

Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the Institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission.

Vision

- Nurturing and ensuring excellence, quality and inclusive growth in school education and teacher education.
- Contributing to national development by serving the cause of social justice, ensuring equality and increasing access to higher education. Following the “Education for All” objective of the nation, through the reservation policy, every section of the society is given equal opportunity.
- Fostering global competencies by developing high caliber at nationally comparable and internationally acceptable standards with innovative, creative and entrepreneurial capacities. To realize this objective networking with the neighboring institutions and fostering a closer relationship.
- Inculcating value system among students through its entire campus experiences and multifarious activities to enhance the qualities of co-operation and mutual understanding.
- Promoting the use of technology as a learning resource as well as managing the activities of the institute. The institutional website giving all the relevant information.
- Quest for excellence through establishment of IQAC for quality sustenance and enhancement in the process of teaching and learning, their linkages with the core values proposed by NAAC.

Mission

- Preparation of quality school teachers in Science, Mathematics, Social Sciences, Humanities and language.
- Look after other educational requirements of the states of Himachal Pradesh, Uttarakhand, Punjab, Haryana, Uttar Pradesh, Rajasthan, New Delhi and UT Chandigarh, J&k and Laddakh.

6.1.2 - Institution practices decentralization and participative management

Institution practices decentralization and participative management through constitution of various academic and administrative committees for every academic year in order to conduct academic programmes keeping in view the requirement of academic calendar. While constituting the committees Dean, all Heads, Administrative Officer, Accounts Officer and Medical Officer of the Institute participate to suggest names of faculty and concerned staff members. These committees are responsible to plan, execute and conclude all the activities as per academic calendar. Besides these committees various in-charges for different sections are also appointed. In the year 2021-2022, 41 different committees have been constituted to practice decentralization of management system.

6.1.3 The institution maintains transparency in its financial, academic, administrative and other functions.

The institution maintains transparency in its financial, academic, administrative and other functions. Bio-metric attendance system is established in the Institute for all Staff members. E-office system is well functional under which Leave Management System and Tour Management System are working. The audit of Institutional expenditure is done annually by Internal as well as External audit teams. Institute receives annual grant from NCERT, New Delhi every year and submits expenditure statement at the end of Financial Year. On-line transaction for salary and other payments including honorarium to invited experts and participants, payment of Firms and service provider is in practice through RTGS/NEFT transactions. Academic Transparency is maintained in the Institute by assigning different roles to different faculty members including rotation of Headship of the Departments and Constitutions of Committees. Institute's Library has been upgraded as advanced technology enabled library in which all learning resources are accessible online.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic plan is effectively deployed

Institution prepares its strategic plan every year in such a manner that all activities are completed as per academic calendar, specially pre-service and in-service programmes. One activity successfully completed: The programme advisory committee approves training, research, development and extension programme for the Institute every year. These programmes are considered as PAC programmes. In the reported year, Institute completed 19 programmes on different areas of school education. After completion of the programme academic reports are submitted in the Department of Extension Education and same is sent to NCERT HQrs.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institute is governed by rules and regulations of NCERT, an autonomous body under the Ministry of Education, Govt. of India, New Delhi including policies, administrative set-up, appointment and service rules, procedures, etc.

6.2.3 Implementation of e-governance are in the following areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination System
6. Biometric / digital attendance for staff

6.2.4 Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions.

The entire academic programmes of the Institute is presented in Institute Advisory Board (IAB) and Management Committee (MC) meetings every year. Both the bodies have Internal as well as External Members including representatives of Educational Authorities belonging to Northern Region States and UTs. Vice-chancellor of the M.D.S. University, Ajmer chairs M.C. Meetings. Minutes of meetings are recorded and circulated. IAB and MC plan institutional programmes and proposed expenditure.

6.3 - Faculty Empowerment Strategies

6.3.1 Effective implementation of welfare measures for teaching and non-teaching staff is in place.

Institution plans effective implementation of welfare measures for teaching and non-teaching staff every year. In the reported year, the Institute sanctioned/issued circular for employees to avail Computer Loan Advance. Reimbursement of Medical Expenditure is one of the predominating welfare majors of Institute for which Register is maintained for all employees having separate details of Amount reimbursed. During Covid-19 pandemic regular circulars have been issued to make employees aware of Covid-19 and required measures as per GoI advisory. Before opening of the Institute, entire campus building including hostels and office premises was sanitized. Currently hand sanitizer are available in all the Departments, sections, offices including adjacent to Bio-metric machine. Besides this, NCERT organises 'Staff Tournament' for its constituents units situated at Ajmer, Bhopal, Bhubneswar, Mysuru, Shillong and NIE HQrs. This Tournament is organized in one of the constituent units annually on rotation basis. Last tournament was held at RIE, Bhopal from 19 to 23rd October 2019 and forth coming is proposed at RIE, Ajmer from 26 to 30th December 2022.

6.3.2 Teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the last five years.

6.3.2.1 Number of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the last five years.

04

6.3.3 Number of professional development/administrative training programmes organized by the Institution for teaching and non-teaching staff during the last five years.

08

6.3.4 Teachers undergoing online/ face to face faculty development programme (FDPs) viz., Orientation Programme and Refresher Course of the ASC/HRDC, Short Term Course and any other similar programmes.

6.3.4.1 Total Number of teachers undergoing online/ face to face faculty development programme (FDPs) viz., Orientation Programme and Refresher Course of the ASC/HRDC, Short Term Course and any other similar programmes during last five years

13

6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff

Institute has separate APAR (Annual Performance Assessment Report) format for different officials. Each APAR has specific indicators based on duties, functions, responsibilities, tasks and achievements related with employees of different cadres. APAR report is annually filled in by every employee and submitted to immediate reporting officer for remarks in terms of grading or awarding marks to the performance of officer reported, finally same is forwarded to reviewing officer. APAR reports are considered by competent authority/departmental promotion committee for administrative as well as financial promotions of employees.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal or /and external financial audit regularly

Internal as well as External financial audits are regularly conducted for the Institute in which Internal Audit from NCERT, New Delhi and External Audit from Accountant General office, Jaipur performs the financial audit tasks. Audit objections, if any, are mentioned by audit team on the basis of verification of records/documents submitted by Institute. These audit objections are settled by a set mechanism in which administrative/academic justifications are provided by the Institute Authority.

6.4.2 Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs).

No such fund/donation received.

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.

Institute receives funds from NCERT every year under Council and Non-Council heads, further mobilization of fund is optimally utilized for different expenditures such as salary, allowances, maintenance, pension, LTC, medical reimbursement, Child Education Allowance etc.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies

Internal Quality Assurance Cell (IQAC) is well functional administrative committee of the Institute which looks after mechanism for institutionalizing the quality assurance strategies. Following mechanism have been adopted by IQAC:

1. Constitution of various committees to prepare and consolidate AQAR for academic year 2020-2021.
2. Organization of Quality and sustainable Schools - Learnings from Schools in India programme (10-09-2021)
3. Organization of Academic Forum Lectures
4. Organization of 'World No Tobacco Day' on May 31, 2022.
5. Preparation and submission of IQAC Report.
6. Mid term review of NPEP, NCERT
7. Educational Trends (A journal of RIE (NCERT), Ajmer)
8. NSS Activities
9. NCTE performance appraisal report
10. PAC programme proposals for 2022-2023
11. Activities of Students Council
12. Application for ITEP to NCTE
13. Increase in intake and applying for ITEP
14. Preparation of SAR
15. Proposal for Dairy Farm, Agriculture and Animal Husbandry courses.

6.5.2 The institution reviews its teaching-learning process periodically through IQAC or any other mechanism.

The institution reviews its teaching-learning process periodically through IQAC. Proforma for work done report is circulated among all faculty members of Institute and DM School it includes the following:

1. Subjects taught both - Theory and Practicals
2. Submission of Attendance
3. Leaves and Permissions
4. Missing classes, make up classes and extra classes taken
5. Teaching work assigned for Academic year
6. Sharing of other administrative responsibilities
7. PAC programmes
8. Seminar/workshop attended
9. Publications
10. Adopted any innovative practices
11. Any significant contribution to the Institute
12. Self Grade by the Faculty

6.5.3 Quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years

6.5.3.1 Number of quality initiatives taken by IQAC or any other mechanism for promoting quality during the last five years

6.5.4 Institution engages in several quality initiatives such as

1. Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements
2. Timely submission of AQARs (only after 1st cycle)
3. Academic Administrative Audit (AAA) and initiation of follow up action
4. Collaborative quality initiatives with other institution(s)

6.5.5 Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives

Institution keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives. For first cycle following incremental improvements have been achieved within the institution:

1. Semester and CBCS examination based programmes prepared and submitted to MDS University, Ajmer in 2017.
2. Placement Cell of the Institute has been made more pro-active in terms of maintaining record of students placement year wise.

For second and subsequent cycles following incremental improvements have been achieved within the institution:

1. B.Ed. and M.Ed. 3 year integrated course structure prepared and sent to NCERT for its approval in 2022.
2. Three year M.Sc. M.Ed. and M.A.M.Ed. integrated course (Geography, Hindi, Physics, Chemistry) structures prepared and sent to NCERT for its approval in 2022.