

FILE NUMBERS AND LIST OF FILES TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY EACH DEPARTMENT

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and the mission of the department in line with the University
- 6.1.2 Mission statement definition for the department's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future,
- 6.1.3 Write-up of
 - * ensuring the organization's management system development, implementation and continuous improvement
 - * interacting with its stakeholders
 - * Reinforcing a culture of excellence
 - * identifying organizational needs and striving to fulfill them
- 6.1.4 Records of Departmental and other committees meetings
- 6.1.6 Write-up of a culture of participative decisions in the department
- 6.1.7 Record of Grooming leadership at various levels
- 6.1.10 Record of knowledge management strategy
- 6.1.11 Write up on
 - * Contributing to national development
 - * Fostering global competencies among students
 - * Inculcating a sound value system among students
 - * Promoting use of technology
 - * Quest for excellence

6.2 Strategy Development and Deployment

- 6.2.1 Perspective plan for development and write-up of policies and strategies to
 - * work for Vision and for achieving the mission
 - * Enhancing Teaching and learning
 - * Enhancing Research and development
 - * Enhancing Community engagement
 - * Enhancing Human resource planning and development
 - * Enhancing Industry interaction
 - * Enhancing Internationalisation

- 6.2.2 Departmental organizational structure and decision making processes and their effectiveness.
- 6.2.3 Write up of functioning independently and autonomously and ensure accountability
- 6.2.5 Record of last four years, have there been any instances of court cases filed by and against the department, What were the critical issues and verdicts of the courts on these issues
- 6.2.6 Performance audit of the department by external experts

6.3 Faculty Empowerment Strategies

- 6.3.1 Outcome of the reviews of self appraisal and PBAS and important decisions taken on that
- 6.3.3 List of teachers availing welfare schemes available for teaching and non-teaching staff.
- 6.3.4 List and number of attracted and retained eminent faculty in last 4 years
- 6.3.5 Gender audit during the last four years of the department achievements and pass percentages and its salient findings.

6.4 Financial Management and Resource Mobilization

- 6.4.1 Statements of audited income and expenditure of academic and administrative activities of the last four years.
- 6.4.5 Efforts taken by the department for resource mobilization.
- 6.4.6 Record of endowment funds created

6.5 Internal Quality Assurance System

- 6.5.1 Details of department internal quality assurance and sustenance system, give details.
- 6.5.2 Internal workshops to improve teaching, learning and evaluation
- 6.5.3 Record of continuously review the teaching learning process
- 6.5.4 **Any other information regarding Governance, Leadership and Management which the university would like to include.**