

#### 4. Institutional Management (Score 220)

Sr. No.	Activity	Distribution of Scores	Total Score	Score claimed by the Institution
1.	<b>Institutional Vision:</b> i. Vision Document ii. Institutional Development Plan(IDP) iii. Plan of Action for above	6 points each	18	18
2.	<b>IQAC:</b> i. No. of meetings per year ii. No. of programmes organized (Trainings,workshops, IPR, etc.)	i. 4 meetings= 6; 3 meetings = 4 ii. 2 per activity (Max. 6)	12	06
3.	<b>Management of Institutional Funds:</b> 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	16



प्रधान,  
राजकीय मेन्कल महाविद्यालय,  
पुनरवधर, बन्डी (डि. प्र.)

4.	<b>Grievance Redressal of Students and Employees</b>  i. Redressal within week  ii. Redressal within month  iv. No redressal	i. 10 ii. 4 iii. Nil	10	10
5.	<b>Green and Clean Campus:</b>  i. Green initiatives of institution (at least 3) Satisfactory =6 ii. Cleanliness in washroom, buildings /campus	i. i.6 Excellent = 10  Satisfactory =6  Poor =0	16	16
6.	<b>Facilities for Students:</b>  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 for each facility	18	09



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7.	Regular Updation of Service Books/Service Records	Yes=3	3	03
8.	Timely Submission of ACRs	Yes=3	3	03
9.	Prompt Response to Official Correspondence	Yes=5	5	05
10.	Proper maintenance of official records (Cashbooks/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	-----
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	20	-----
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	8	

*(Signature)*

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काठनगर, धरणी (हि. प्र.)

16.	<b>Involvement of Stake Holders:</b> i. PTA ii. OSA	i. • PTA constituted as per norms=1 • PTA supportive = 1 • Significant contribution of • PTA (enclose documentary proof) =10 ii. • OSA framed as per norms =1 • Financial contribution or equivalent (in-kind) per 100 Alumni of Rs. 25,000/- per annum =3 • Non financial contribution (career counselling, talk, interactive session /facilitation in placement of students etc. on regular basis)= 4	20	15
17.	<b>Feedback from Stakeholders other than Students and action taken thereon</b>	Yes=4	4	----
18.	<b>Annual review meeting on students outcomes in academics, co-curricular, Extracurricular and extension activities and action taken during next academic session for achieving excellence</b>	Yes=25	25	20

Institutional Management Score = 131 (Institution)

*(Handwritten Signature)*

राजकीय संस्कृत महाविद्यालय,  
गुन्वरगाव, मण्डी (डि. ड.)