

Criterion – VI

Governance and Leadership

6.1 Institutional vision and Leadership

1. What is the institution's stated purpose, vision, mission and values? How are they made known to the various stakeholders?

1. Purpose:

Our Educational endeavor has placed special emphasis on "Girls Education" as well as Muslim Girls' Education. And the main purpose of our institution is to educate ,to inspire and guide the pillars of the economically backward girls in our society.

It was generally felt by the members of the foundation that women in general and Muslim women in particular are most backward in education. Education to a girl will brighten up the educational atmosphere in the family. With this aim the All India Islamic foundation has started Girls Educational Institutions in this city.

2. Vision of the institution

Crescent College of Education aspires to be a role model in Teacher Education, Training and Research in Education, Psychology and Technology for the betterment of humanity. It emphasises on the wholesome development of social builders of the nation.

3. Mission

Discovering the innate potentials of students

Imparting quality education

Active participation in conserving the environment

Active involvement in community development programmes

Inculcating value education, the need of the hour

Development of dedicated teachers for the society

Educating the women of Muslim community

Training skilful and efficient teachers

Educating the women of Muslim community

Instilling in student teachers a favourable attitude towards social service

4. Values

To promote moral values to the student teacher.

We prepare a prospectus of our college which contains information about the vision and mission of the institution. Through this the stakeholders come to know about our institutions. Every year during education fair we prepare notice about our college and distribute it to the aspirants along with college prospectus Our college website also provides information about the vision and mission of our institution.

2. Does the mission include the institution's goals and objectives in terms of addressing the needs of the society, the students it seeks to serve the school sector, education institution's traditions and value orientations

yes. Our institution produce good and responsible teachers to satisfy the needs of the society. Many students of our institution worked in the school sector.

3. Enumerate the top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes (functioning and composition of various committees and board of management, BOG, etc.)

Management arranged many inservice training programmes for effective and efficient transaction of teaching. Various activities are organized throughout the year. The staffs are insisted to organize at least on programme. Through this they can develop managerial ability, leadership trait and initiativeness. The following committees are actively functioning in our college.

YRC

Red Ribbon Club

IQAC

Anti Ragging Committee Notice Board Committee

Placement Cell

Admission Committee

Examination Committee

Advertisement committee

Purchase committee

Staff welfare club

Alumnae Association
Cleanliness Committee
Festival Committee
Competition Committee
Festival Committee
Election Committee
Student Council

4. How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

Before the commencement of each academic year a staff meeting is held in order to assign responsibilities to the staff and the various committees to be formed the smooth functioning of the college.

The responsibilities were assigned to the faculties by discussing with them and based on their capabilities. A staff meeting is also held with the correspondent of our institution, regarding the review of the past year and the modifications required in the new academic year.

A staff secretary is selected from among the faculties during the year plan for the new academic year. The date and time of staff meetings and other important matters are communicated to the faculty by the Principal through the staff secretary. Matters related to staff welfare, functions to be attended by the staff are taken care by the staff secretary. The staff secretary serves as a good rapport between the Head of the Institution and faculty. The staff secretaries of the past five years are given below.

Academic Year	Name of the faculty
2007-2008	Ms. R. Kavitha
2008-2009	Ms. D. Danie Isabella
2009-2010	Ms. S. Vimala Karthiyayini
2010-2011	Ms. H. Bobby
2011-2012	Ms. V. Geetha
2012-2013	Ms. K. Manohari

5. How do the management / head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution?

The feedback collected from the students is a best source of valid information reflecting the activities of the institution .Besides personal contact with

stakeholders, teachers, community and alumnae of our college offer valid information to review the activities of the institution.

Feedback from eminent resource persons and special guests provided in the visitors register about the institution and its activities also provide valid information to the management to review the activities of the institution.

6. How does the institution identify and address the barriers (if any) in achieving the vision / mission and goals?

We identify through interview with the students, parents and teachers. SWOT Analysis is conducted to identify our barriers of the institution. Through educational Exhibition we are collecting feedback form our institutional barriers.

7. How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

The leadership role of the management on the institution is conducive and it is a democratic leadership. The management doesn't interfere in each and every activity of the institution unnecessarily. The faculty are motivated enough to contribute towards the growth and development of the institution. The faculties have open access to maximum utilization of the various resources available in the institution and also free to browse the internet and gather plenty of information in order to update themselves and provide wide knowledge to learners. The computer laboratory is open to all and staff can effectively utilize it for preparation of multimedia packages.

To update the knowledge with latest information and for the professional development of faculties they are free to participate in workshops, seminars, symposia and conferences at State, National and International levels and the institution takes the responsibility of paying the registration fee.

The best practices were appreciated by the management. This further motivates the staff towards effectiveness efficiency and involvement in institutional processes.

The best practices were appreciated by the management. This further motivates the faculty towards effectiveness, efficiency and involvement in institutional processes. The faculties are also motivated to undergo higher studies and research. Incentive is paid to faculties for their doctoral work.

The workload is equally allocated by the Principal to the faculties. The number of working hours for each faculty for curriculum transaction is equal. The faculties are also given equal responsibilities in matters of various committees

and in organizing various programmes. All the faculties are given equal chance to participate and present papers in seminars and workshops at various levels.

Refer: Criterion 3

During celebrations and organizing various programmes, no staff is neglected. A duty allotment chart is prepared and the responsibilities are allocated to them on discussion during the staff meeting.

Duty Allotment – Enclosed

Faculties are equally involved during stock checking. Each faculty is given the responsibility of checking any two stock registers per year.

Stock Checking- List (2012-2013) Enclosed

8. Describe the leadership role of the head of the institution in governance and management of the curriculum, administration allocation and utilization of resources for the preparation of students.

The leadership role of the head of the Institution is democratic and so the faculties work as a team towards the attainment of the goal

Faculties are also free to use the Educational Technology for effective curriculum transaction. A time table is prepared for the faculties to practice and use the interactive white board in the ET lab. Criterion: VI –6.

6.2 Organizational Arrangements:

- 1. List the different committees constituted by the institution for management of different institutional activities. Give details of the meetings held and decisions made regarding academic management, finance, infrastructure, faculty, research, extension and linkages, examinations during the last year.**

The college consists the following committees for managing the different activities of the institution.

Financial (last year)

Date	Persons	Discussions
12.06.2012	Treasurer, Correspondent, Accounts officer and Office superintendent	Budget: They discussed about income, expenditure, allocation of amount to all works.
18.06.2012	Treasurer, Correspondent, DGM, and Principal	Increment: Staff salary, yearly increment, performance based bonus, P.F. regarding,
21.06.2012	Treasurer, Correspondent,	Establishing New

	DGM, and Principal	Equipments for Laboratory
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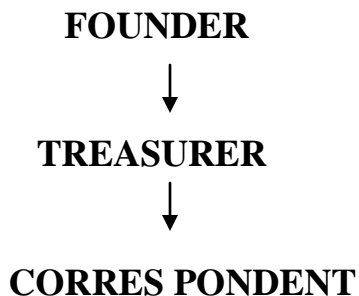
Academic

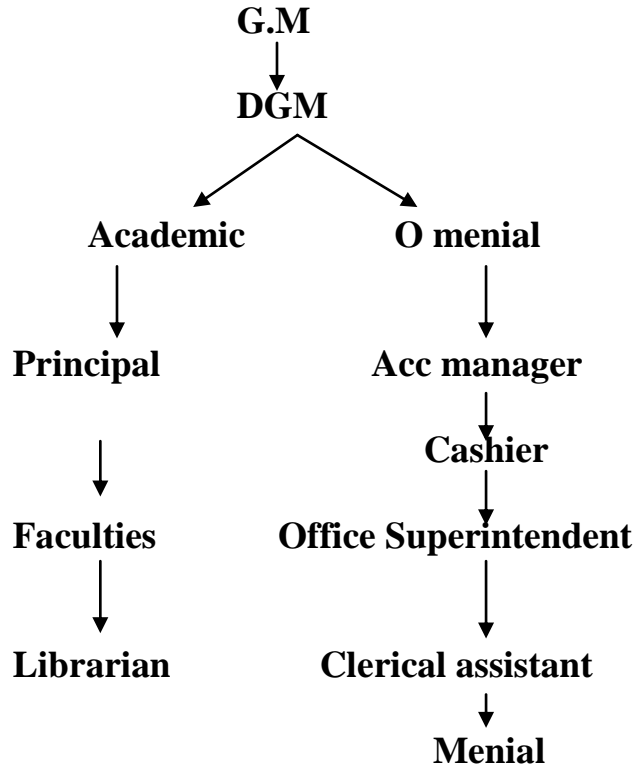
Date	Persons	Discussions
20.07.2012	Principal and faculty	Regarding Theory paper, practical work, Teaching practice and other activities we have to undergo are discussed.
22.08.2012	Principal and faculty	All the academic work, duty allotment and progress of the moments.

Duty allotment chart is prepared for every staff members and get approval from the concerned authorities. The duties are monitored then and there. If any deviation from their work we correct them through proper communication. Examination committee is formed in every year and they carryover all the activities related exams.

- 2. Give the organizational structure and the details of the academic and administrative bodies of the institution.**

ORGANISSATIONAL STRUCTURE





3. To what extent is the administration decentralized? Give the structure and details of its functioning?

The administration is decentralized to the extent that the financial management of the college is planned by the principal on discussion with the Deputy General Manager of the trust.

The Principal has enough freedom to make decisions on organizing various programmes and arranging the same. Freedom is also exercised in extracurricular activities and the following areas.

- Organizing extracurricular activities.
- Need based value added courses
- Celebrations
- Community work
- Linkages with school and colleges.
- Linkages with National and International Organizations
- Participation in seminars
- Curricular activities
- Admission
- Planning Holidays
- Examination
- Uniform
- Re-opening of the new year

Staff members are given freedom to curricular and co-curricular aspects and train the students for over all development.

4. How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?

Discussion with Heads of the Institutions and faculties, the School teachers gives necessary guidance to our students while they undergone teaching practice. To observe the students effectively, they give suggestions and modifications. Institution also invites various school teachers to give demonstration classes.

5. Does the institution use the various data and information obtained from the feedback in decision- making and performance improvement? If yes, give details.

The institution uses the various data and information gathered from the feedback, in decision making and improvement of performance.

1. Conducting Revision exam
2. Feedback from school headmasters

(After conducting all curricular activities we collect feedback from our students. According to those feedbacks we try to modify the suggestions to improve the quality of educational provision.)

6. What are the institution's initiatives in promoting co-operation , sharing of knowledge, innovations and empowerment of the faculty? (skill sharing across departments' creating/providing conducive environment).

The faculties are free to participate in workshops and seminars at State and National levels organized in various colleges and activities. In organizing different extracurricular and co curricular activities the faculties are assigned various duties and they work as a team to achieve the objectives. Our faculties maintain professional friendship among each other and thus a conducive atmosphere prevails. Faculties are allowed to attend seminar apart from their major subjects.

6.3 Strategy Development and Deployment

1. Has the institution and MIS in place, to select, collect, align and integrate data and information on academic and administrative aspects of the institution?

Yes. The institution collect and integrate data regarding on academic and administrative aspect.

2. How does the institution allocate resources (human and financial) for accomplishment and sustaining the changes resulting from the action plans?

Based on the requirements the number of staff and non-teaching staff are appointed according to the action plan. Every year treasurer will conduct finance meeting with accounts manager and officer superintendent to discuss the finance of the college and he will allocate necessary funds for the forthcoming year. If any shortage over expenses for certain criteria to be considered.

The institution provides sufficient resources from our institution and from other sources also. Human Resources like subject Experts, VEC members, the HMs of the near by schools help us to the betterment of our Action plan. Considering financial resources we get help from our “All India Islamic Foundation”.

3. How are the resources needed (human and financial) to support the implementation of the mission and goals, planned and obtained?

To implement our goals we have in contact with NGOs and Foundations like Bithul- Mal, Mugavaai Arakkattalai and some Muslim organizations who are sponsoring to poor students. And through our Institution we try to get Moulana Azad scholarship as well as B.S.A. Zahath Fund. In addition to that our institution is in contact with the Minority Welfare Department to avail the minority scholarships for the benefit of our student teachers. For human resources we are inviting experts from local, national and International to give their opinion for implementing of the mission and goals.

4. Describe the procedure of developing academic plan. How are the practice teaching school teachers, faculty and Administrators involved in planning process?

Every year we prepare academic calendar. In this we have planned for the various activities held in that academic year. The school HM are consulted for the practice teaching period. Administrators are also involved in designing the plan. Faculty members opinion and suggestions are considered for the academic plan.

5. How are the objectives communicated and deployed at all levels to assure individual employee's contribution for institutional development?

For our institutional development, objectives are communicated from Principal through the faculty in all aspects. So that one can contribute their work for their fullest satisfaction. Our Principal monitors each any every aspects in all the levels of institution.

6. How and what frequency are the vision, mission and implementation plans monitored, evaluated and revised?

1. once in a year the mission and vision are evaluated and revised.
2. Expert opinion, management meeting, opinion from the students its monitored.

7. How does the institution plan and deploy the new technology?

Our Institution plans to get the technical or technological devices on the basis of the needs of our faculty and students. Technology like smart classroom is deployed in our institution to enrich the skills and to have effective and efficient education among our students

6.4 Human Resource Management

1. How do you identify the faculty development needs and career progression of the staff?

Learning is an ongoing process. For sustaining as an efficient faculty they should update their knowledge. This would enable them to contribute in the overall development of the institution. Their progress leads towards improved performance. So our faculties are motivated to participate in workshops and seminars and also towards higher learning.

2. What are the mechanisms in place for performance assessment (teaching , research, service) of faculty and staff? (Self appraisal method, comprehensive

evaluations by students and peers.) Does the institution use the evaluations to improve teaching, research and service of the faculty and other staff?

In order to access the teaching, research and service of faculties feedback is collected from students and also through personal contact. Based on the assessment made by students, the faculties are changed their teaching methods to improve their teaching.

3. What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being , satisfaction and motivation)

The institution offered many welfare measures for the staff and faculty.

- Free Transport facility
- Quarters facility to staff at nominal rate of Rent
- Free Hospital facility
- Canteen and stationery store available inside the campus
- Free Uniform sarees provided in every year
- Free accommodation and food facility for hostel staff
- Stationeries kit provided to every staff in every year
- Yearly once remuneration given to staff who are worked as extra duties.
- TA & DA provided to staff for their official work outside the campus.
- Gifts given to staff at the time of annual day to facilitate their hard work
- Tours provided to staff at free of cost.
- Loans and festival advance given to staff at zero percentage interest according to their needs.
- Free refreshment given in twice a day
- Registration fees, TA& DA provided to staff who are participating seminars in other colleges.

Yes, our institution regularly conducts computer training, spoken English classes and soft skills training for our faculty. And for non-teaching staff , our Institution gives Training in Auditing and Maintaining Records and Registers .

5. What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualification, knowledge and skills (Recruitment policy, salary structure, service conditions) and how does the institution align these with the requirements of the statutory and regulatory bodies(NCTE, UGC, University etc.)?

Our management formed a recruitment committee consisting of three members who are Mr. Sheik Dawood, (DGM), Ms. K.V. Manimegalai and

Ms P.Krishnalelavaathy . Our Recruitment Committee appoints Faculty members according to UGC Norms, skill and their academic service. Our management is providing consolidated pay to the faculty.

6. What are the criteria for employing part-time/Adhoc faculty? How are the part-time /Adhoc faculty different from the regular faculty? (Eg. Salary structure, workload, specializations).

In the previous years we have part time faculty. The part time faculty are differed from regular faculty by their work load. The No. of periods are less for the part time faculty. The salary also differed from regular faculty. In the present year we don't have part time faculty.

7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty?

(E.g. budget allocation for staff development, sponsoring for advance study, research , participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local , state, national and international professional associations.

In budget itself particular amount is allocated towards the staff welfare activity.

The institution supports the professional development of the faculty in the following aspects.

Providing registration fees, TA& DA to the staff who are going to participate seminars, workshops, and conferences outside the campus.

Giving permission, leave for their ph. D work.

Free usages of Computer lab and Internet facility provided to staff for their research work and paper presentations.

The faculty is benefited through well equipped library provided lot of reference books and Educational journals for their research works and professional development.

8. What are the physical facilities provided to faculty? Well – maintained and functional office, instructional and other space to carry out their work effectively).

Free transport facility is provided for our faculty. Faculty can avail cars to purchase things for our college and to attend any meetings and seminars or in case of emergency. Our institution has a staff room of 540 sq. feet area. The room is very spacious, ventilated and lighted with separate toilet facility both Indian and

western type. The room is furnished with 8 s-type chairs and Table with one side locker for each faculty. It also consists of 7 open shelves without locking system for the faculties to serve the library resources and students assignments.

The college office is also spacious with an area of 605 sq feet. It has sufficient furniture to accommodate staff members when they are involved in administrative work. The space is also sufficient for the non-teaching staff to punch papers and affix zeal on papers during exam.

A well equipped computer lab, library, smart class room , seminar hall with LCD & multimedia packages available to all the faculty to carry out their work very effectively.

An ornamental garden as well as a medicinal garden is maintained in our college to develop aesthetic sense and to get pure air.

9. What are the major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints?

Our management is conducting staff meet twice in a year. In this meeting, the faculty can make complaint and arise questions about the developmental activities both institutional and instructional needs. At any time, the staff member can easily approach the heads of the institution to seek further information. The stakeholders are allowed to meet directly the principal during the college hours. And, at any time the faculty and other stakeholders can contact the principal through her mobile phone and make complaints or ask any information.

10. Detail on the workload policies and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement.

Our workload policy is each faculty is handling 2 periods per day. So that they can easily involve assessment and research works. Our faculty assesses the students' scholastic advancement as well as non-scholastic advancement through some activities. And students are divided into five groups under one faculty to get counseling about academic and non-academic aspects.

11. Does the institution have any mechanism to reward and motivate staff members? If yes, give details.

Yes. The institution motivates the staff member by giving **cash** reward for their academic proficiency. The faculty is provided incentives when they do their Research works. And performance based bonus is also provided to our faculty.

6.5. Financial management and resource mobilization

1. Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated?

Our institution is a self financing college run by the All India Islamic foundation Chennai. So we don't get any financial support from the government .The source of revenue and income is generated by the fee collected from the students.

2. What is the quantum of resources mobilized through donations?

Give information for the last three years.

No donation is received from the students by the institution.

3. Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?

The operational budget of the institution is adequate to cover the day-to-day expenses and so far no deficit is met with.

4. What are the budgetary resources to fulfill the missions and other quality programs? (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year, and excess/ deficit?)

Budget allocations over the past five years are attached. Only the student fees are used as the resources, to full fill the missions and offer quality programs.

5. Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and information on the outcome of last two audits. (Major pending audit pars, objections raised and dropped).

Yes. The accounts are audited regularly. A centralized administration office is inside the campus. Each institution has separate accountant to maintain the day-to- day accounts. Each and every payment voucher made by the institutional accountant is checked by the account manager who is working in the centralized office. At the end of the financial year the accounts manager of centralized office collect the individual institutional accounts. After his verification all the accounts

particulars are sent to Head office. Then the accounts are audited by external auditor. After the auditing the audited P&L account and balance sheet is obtained from the head office.

6. Has the institution computerized its finance management systems? If yes, give details.

Yes, the institution has computerized its financial management system. The data is fed in the system and the accounts are carried over through Tally.

6.6 Best practices in Governance and Leadership.

1. What are the significant best practices in Governance and Leadership carried out by the institution.

Our Institution has various committees to enhance the leadership behavior of each and every student. By appointing staff secretary, all the needs of our staff are considered and most of them are rectified. The management doesn't interfere in all aspects. Principal has given freedom to finish all the activities in effective manner. In our Institution, we are promoting various developmental programmes to exhibit their talents as well as to improve the skills of students and faculty. Our students undergo campus interviews during their course of study. By this most of our students get benefitted.