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

**Response:**

Details of teaching as well as nonteaching staff, accounts, academic progress, etc. is updated every year on the NCTE and AISHE portal i.e. All India Survey of Higher Education which is under the HRD Ministry, New Delhi.College uses MIS to maintain student and office records such as academic qualifications, in-service improvement in qualifications, information about student teachers with details of caste, religion, results etc., details of Adhaar Card Number (UID), Voters ID Number, PAN Number, Scale, month-wise salary details of teaching non-teaching staff, Income Expenditure details of college etc. Information Brochure containing information regarding different committees, clubs along with names of teachers in charge is displayed on the college website. The institution conducts internal and external financial audits regularly. The Financial Transparency is maintained by the college by displaying Income – Expenditure Statement,Audited Balance Sheet alongwith the Auditor’s report on the college website which has an open access for one and all.The Institute had created college administration wing to maintain the account of income and expenditure and the details of the finance . Ours is Teachers training institute but first of all it is Government institute. Transparency in all aspects is our Identity. We have to claim all our financial needs .Our organization releases grants time to time and we have to use it within stipulated time. Students fees are deposited in college account. Scholarships are directly credited to students accounts and few are receive to college which are transferred to students account. Record of every penny is maintained. Received grant is used to purchase required amenities. Meetings are conducted and desired purchases are put before the members their consent is taken , Purchase committee is there to buy anything. The academic calendar and the syllabus is prepared yearly. The academic calendar and the syllabus is prepared yearly. An induction program is conducted to familiarize the students with academic rules and regulations. The college discharges its functions through an elaborate system of various committees and bodies. Multiple modes of internal assessment and evaluated internal answer sheets are shared with the students. Remedial sessions for improvement are in place. Provision for re -evaluation of answer scripts at the semester end examinations is available. With regard to academic matters, the Governing council is the highest decision making authority. It decides matters such as the functioning of the institute’s academic programs. The body also advice syllabus revision, improvement in academic processes and other important decision pertaining to academics on the recommendations of the Academic Council. Further it approves new value added and certificate programmes. Staff meetings of both teaching and Non-teaching. The institute’s website provides access to disclosure documents like the Minutes of various meetings. There are committees both administrative and academic which ensures accountability and has adequate autonomy in decision making.