

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

Chetan Dattaji Gaikwad Institute of Management Studies is under the umbrella of Rashtriya Shikshan Mandal which is a trust registered under societies Reg. Act.(1886) & B.P.T.act (1950). This trust is working in the field of Ayurveda and healthcare especially for poor people of the society. Origin of this trust is associated with freedom fight against the British Govt. CDGIMS was started under the trust's objective of starting and developing an institute for the promotion of management, science and industry as well as training the students to be self-reliant citizens of India and to help institution of similar objectives. Vision: "Inculcating good corporate citizenship through world class management values." Mission: "CDGIMS is committed to offer excellent quality management education through highly qualified and experienced faculties, state of the art infrastructure and administration of the right blend of academic industrial needs. While all this is being done, CDGIMS is also committed to rekindle the basic human values in the minds of the young Indians to conserve India's identity in the fast amalgamating world." The institute's mission is to impart quality education and help students excel in their area of interest thereby preparing them to cope with the latest requirements, through innovative ideas and practices. The institute is convinced that proper education is the best route to uplift the youth in correct direction. For this purpose the institute is consistently focusing on providing good infrastructure. CDGIMS governance strengthens the institute's facilities to improve learning outcomes, employability of students and improve standard of post graduation education. For achieving these the institute gets the support from Government of India, Government of Maharashtra and RSM The institution governance is directed and implemented by the Governing council, College Development Committee (earlier known as Local Management Committee), Executive director, IQAC, Director, Academic director, faculties, Administrative staff, Library staff and support staff. Stakeholders play an active role in ensuring the implementation of institute's vision, mission, values, quality policy and objectives. Teacher's participation supports in enhancing the effective leadership skills among the students. To strengthen the leadership skills and placement, the institute's placement team works as a bridge between the Institute, Alumni and Industry. Faculty members are invited to be part of CDC member. Faculty members are encouraged to participate in the capacity of External Senior supervisor and other duties of SPPU. To plan and manage regular activities, the institute's administration staff follows directions provided by the authorities for smooth functioning of finances and infrastructure. Library staff manages library resources effectively. To improve the administrative processes financial audits are conducted every year through external agencies. RSM Governing Council is the top governing authority whose key function is to direct the institute towards pursuit of excellence. The CDC of CDGIMS represents higher management. Leadership is driven by the Director & Academic Director under the guidelines of AICTE, DTE, SPPU and RSM. Academic Director is the chairman of Academic and Administrative Councils, Member Secretary of LMC and chairman of all Statutory and Non-statutory committees.

File Description	Document
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## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### Response:

The institute was established with a mission to inculcate quality education and best human values in the students development was the motive for the institute. The institute had perspective plan for development when it was started and it tried to accomplish it with its full efforts. This plan has been reviewed as per the needs of learners and the higher education policies of the nation. The institute tries to impart quality education and exposure to the world through its strategic planning. The institute always helps students excel in their area of interest; thereby preparing them to cope with the latest requirement. This helps them to move forward in the desired direction, innovate ideas and implement practices. Strategic plan of the institute is specific, action-oriented medium or long-term plan for making progress towards a set of institutional goals. The aspect considered for inclusion in the plan is 'Industrial visit' of student. Industrial visit has its own importance in a career of student who is pursuing a professional degree in management. It is considered as a part of college curriculum. The objective of an industrial visit is to provide an insight regarding internal working of companies. Theoretical knowledge is not sufficient for professional career. With an aim to go beyond academics, industrial visits provide students a practical perspective of the work place. It provides students an opportunity to learn practically through interaction by understanding, working methods and employment practices. Industrial visits provides an excellent opportunity to interact with industries and know more about industrial environment. Industrial visits are arranged by the institute for students with an objective of providing an opportunity to explore different sectors like IT, Manufacturing, services, finance and marketing. Industrial visit helps to combine theoretical knowledge with practical knowledge. By considering the above objectives the institute has decided to plan industrial visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institute. The industrial visits are planned in the first year of MBA. The planning of industrial visits is done by faculties and students. Student initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned before starting of new academic year. Faculty coordinator is appointed to take care of proper execution of the visit. The institute tries to give an opportunity to different faculties for coordinating industrial visit to ensure participative management. The arrangement of transport is taken care by students with guidance of faculties. It gives students lessons of team management and time management. During actual visits students explore the plant to be visited and enthusiastically they try to correlate the things with their management learnings. They ask questions to a concern person and help the faculties to prepare the report of visit. Practical learning is the good experience for students. It helps students to understand actual functioning of organization. Industrial visits gives live experience of management planning, coordination, implementation, execution of actual work in organization.

## 6.2.2

### *Institution implements e-governance in its operations*

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

## 6.3 Faculty Empowerment Strategies

### 6.3.1

#### **The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

#### **Response:**

The institute has effective welfare measures for teaching & non-teaching staff. The institute takes care of faculties **performance appraisal system** and staff welfare by providing regular appraisal in salaries & facilities for the well being of employees. The management of the institute understands the importance of successful implementation of staff and faculty welfare schemes and considers it as a moral responsibility. The institute provides following welfare measures to the staff. 1. Group insurance policy: The institute has been provided facility of group insurance for the staff. 2. Flexible timings in special cases: There is a provision of flexible office timings in certain cases with the proper approval of Director. 3. Salary documents are provided as and when required and as per prior intimation to administrative department for the process of loan. 4. Staff members and faculties can avail facility of medicinal products manufactured by AyurvedRasashala at discounted rates. 5. The institute conducts health check-up for the teaching and non-teaching staff. 6. The institute provides ICT infrastructure to all staff members. 7. The institute provides career advancement benefits for higher qualification such as Ph.D., NET, SET exams. 8. The institute always tries to encourage faculties to work in faculty exchange programs with other universities in the world. 9. The institute conducts training program for teaching and non-teaching staff on investment advice, stress management etc. 10. For well-being of staff institute conducts spiritual/mental assessment. 11. RSM's Nanal Hospital provides various Mediacal facilities to teaching and non-teaching CDGIMS Staff.

Institution has performance appraisal system for teaching and non-teaching staff. The institute has implemented performance appraisal system for teaching and non-teaching staff. It is continuous process which involves monitoring the performance of the employees throughout the year. The institute is committed to apprise those faculty members who demonstrate academic precision, research inclination, leadership skills and act as role model for students, staff, and colleagues. The institute has developed an efficient performance appraisal system for teaching and non-teaching staff. The faculty appraisal system is transparent and provides clear direction towards professional, organizational and personal objectives attainment. The purpose of performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development. The institute tries to keep appraisal system unbiased and transparent. The

institute appraises faculty and staff members by financial and non-financial awards and incentives so that they excel in the performance and contribute to the institutional development. The institute gives adequate importance to empowerment and professional development of staff through training, shouldering responsibilities, guidance from eminent academicians and technocrats. Appraisal system initiates with defining job description of every employee in the institution. The institute has established specific individual performance objectives to ensure that their performance is aligned with the Institute's strategic and operational objectives. Academic director and executive director continually observe the performance of each employee throughout the year.

File Description	Document
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### 6.3.2

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 13.33

**6.3.2.1 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**

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	1	1	4

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3

***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

**Response:** 46.15

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
7	9	7	5	2

#### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	1	1	1

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

#### Response:

A) Mobilization of funds: ChetanDattajiGaikwad Institute of Management Studies is AICTE approved, DTE Government of Maharashtra approved and affiliated to Savitribai Phule Pune University. Funds received through fees collected from students by cash / cheque / online transaction and also government scholarship. Funds / grants received under various schemes of SPPU from time to time. The cash inflow and outflow is prepared by accounts department and confirmed by the director. The cash inflow from students fees, funds/grants received from university and scholarship / freeship received from government periodically is confirmed by accounts department. The cash outflow depends on student requirement, faculty requirements, infrastructural needs, library-books purchase, computer lab upgrades, human resource management, administrative expenditure etc. Optimum utilization of funds is taken care to enhance development of students, faculties and infrastructure. The cash inflow and outflow is presented to the local management committee for consideration and final approval. B) Optimal utilization of resources:As a management institute, CDGIMS has identified the following resources: Men, Materials, Machines, Money, Methods, Measurement and Marketing. a) Men: Human resource is the backbone of every Institute. Teaching staff is expertise in their own specialisation and engaged in teaching and other related educational activities from time to time. The faculties are called as guest lecturer in various Institutes and universities from other countries. Student faculty ratio is maintained. Non-teaching staff helps in various administrative to work like admissions process, document collection, examinations etc.

b) Materials: Library is the centre of organisation. books are main sources of knowledge. Library has more than 6000 books available w with various management journals students have access to all the books and journals. For selected students the institute runbook bank. To enhance reading of books 'book fair' has been arranged for students as well as for all. Books from various Publications were displayed. c) Machines: Technology is an inevitable part of our everyday life. The institute always looks forward to using various technologies to aid learning of the students and staff. For this purpose well equipped computer lab and e- library are made available to students and staff for various activities like , summer projects, class assignments, research work, data management, learning different foreign languages, online examinations etc. Every classroom has been provided with a LCD projector. d) Money: Funds has been utilised for various activities related to teacher's and student's development, infrastructural development etc. e) Methods: New teaching methods like powerPoint presentations assignments educational tours, management learning activities, certification programs, guest lectures, personal skills and communication development skill ,conferences are arranged for students. Faculty development programs and training programs are arranged for teaching and non-teaching staff. f) Moments: All faculties follow the time table as per schedule. Internal exams get conducted effectively in scheduled time. All teaching and non-teaching staff utilises time effectively with their assigned duties.

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### **Response:**

IQAC has mainly focuses on basic 3 parameters which contribute to achieving goal of the institute. They are the pillars of institute. : Faculty, Students and Infrastructure.

Example 1: IQAC functioning for Faculties - IQAC has contributed significantly for institutionalizing the quality assurance strategies and process. It focuses on building strong research environment at campus. In order to achieve this,

following initiatives has been taken. 1. Faculty members are encouraged to enrol for PhD or any other research program.

2. Research and development cell encouraged faculties to work for research publications in international journals.

3. Faculty members are encouraged to use their expertise area for conducting lectures as a guest lecturer in other institutes as well as foreign universities.

4. Staff members are encouraged to attend national / international conferences, seminars, workshops to enhance their skills.

5. library assistance is provided to faculties as and when required. As a result of rigorous gauging of IQAC to maintain and upgrade standards of the institute there is significant growth in delivering quality education by faculty.

IQAC initialized review of teaching learning process through various methodology.

The two examples of teaching learning process are as mentioned below. 1) feedback of teachers about teaching methodologies from peer team. IQAC has taken initiative to implement innovative practices in teaching and learning methods. Use of teaching methods makes positive impact on student's learning process. In the professional education use of ICT is of utmost important. It helps faculties to innovate teaching techniques. Teaching staff always to be updated with the current knowledge.

Use of ICT: how much effectively teachers use ICT during lectures is observed and suggestions if any are made. Domain knowledge: it is very important for a teacher to update all the time domain knowledge of subject. Assessment of domain knowledge is done by the peer team. Use of other methods: it includes use of other techniques like case studies, group discussions, field work etc. This is monitored and evaluated by the peer team. Communication: A communication skill of faculties is checked to evaluate overall teaching process of employees. Peer review is taken and necessary improvements are recommended. After evaluating all the points, a report is prepared by the team. It is communicated to the concerned person. The concerned person takes action on it wherever it is needed. 2) To evaluate learning process of students, IQAC has decided to make some reforms in internal exam evaluation. Internal exam marks is a part of the university exams. IQAC has initialized to implement some reforms for evaluating internal marks of the students. It helps in improving student's communication, Confidence, ability to express, and domain knowledge. Group of students are made and they are allotted topics for presentation. Students do so with the help of PowerPoint presentation. It helps in improving student's domain knowledge as well as use of ICT. All these presentations are evaluated by expert panel. Based on their remarks scores are assigned to individual student as well as group. It also helps for the personality development of students. To make students ready for their online exams; multiple choice question method is implemented in internal exam evaluation techniques. Multiple choice question pattern is part of university online exam. To make betterment in student's domain knowledge IQAC imparted presentation technique and test on multiple choice

## 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** C. Any 2 of the above