

7.1.19

Write summary of Institution's effort in maintaining transparency in its financial, academic, administrative functions.

Reponse:

Transparency in Financial Functions

- All monetary transactions of the college are conducted through cheque or e-transfer.
- All the employee salaries are credited into their respective salary accounts in SBI, P & SB, Banjara Hills.
- The data submitted to NIRF for the past three years is also kept in public domain on the college website (<http://mjcollege.ac.in/linksection/pdf/NIRF-2019.pdf>)
- The list of programs being run by the institution along with the prescribed fees and mode of admission is available on the college website. The tuition fees and examination fees are remitted through the SBI e-commerce portal.
- There is decentralization in day to day working and all administrative decisions. Annual Budget is prepared by the Heads of departments. Advisor Cum Director reviews the statements and incorporates them into the institutional budget. Management finally grants the permission to those budget statements.

Transparency in Academic Functions

- The core values of the institution like vision, mission at institutional level and departmental level, program educational objectives, program outcomes, program specific outcomes, etc., are displayed at prominent locations like notice boards, entrance of all blocks, library, laboratories, website etc.
- The list of faculty along with their short bio-data is available on college website.
- List of facilities including laboratories and the hardware and software therein is available for every department.
- Daily attendance as well as monthly attendance of the students is made available to the parents through the 100pins.com messaging system. Monthly attendance is displayed on the departmental notice boards class-wise.
- The guidelines for evaluation of Class Tests, Assignments and Projects in the form of solution keys and project rubrics are made available on Student Resources portal. The evaluated class tests, answer sheets and assignments are shared with the students. The internal marks are communicated to the parents through student counselors.
- Programs offered, prospectus and curricula are uploaded on the college website. Academic calendar, Course Handout, Class Timetables are made available to the students prior to the starting of every semester.
- Examination related notifications and circulars are displayed on the college website.
- Faculty feedback is taken periodically by an independent Feedback committee comprising of senior faculty members from the college. Learning materials as well as assessment tools are made available on Student resources portal.

Transparency in Administrative Functions

- The hierarchy of administration in the institution is clearly defined, starting from the governing body, and is made available on the institution website.
- Transparency in Admission process is maintained. The student admissions are as per the extant State Government rules and regulations for minority institutions.
- The Institution follows the rules, procedures and policies in recruitment and promotion as stipulated by AICTE, Osmania University and UGC from time to time.
- Institutional level issues are discussed in the meeting of the Heads of the Departments and Sections. These meeting are also held periodically and the minutes of the meetings are circulated to all the Departments.
- The decisions taken and the issues discussed in meetings of the Heads of Departments are informed to the faculty in the department level meetings.
- Service rules and leave rules are placed in public domain.