Institutional ethical committee | | 24 | Library advisory committee | | 25 | Placement, Encouragement & Career counseling committee | | 26 | Research committee | | 27 | Result analysis committee | | 28 | Student Council committee | | 29 | Staff & student welfare committee | | 30 | Sexual harassment elimination committee | | 31 | Sports committee | | 32 | University scientific journal committee | | 33 | Women empowerment committee |   **Case study:**  **Mentoring system in the college**:  The college has an efficient working mentor system in the college which includes active participation of all the staff members under the guidance of Principal.the students who are admitted to first year are counselled during orientation programme and are alloted mentors whom they are expected to be reporting till they finish their course (both UG and PG).  The mentors are asked to collect all the data pertaining to their alloted student and maintain a file of the same.any problems either academics or personal are immediately attended to by their mentors.apart from this three letters via registered post are sent to the alloted students parents to keep a track of their academic perfomance in the college.the mentors are expected to call their alloted student parents at regular intervals and keep them updated.  This system involves participation of all the staff under the guidance of Principal who inturn can keep a track of all the activities of the students in the college.    **Provide web link to:**   * Information / documents in support of the case study * Any other relevant information | **5** |

**Key Indicator - 6.2 Strategy Developments and Deployment (15)**

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| **Metric No.** |  | **Weightage** |
| **6.2.1**  **QlM** | ***The Institutional Strategic plan is effectively deployed.***  The institution has adopted a **strategic plan** to provide value based education which emphasize on research, training and dissemination of knowledge which should be able to implement and advocate.  . -To develop initiatives for sustainable rural health programmes.  -To promote research among the staff and students of the institution and encourage relevance of the research to solve health problems at community level.  -To encourage and sustain interdisciplinary approach to teaching and learning, research activity and innovation in all field.  -All the stake holders are invovled in drafting the policies pertaining to the institution through active participation of all the committees.Apart from theis the institution conducts regular cultural and sports activities to encorage all round development of the students.The University also conducts Academic council meetings and Board of Management meetings at regular intervals to imporve the academic levels of the students  [www.ssdctumkur.org](http://www.ssdctumkur.org).  **Provide web link to**   * Strategic Plan document * Minutes of the Governing Council/ other relevant bodies for deployment / monitoring of the deliverables * Any other relevant information | **5** |
| **6.2.2**  **QlM** | ***Effectiveness and efficiency of functioning of the Institutional bodies as evidenced by policies, administrative setup, appointment and service rules, procedures etc.***  ***C:\Users\admin\Desktop\Flow Chart 2.jpg***  In accordance with the rules of the University, the following organizational structure and decision-making processes are in place for enhancing the overall effectiveness of the institution.  A. **Board of studies**  The Board of studies is one of the principal organ of academic management in the institution. It administers, supervises and implements various functions to achieve the objectives of the University. The powers and the functions of each authority and body are well defined to ensure administrative decentralization. The proposals are generated at the grass root level and after careful consideration and deliberations; the recommendations of various bodies go to the Academic council, which arrives at final decision.  B. **Finance committee**  The Finance Committee is responsible for the overall financial planning and policies of the institution.  **C. Anti-ragging committee**  The Anti-Ragging Committee shall ensure that vigilant measures are taken to curb the menace of ragging within or outside of campus premises. Their main objective is to root out ragging in all its forms in the institution.  **Provide web link to**   * Organogram of the University * Annual Report of the preceding academic year * Minutes of meetings of various Bodies and Committees * Any other relevant information | **5** |
| **6.2.3**  **QnM** | ***The University has implemented e-governance in the following areas of operation***   1. Planning and Development 2. Administration (including Hospital Administration   & Medical Records)   1. Finance and Accounts 2. Student Admission and Support 3. Examination     **Planning and Development:** Boar of studies members,Academic council members and Administrative staff and teaching staff are alloted computers in their Departments with well connected WIFI network /LAN and all the communications are sent through official e-mails .Plan of action and feedbacks are taken from them for the development of Institution.  **Finance and Accounts:** Financial transactions are carried out through electronic transfer. Salaries of the staff and fees payments are directly transferred to accounts of the concerned Authorities.  **Upload:**   * Institutional budget statements allocated for the heads of E-governance implementation ERP Document * e-Governance related document * Screen shots of user interfaces * Data template * Any other relevant information | **5** |

**Key Indicator - 6.3 Faculty and Staff Empowerment Strategies (25)**

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| **Metric No.** |  | **Weightage** |
| **6.3.1**  **QlM** | ***The Institution has effective welfare measures for teaching and non-teaching staff and other beneficiaries.***  Welfare schemes for  Facilities for staff, non teaching staff and Students:   1. Quarters facility in the campus for teaching and support staff 2. Maternity leave for teaching and non teaching staff 3. Transport facility at nominal fees. 4. Wards of teaching and non teaching staff are given priority and subsidized education under the aegis of Sri Siddhartha Education Society in all schools and colleges. 5. Subsidized treatment for all teaching and non teaching staff, students and their dependants under the aegis of Sri Siddhartha Education Society in medical and dental colleges   Apart from afore mentioned welfare schemes the teaching and non teaching staff, students are provided with recreational/ sports facilities / spiritual support in the institution   * Policy document on welfare measures   <https://sahe.in/assets/regulations/Leave,%20Holidays%20&%20Vacation%20Rules%20-%2023-12-2019.pdf>  **Provide web link to**   * Policy document on welfare measures * List of beneficiaries of welfare measures * Any other relevant information | **5** |
| **6.3.2**  **QnM** | ***Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years***  Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number of teachers** |  |  |  |  |  |   Formula:  Percentage per year **=**    Average percentage =  **Upload**   * Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years (Data Template) * List of teachers provided membership fee for professional bodies during the last five years * Policy document on providing financial support to teachers * E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. * Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. * Any other relevant information | **5** |
| **6.3.3**  **QnM** | ***Average number of professional development / administrative training programmes organized by the University for teaching and non- teaching/technical staff during the last five years***  (Continuing education programmes, entrepreneurship development programmes, Professional skill development programmes, Training programmes for administrative staff etc.,)  Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching/technical staff year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** | 2015 | 2016 | 2017 | 2018 | 2019 | | **Number of programmes** | 03 | 01 | 04 | 01 | 01 |   ***Upload:***   * List of professional development / administrative training programmes organized by the University year-wise for the last five years * The lists of participants who attended the above programmes year-wise during the last 5 years (Data template) * Detailed program report for each program should be made available Reports of the Human Resource Development Centres (UGC ASC or other relevant centres). * Reports of Academic Staff College or similar centres Verification of schedules of training programs * Copy of circular/ brochure/report of training program self conducted program may also be considered * Any other relevant information | **5** |
| **6.3.4**  **QnM** | ***Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years***  Total number of  teachers undergoing Faculty Development Programmes including online programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course and any other course year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | 2015 | 2016 | 2017 | 2018 | 2019/JULY | | Number of teachers | 47 | 48 | 48 | 47 | 51 |   Formula:  Total Number of teachers attending such programmes in a year  Percentage per year **= --------------------------------------------------------------- x 100**  Number of full-time teachers in that year  Average percentage =  Average percentage of teachers participating=94%  **Upload:**   * Details of teachers attending FDPs during the last five years (as per Data Template) * Annual reports of the AQAR submitted to NAAC * E-copy of the certificate of the program attended by teacher Any other relevant information | **7** |
| **6.3.5**  **QlM** | ***Institution has Performance Appraisal System for teaching and non-teaching staff***  The appraisal of the faculty are made as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the  Maintenance of Standards in Higher Education)  Based on the above, the university has introduced Performance based Appraisal system for the teachers based on self-review, Peer Review. The feedback from the students is obtained teacher-wise and course-wise.  Questionnaire issued by the university is used for this purpose. The IQAC of the university analyses these feedback forms and gives the analyzed evaluative report teacher wise.  The outcome of the feedback analysis is informed to each teacher for improvement if necessary and encouragement     * Performance Appraisal policy of the Institution.   <https://sahe.in/iqac.htm>l  **Provide web link to**   * Performance Appraisal policy of the Institution. * Any other relavent information | **3** |

**Key Indicator – 6.4 Financial Management and Resource Mobilization (20)**

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| **Metric No.** |  | **Weightage** |
| **6.4.1**  **QlM** | ***Institutional strategies for mobilization of funds and the optimal utilization of resources***  The sponsoring society, viz. Sri Siddhartha Education Society (SSES) started by Late H.M.Gangadhraiah has established a corpus fund for the university.  All the colleges are self-financing institutions and the financial resources are mobilized by fee collected from the students.   * Accounts of the institution are audited regularly and balance sheet and other financial statements drawn annually pre audit objections are taken care of and cleared. The finance committee and the Board of management reviews and passes the annual budget put forth in the committee meetings. * All the expenditures are allocated according to the sections, namely Infrastructure maintainence, salaries of the staff, research incentives, budget for the various events such as convocation, graduation day etc…   The donations are invited / taken for the purpose of instituting endowments for giving medals, awards, fellowships, research, etc  **Provide web link to**   * Resource mobilization policy document duly approved by BoM / Syndicate / Governing Council * Procedures for optimal resource utilization * Any other relevant information | **8** |
| **6.4.2**  **QnM** | ***Funds / Grants received from government / non-government bodies / philanthropists during the last five years (excluding scholarships and research grants covered under Criterion III)***  The Institution has MOU with Government of Karnataka pertaining to Dantha Bhagya Yojana.     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** | 2015 | 2016 | 2017 | 2018 | 2019 | | ***Funds/grants received from Government bodies (INR in Lakhs)*** | 50,000 | --------- | 66,500 | 60,000 | 78,750 | | ***Funds/grants received from Non-Government bodies (INR in Lakhs)*** | ------- | -------- | -------- | ------- | -------- |   **Upload:**   * Audited statements of accounts for five years (**Refer annexure number -01 as per SOP)**. * Copy of letter indicating the grants/funds received by respective agency as stated in metric * Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropist duly certified by charteredaccountant and/or Finance Officer * Information as per Data template * Any other relevant information | **7** |
| **6.4.3**  **QlM** | ***Institution conducts internal and external financial audits regularly***  The institution conducts internal and external financial audits regularly.  The Internal Audit is done by the Chartered Accountants of the university and the report of the audited accounts is submitted to the Board of Management for approval and also report forwarded to the UGC/ MHRD for information.  The External Audit is carried out by the sponsoring society of the SAHE University once in three years under the supervision of a senior retired official from the office of Accountant General of India and the financial performance of the university reviewed.  **Provide web link to**   * Policy on internal and external audit mechanisms * Financial Audit reports for the last five years (**Refer annexure number -01 as per SOP)**.. * Any other relevant information | **5** |

**Key Indicator - 6.5 Internal Quality Assurance System (30)**

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| **Metric No.** |  | **Weightage** |
| **6.5.1**  **QlM** | ***Instituion has a streamlined Internal Quality Assurance Mechanism***  Since its inception on 25th June 2105 the internal quality assurance cell (IQAC) of Sri Siddhartha Dental College has been working on developing quality and monitoring performance indicators for the institution.  The IQAC has been instrumental for the application of the Vision, Mission, Goals and the strategic plans of the college.  The IQAC has regularly conducted its meetings, organized, training seminars, academic audits and submitted its AQAR reports to NAAC.   * **Activities of IQAC** * IQAC prepares its calendar of events and is strictly followed to ensure the conduction of various academic and administrative activities in the institution in a qualitative manner. Principal, Dean (Academics), Dean (Examination), Student Welfare Officer, IQAC Coordinators, Criteria Incharge, Quality Officers and stakeholders like Student representatives, Alumni, Parents will meet as per the schedule mentioned in the calendar of events. These meeting help in reviewing the progress of various academic and administrative activities of the Institution. * Internal audits are conducted to ensure better functioning of the Academic and Administrative wings. The internal audit of all the academic units, Examination process and the supporting units such as Library are conducted by the Principal, Deans and the IQAC Cell and the suggestions proposed by the academic/administrative audit teams are considered for implementation and to further improve the quality of teaching, learning, evaluation, research and administration. * IQAC frequently organizes workshops on quality aspects such as Professional Ethics, Pedagogical skills for inculcating quality culture among the Faculty members. IQAC organizes a series of extramural lectures on recent technology trends, challenges and opportunities, career opportunities for students.   [www.ssdctumkur.org](http://www.ssdctumkur.org).  [**https://www.ssdctumkur.org/pdf/IQAC%20MEETINGS.pdf**](https://www.ssdctumkur.org/pdf/IQAC%20MEETINGS.pdf)  **Provide web link to**   * The structure and mechanism for Internal Quality Assurance * Report on the initiatives for the appointment of a fulltime Director/Officer for the IQAC * Minutes of the IQAC meetings. * Any other relevant information | **10** |
| **6.5.2**    **QnM** | ***Quality assurance initiatives of the Institution include:***  The institution has participated in NIRF  https://www.sahe.in/  <https://www.sahe.in/about-nirf.html>  1**.** Academic and Administrative Audit (AAA) and initiation  of follow-up action :**Yes**  2**.** Conferences, Seminars, Workshops on quality:**Yes**  3. Collaborative quality initiatives with other Institution(s) :**NO**  4. Orientation programmes on qualityissues for teachers :**Yes**  and students  5. Participation in NIRF process :**Yes**  6. Any other quality audit by recognized State, National or  International agencies ( ISO, NABH, NABL Certification,  NBA, any other) **No**  **Upload:**   * Report /certificate of the Quality Assurance Initiatives as claimed by the Institutions eg: NBA, ISO, NABH, NABL, AAA etc., * Data template including documents/certificates relating to options 1 to 6 above. * Any other relevant information. | **10** |
| **6.5.3**  **QlM** | ***Impact analysis of the various initiatives carried out and used for quality improvement***  **Outcome of the impact analysis**  The main aim is to improve the academic quality of the students and to make them self confident to treat the patients according to today’s global scenario and neccessitites.One of the methods followed is feed back from various stakeholders including concerned department and faculty.  The feedback from are used to :   * Identify slow learners and improve their perfomanace according to the institutional policy. * Expose faculty to teaching learning process by organizing Faculty Development Programmes. * Encourage referring standard text books and reference books effectively.   **Provide web link to:**   * Relevant documents/information on the process and results of impact analysis on the above aspects * Any other relevant information | **10** |