

# Innovations, Best Practices, and Distinctiveness in Higher Education Administration – A Case of Srinivas University

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### ABSTRACT

**Purpose:** Research in "Innovations, Best Practices, and Distinctiveness in Higher Education Administration" through case studies of universities aims to identify novel approaches, successful strategies, and unique initiatives implemented by higher education institutions. By analyzing these case studies, researchers can uncover innovative practices that contribute to institutional excellence and effectiveness in administration. Ultimately, the research seeks to disseminate valuable insights and lessons learned to improve higher education administration and foster continuous improvement across universities.

**Methodology:** Exploratory research methodology is used where required information are collected through keyword-based search using Srinivas University website, Google search engine, Google scholar search engine, and AI-driven GPT MLM search engines.

**Analysis & Interpretation:** The information collected from relevant sources are analysed, compared, evaluated, and interpreted using various frameworks. This includes innovations and best practices in infrastructure administration, Innovations and best practices in Library Administration, Innovations and best practices in Maintenance of Campus Infrastructure, Innovations and best practices in Alumni Engagement, Innovations in Vision and Leadership, Innovations in the development of Institutional Strategic Plan, Innovations in Effectiveness of Administration, Innovations in Faculty Empowerment Strategies, Innovations in Financial Management and Resource Mobilization, and Innovations, best practices, and institutional distinctiveness in Internal Quality Assurance System.

**Originality/Value addition:** Based on the analysis some Suggestions on Innovations, Best Practices and Distinctiveness in Administrative related Activities are provided. By implementing the suggestions systematically, the university can realise its dream to become one among many world-class universities.

**Type of Paper:** Case study based scholarly research analysis

**Keywords:** Higher education institution, University, Case study, Innovations in administration, Best practices in administration, Distinctiveness in administration, Quality in higher education,

### 1. INTRODUCTION TO INNOVATIONS IN HEI ADMINISTRATION :

In the landscape of higher education institutions, a tapestry of innovations, best practices, and distinct administrative approaches weaves a vibrant narrative of academic excellence and institutional prowess. At the heart of these institutions, universities stand as citadels of knowledge, innovation, and societal progression. The administration of these higher education entities is a dynamic tapestry interwoven with innovative methodologies, cutting-edge practices, and distinct approaches that redefine the benchmarks of academic excellence (Tasopoulou, K., & Tsiotras, G. (2017). [1]).

Innovations within the administrative sphere of higher education institutions span a myriad of dimensions. Technological advancements have catalyzed transformative changes, revolutionizing administrative processes. From digitalized enrollment systems and virtual classrooms to sophisticated data analytics for student success metrics, technology has become an indispensable ally in steering these institutions towards efficiency, accessibility, and global connectivity. Moreover, innovative pedagogical approaches, such as flipped classrooms and adaptive learning technologies, are reshaping the academic landscape, providing tailored and immersive educational experiences (Muñoz, J. L. R., et al. (2022) [2], Martín-Garin, A., (2021). [3]).

Best practices entrenched within the administration of higher education institutions constitute the bedrock upon which academic excellence thrives. Robust governance structures, transparent financial management, and strategic planning frameworks are pivotal in driving these institutions towards sustainable growth and scholarly distinction. Collaborative and inclusive decision-making processes foster an environment where diverse voices converge to shape the institution's trajectory, ensuring relevance, and responsiveness to societal needs. Embracing diversity, equity, and inclusion initiatives has also emerged as a hallmark of progressive administration, nurturing an environment conducive to holistic learning and personal growth (Mustafa, E., et al. (2019). [4]).

Distinctiveness in the administration of higher education institutions is a testament to their unique identities and specialized missions. Each university radiates its distinct ethos, whether through innovative interdisciplinary programs, avant-garde research initiatives, or community engagement endeavours. Specialized centers of excellence, endowed professorships, and distinctive global partnerships mark the distinctive footprints of these institutions on the sands of academia. Furthermore, visionary leadership and a commitment to fostering a vibrant campus culture contribute to the distinctive brand that sets these institutions apart in the academic landscape (Purcell, W. (2014). [5], Aithal, P. S., & Maiya, A. K. (2023).[6]). In conclusion, the administration of higher education institutions, especially universities, embodies a multifaceted tapestry of innovation, best practices, and distinctive attributes. Through a synergy of technological advancements, best-in-class administrative practices, and a commitment to distinctiveness, these institutions serve as beacons of intellectual enlightenment, societal progress, and global impact. As they navigate the ever-evolving terrain of academia, these institutions continue to evolve, adapt, and innovate, reinforcing their position as bastions of knowledge and catalysts for transformative change.

## **2. OBJECTIVES OF THE PAPER :**

The objective of this paper is to identify and analyse the innovations, best practices, and institutional distinctiveness in administrations of Srinivas University as a case study to prove the Quality in HE. This includes innovations and best practices in infrastructure administration, Innovations and best practices in Library Administration, Innovations and best practices in Maintenance of Campus Infrastructure, Innovations and best practices in Alumni Engagement, Innovations in Vision and Leadership, Innovations in the development of Institutional Strategic Plan, Innovations in Effectiveness of Administration, Innovations in Faculty Empowerment Strategies, Innovations in Financial Management and Resource Mobilization, and Innovations, best practices, and institutional distinctiveness in Internal Quality Assurance System.

## **3. METHODOLOGY :**

The exploratory research method is used where the relevant information are collected through keyword-based search from the institutional website and NAAC SSR of the institution using search engines like Google, Google Scholar, and AI-driven GPTs and analysed, compared, and evaluated using suitable analysing frameworks. The results are interpreted as new knowledge obtained from this research and suggested in the form of outcome postulates (Aithal, P. S., & Aithal, S. (2023). [7]).

## **4. INNOVATIONS IN ADMINISTRATION – A CASE STUDY OF SRINIVAS UNIVERSITY :**

### **4.1 About Srinivas University:**

Srinivas University in Mangalore, India, is a renowned educational institution celebrated for its innovative approaches to administration. With a forward-thinking ethos, the university has embraced cutting-edge technologies to streamline administrative processes, ensuring efficiency and effectiveness

in operations. Through the integration of digital platforms and data-driven systems, Srinivas University has revolutionized its administrative framework, simplifying tasks like admissions, student records management, and faculty coordination. By implementing innovative software solutions and automation, the university has not only enhanced administrative productivity but also improved the overall student experience, allowing for smoother interactions and seamless communication between students, faculty, and administrative staff.

Moreover, Srinivas University has pioneered novel administrative practices that prioritize sustainability and eco-friendly initiatives. By adopting green technologies and eco-conscious strategies in day-to-day operations, the university has minimized its environmental footprint. From waste management systems to energy-efficient infrastructure, Srinivas University demonstrates a commitment to innovative administrative practices that align with global sustainability goals. This focus on innovation in administration sets Srinivas University apart as a forward-looking institution dedicated not only to academic excellence but also to creating a positive impact on the environment and society at large [8].

#### 4.2. Innovations in Infrastructure Administration:

Srinivas University, Mangalore founded in 2013 by Karnataka State Act is a private research- and skill-focused University in Mangalore, Karnataka, India. Spread over 47.7 acres of land, the campus is well equipped with unique and dedicated buildings/blocks that meet the administrative and supporting needs of its 9 Institutions as required by statutory bodies. Srinivas University believes and strives continuously to create five types of infrastructures that are required to become one of the world-class universities.

These infrastructures are:

- Physical infrastructure,
- Digital infrastructure,
- Innovative teaching-learning infrastructure,
- Intellectual Property infrastructure, and
- Networking infrastructure.

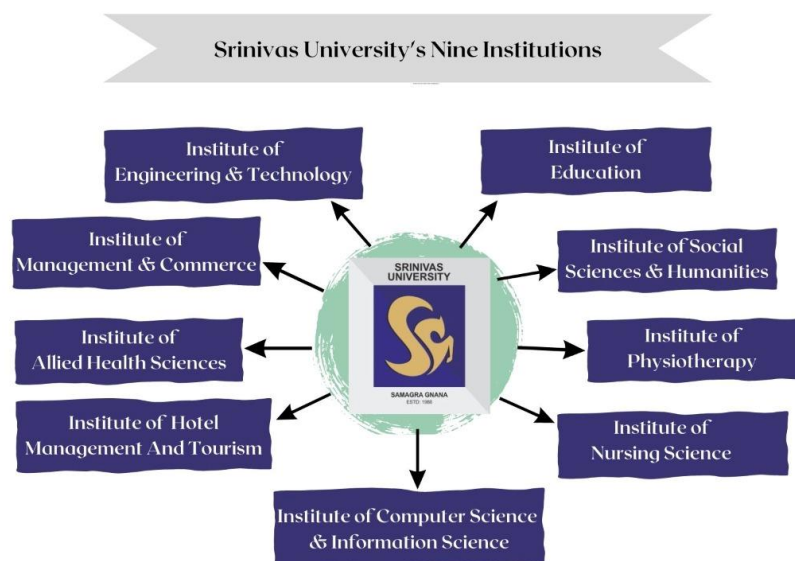


Fig. 1: Institutions under Srinivas University

To facilitate the conduct of numerous training, research, academic, and extension activities related to teaching and learning Srinivas University has built its own unique, self-contained structures containing labs, classrooms, seminar halls, office space, student amenities, libraries, faculty rooms, and housing for both students and staff members [9-10].

**Class Rooms, Tutorials & Seminar Halls:** Both traditional teaching materials and audio-visual equipment's are provided in the sophisticatedly furnished classrooms. LCD projectors, Wi-Fi laboratories, audio-video recording facility, computers, sufficient chairs and tables, etc. are all provided

in all classrooms and other academically related rooms. According to the requirements of the statutory bodies, some of the classrooms are air-conditioned. Few classrooms have Smart boards enhancing learning experience.

**Laboratories:** All laboratories have contemporary, modular workplaces that incorporate the students' demands for practical knowledge. The laboratories are built with safety elements infrastructure and offer a great working environment.

**Computer Lab:** Computer being instrumental in helping students work and acquire knowledge in software programs are well equipped with 733 computers and free Wi-Fi enabling them to acquire digital skills.

**Communication Lab:** Communication Lab is a speech and presentation development facility with an emphasis on cutting-edge strategies and instructional practices that help students develop themselves as powerful and skilled presenters and public speakers.

**Learning Management System:** LMS from Online platforms like Teachmint, Zoom, Google meet, Lark and Webex supports virtual classes and lecture capturing system.

**Digital Library (Ubiquitous):** Srinivas University- Ubiquitous Digital Library is developed and maintained indigenously by the Institute of Computer and Information science of Srinivas University providing 24/7 open access to a reservoir of books and study materials to all students and faculties.

**Evaluation Centre:** Srinivas University has a separate dedicated Evaluation centre facilitating the quick announcement of results enabling students to plan their future career path without delay.

Srinivas University and its institutions are equipped with a suitable infrastructure that complies with UGC/relevant statutory council requirements.

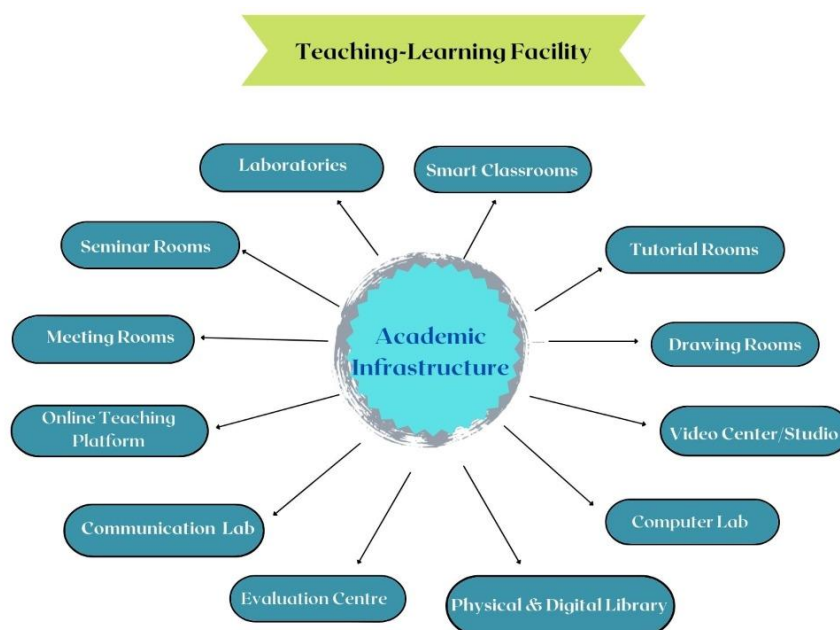


Fig. 2: Academic Infrastructure

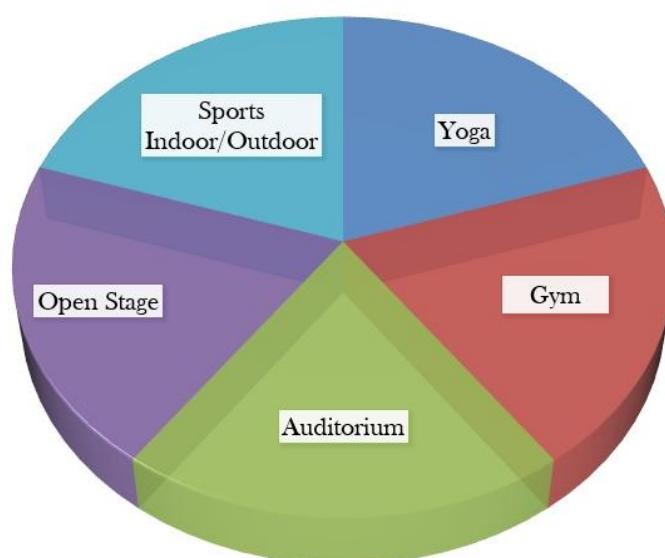
Table 1: Details of facilities for teaching - learning. viz., classrooms, laboratories, computing equipment:

S. NO.	DETAILS	NUMBER	AREA IN SQ MTS
1.	Smart Classrooms	98	12528.4
2.	Tutorial Rooms	13	470.63
3.	Laboratories	42	3896.31
4.	Meeting Rooms	04	265.94
5.	Seminar Rooms	14	530.14

6.	Drawing Rooms	03	423.3
7.	Video Centre/ Studio	02	54.38
8.	Computer Lab/ Computer Number	08 Labs /733 Nos	910.57
9.	Communication Lab	02	199.94
10.	Online teaching Platform	04	<ul style="list-style-type: none"> <li>• Google Meet</li> <li>• Teachmint</li> <li>• Zoom</li> <li>• Webex</li> <li>• Lark</li> </ul>
11.	Physical Library	02	
	Digital Library (Ubiquitous)	01	SUUDL
12.	Evaluation Centre	02	324.6

Srinivas University understands the need for holistic development in students and hence education here is not confined to academic knowledge alone. To create winning personalities in global perspective numerous extracurricular activities are offered by Srinivas University to further develop students' life outside the classroom. The University supports this by giving students the chance to discover hidden talents and offers a stage to display such creative abilities and interests. Students become more focused, fosters brotherhood, brings in team spirit and a sense of responsibility.

### Srinivas University Wellness Wheel



**Fig. 3:** Srinivas University wellness wheel

Srinivas University organizes every year **Talents Day** for both students and the staff providing a podium to showcase their talents. Students and staff of all the 9 institutes under Srinivas University gather in open stage of the University to celebrate Founders Day, College Day and Graduation Day every year. On special days of annual public festivals like Independence Day, Republic Day, International Yoga Day, World Environment Day etc., cultural activities on spiritual and nationalistic themes are conducted, such as dance and drama. Students who take part in such cultural activities are relieved of their academic stress, given the chance to showcase their creative ability, and assisted in the development of other non-academic skills and social interactions.

**Table 2:** Auditoriums for Cultural Activities:

Facility	Total No	Year of Establishment	User Rate	Space & Seatin Capacity
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Auditorium	4	2017	100%	2149.42
Open Stage	2	2017	100%	2658.87

Understanding the need for balanced Emotional Quotient and Mental Health, Srinivas University has a well functional state of art Yoga, Meditation Centre and Gymnasium.

**Table 3:** Yoga Center & Gym facility

Facility	Total No	Year of Establishment	Space & Seating Capacity	User Rate
Yoga Centre	3	2017	467.87	100%
Gym Facility	1(SU)+3(MoU)	2017(SU) 2018	960.09	100%

Srinivas University offers students plenty of opportunities to participate in both indoor and outdoor sports. The Physical Education Director's office runs smoothly and provides the equipment's needed to play and train students in a variety of sports, including Volleyball, Football, Cricket, Handball, Kho-Kho, badminton, Kabbadi, Long Jump and High Jump.

Four fully functional gyms out of which one is of Srinivas University and rest through MoU's are open on all days. The constituent institutes have the necessary lab space to administer different physical and motor fitness, cardio-pulmonary, body composition, attitude and aptitude examinations. Srinivas university regularly holds interdepartmental, intercollegiate, and inter-university tournaments.

**Table 4:** Indoor Infrastructure Facilities

Sports Facility	Total No	Year of Establishment	User Rate (%)	Area
Table Tennis	02	2017	90%-100%	9 Feet X 5 Feet
	04	2022	90%-100%	9 Feet X 5 Feet
Carrom	08	2017	90%-100%	32 Inches X 32 Inches
Chess	15	2017	90%-100%	----
Volleyball	01	2017	90%-100%	18 mt. X 9 mt.
Badminton	01	2017	90%-100%	18 mt. X 9 mt.
	01	2018 MoU with Torpedoes club, Haleangadi	90%-100%	371.8 Sqmts

**Outdoor Facilities:**

**Table 5:** Outdoor Facilities

Sports Facility	Total No.	Year of Establishment	User Rate (%)	Area
Playground for outdoor sports Cricket	01	2017	90%-100%	Minimum of 64 Mts from both ends of the pitch
	01	2017 MoU- SIT		
Track for Athletics (200 Mts Track)	01	2017	90%-100%	120 mt. X 60 mt.
Long Jump	01	2017	50%-60%	--
High Jump	01	2017	50%-60%	--
Javelin	01	2017	20%-30%	--
Discus	01	2017	20%-30%	--

Shotput	01	2017	20%-30%	--
Football	01 MoU-SIT	2021	95%-100%	100 mt. X 50 mt.
	01 MoU – Futsal Dugout	2021	40% - 50%	371.8 Sq mts
Throw ball	03	2017	90%-100%	18.30 mt. X 12.20 mt.
Kabaddi	01	2017	90%-100%	13 mt. X 10 mt.
Kho-Kho	01	2017	90%-100%	27 mt. X 16 mt.
Volleyball Court	03	2017	90%-100%	18 mt. X 9 mt.
Badminton	02	2017	90%-100%	44 Feet X 20 Feet

**Availability of general campus facilities and overall ambience:**

Srinivas University considers students and faculties of prime importance. Hence keeping this student-faculty first policy Srinivas University administration confirms that stakeholders are provided with ambience and facilities to ensure fruitful, safe and comfortable learning at the campus.

- Srinivas University is committed in providing Housing for students and staff through adequate hostels offering safe lodging facility.
- Access to a variety of canteen and cafeteria options that offers meals and refreshments all day long. This gives them homely ambience making this university a home away from home.
- Srinivas group has its own Medical Hospital in the name of Srinivas Hospital which handles all casualties.
- Polyclinical facilities like medical, Dental and physio care offering free care to staff and students in the campus.
- Ladies’ restrooms, toilets having Sanitary napkin disposal catering to needs of the female students and staff.
- Divyangan toilets for also provided helping the apart from separate lavatories for male students and staff.
- Placement cell providing pre-placement training, personality development and communication training leading to 100% placement support.
- On-campus photocopy centres for academic reasons at reasonable cost are provided in the campus.
- University has Stationery stores and Co-Operative stores at campus wherein students can purchase stationery without wasting time going out of the campus.
- Security guards on duty around-the-clock in addition to CCTV cameras having both indoor and outdoor coverage.
- Safety precautions like fire extinguishers are adequately provided.
- Generator capacity totalling 1160 KVA has been installed as a backup power source.
- Transportation fleet providing free transportation between the campus as well as between the city and the Institution.
- Green environment and Eco-friendly commitment by Srinivas University has resulted in providing battery operated electric vehicles, electric vehicle charging facility, solar power system, rain water harvesting, sewage treatment plant.
- Parking, signage and roads which are well lit with appropriate name boards.
- Clean drinking water facility and points are available on each floor.
- Ramp & staircase facilities are provided enabling safe and fast movement of staff and student traffic.





Fig. 4: General Campus Facilities

- Elevators in addition to ramp & Staircase are equipped in the campus.
- Wide variety of Topography & greenery is maintained preserving land’s natural topography.
- Online payment options using services like Google Pay, Phone Pay, NEFT/RTGS, swipe machine, and QR code scan facilities are available for all payments.
- Well furnished, wi-fi enabled Guest house with dining facility is provided.
- Srinivas University provides physical and digital ubiquitous library that meets the needs of staff members, researchers, and students by housing a sizable collection of books and journals.
- Braille blaster a braille transcription program helps blind students and is installed in the library.

General campus facilities and overall ambience:

Table 6: Campus facilities

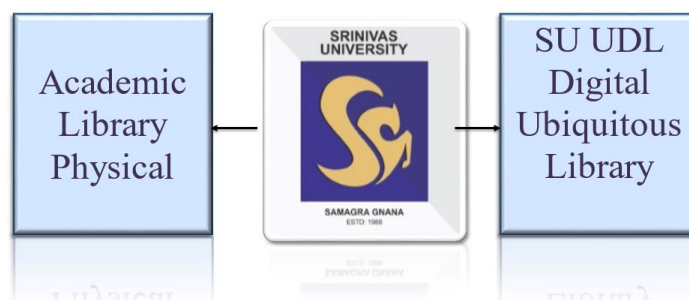
S. No.	Details	Number*	Area in Sq Mts*
1.	Canteens	02	689.65
2.	Hostels	06	16382.93
3.	Poly Clinic: Physiotherapy Centre Medical Centre Dental Centre	03	309.18
4.	Ladies Rest Room	12	390.66
5.	Placement Facilities	02	94.62
6.	Photocopy centre & Stationery/ Co-co operative Store	02	33.17
7.	Cafeteria Store	02	8.69
8.	Toilets	80	560.59
9	Safety Facilities	12 Nos Fire Extinguishers	
10	Generator	1160KVA	500X2= 1000KVA 160X1= 160 KVA
11	Transport Fleet	<ul style="list-style-type: none"> <li>• Bus 14</li> <li>• Winger 1</li> <li>• Omni 1</li> </ul>	

		<ul style="list-style-type: none"> <li>• Electric Tempo (Three-Wheeler) 1</li> <li>• Electric Scooter (Two-Wheeler) 2</li> <li>• Eco star vehicle 1</li> </ul>	
12	Roads & Signage	Adequate	
13	Drinking water	10	
14	Parking	125	3596.36
15	Ramp & Staircase	10	
16	Elevators	02	9.27
17	Topography & Greenery	1031	60 Species
18	Online Payment Facility	Provision of Phone pay, Google pay, NEFT/ RTGS, Swipe machine, QR code scan provision available	
19	Guest House	02	81.39
20	Library	02	953.12
21	Child care	01	
22	Electrical Vehicle Charging facility	02	--
23	Divyangan toilet	02	

#### 4.3 Innovations in Library Administration:

*Library is automated using Integrated Library Management System (ILMS) and has digitization facility:*

The academic library (both physical and digital-ubiquitous parts) of Srinivas university serves the information needs of faculty, staff, researchers, and other community members and is a crucial component of a university. The library at Srinivas University assists its parent institution in achieving its goals. An academic community's library is a valuable intellectual asset since it aids in completing curricular requirements and encouraging academic pursuits. By emphasizing that an academic library serves as a learning centre for students by acting as a source of materials required for studying all the subjects in their selected course, relevant books, both print and online resources of information materials are offered. The library has taken several initiatives over the past few years to address the rising demand for electronic resources in line with the current trend and to uphold the highest standards of academic integrity in university publications. This involves the digitization of books, the construction of institutional repositories, and the integration of multiple print and electronic resources.



**Fig. 5:** Library Infrastructure

- Srinivas University digital library provides 24/7 open to all students and faculties provides access to a reservoir of study materials and books. Through multi-user access via the Central Computer Unit, the Library's online resources are made available on desktops in several departments.

- The physical library section is open from Monday to Saturday from 9.00 a.m. to 8.30 p.m. There are many study areas in the reading room, from an active open group study at one end to a quiet study area at the other.
  - Access to a very large number of computer stations and study rooms is guaranteed in all libraries.
  - Faculty, research scholars, and students can access online and internet services using computer workstations.
  - Departmental libraries and every reading space offer Wi-Fi access as well.
  - Students using laptops are permitted to browse in the library's common areas.
  - Other amenities consist of:
    - (i) Reprographic resources
    - (ii) Book search tools and barcoding
    - (iii) Book store
    - (iv) Checking for plagiarism with the Turnitin & DrillBit software.
    - (v) Photocopy and Scanner facility
    - (vi) Book Loan facility gives an opportunity to access any pdf book within three days after applying.
    - (vii) Any Journal supply within 3 days through Infilbnet, NITK Database, Mangalore University database, Helinet(Rajiv Gandhi Univeristy) and Delnet facility
    - (viii) 5 books per subject are shared with each student through Teachmint and Whatsapp resulting to 30 books per semester.
    - (ix) Braille blaster a braille transcription program helps blind students and is installed in the library.
- The university offers a huge central computerized library that meets the demands of staff, students, and researchers. It has a seating capacity of 175 persons at a time and is housed in a large building of 953.12 square meters. The physical library contains a large collection of books, with 63,754 volumes and 20,847 titles. The Digital Library offers online access to e-resources for study and research in management, physiotherapy, the humanities, hotel management, paramedicine, science, and technology. In addition to 42 National and International Printed Journals, the library has access to more than 1,23,659 e-Journals and 3,06,661 e-books in various fields of engineering, science, technology, management, and architecture. A sizable collection of general books covering a wide range of subjects is still kept in the library's Reference department.
- The Integrated Srinivas University Library Package, which aids in transactions, book reservations, etc. for users, has partially barcoded and automated the library resources.

***The University has subscription for e-Library resources:***

Library has regular subscriptions for the following:

- (1) e – journals
- (2) e-books
- (3) e-ShodhSindhu
- (4) Shodhganga
- (5) Databases

**Table 7: Library resources**

S. No	E-Library Resources
1.	Infilbnet- Shodhganga
2.	NITK Library
3.	Mangalore University Library
4.	Helinet (Rajiv Gandhi University)
5.	Delnet
6.	Study Material compiled by Srinivas University faculty members.
7.	Drillbit & Turnitin plagiarism check software
8	Braille blaster

The objective and mandate of Srinivas university is the optimum utilization of available resources globally. Being a 21<sup>st</sup> century autonomous university, Srinivas university has encashed the technology to its core to acquire and utilize the digital resources required to enhance knowledge, skills, experience,

and attitude to enhance the competency and confidence of its stakeholders by minimizing its cumulative financial expenditure without compromising with quality and quantity of sharing information resources.

(1) *Percentage per day usage of the library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year): is 76%.*

(2) *Percentage of classrooms and seminar halls with ICT – enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (Data for the latest completed academic year) is 100%.*

**Table 8: ICT enabled Teaching-Learning rooms**

Type of Rooms	Number with ICT enabled facility	Total Number	Percentage with ICT enabled facilities
Classrooms	98	98	100%
Tutorial Rooms	13	13	100%
Seminar Halls	14	14	100%

**Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility:**

The University offers a variety of IT resources backed by the DHI app to aid teachers and students in their academic pursuits. Included in this are several computers, wired and wireless Internet connections, user-friendly software, access for students with disabilities, and a committed team providing all the support required. The University has a sizable budget allocated for the installation and upkeep of IT infrastructure, keeping up with the rapid speed of technological change. The Campus Wide Networking (CWN) facility of the university is monitored by the Data Center to ensure constant network connectivity across the campus. The Data Center now has two sections, one operating on the Mukka site and the other on the City campus in Pandeshwara. A 1200 MBPS @ 1:1 internet connection (OFC) is available on the Pandeshwara campus provided by TELEXAIR TELECOM PVT LTD.

Cat6 cables are used for the connectivity between the access switch and the core switch. The campus network has made it possible to offer e-journals, live online lectures, and application software with ease. The University's official e-mail accounts for staff and students, as well as the institution's web servers, are hosted by the Data Center. Additionally, the CWN is enhanced with mobility via wireless connectivity for staff and student electronic devices that support wireless networks. The Pandeshwara campus was given six static IP addresses by the Internet Service Provider, enabling the organization to have a worldwide presence online.

There are nearly 1000 machines connected to the network in total.

Each machine has an i3 quad-core processor and 8GB of RAM.

There are high speed six printers.

Three of the six printers are robust network printers, and the other three are laser printers.

- Every day of the week, the campus's central library is open for business.
- The desktop computers in the library are excellent for browsing the internet.
- It is possible to use the digital library that students created.
- Wi-fi internet connectivity and LCD projectors are available in every classroom.
- E-learning tools are available in every classroom.

**Virtual Learning Environment:**

One of the university's green goals is effective digital communication that leads to paperless administration and is further supported by tools like information kiosks. The portal also meets a range of requirements for university stakeholders. Through a unique user login that can be used at any time on any computer device, the infrastructure enables students to have ubiquitous and seamless access to educational resources. As part of the implementation of ICT, it is anticipated that the infrastructure will be updated to offer a variety of possibilities surrounding the delivery of educational resources.

The following is a list of some of the abilities:

High-performance computing servers, services through DHI app and Teachmint online teaching app:

- Course management - All information about the course, including readings, videos, and other resources, is provided.
- Time Table Schedule - A detailed timetable for the entire month or year is provided.
- Teaching Plan - A teaching plan is provided, as well as the material that will be addressed in class.
- Teacher's Diary: Any changes from the lesson plan are noted here.
- Digital content - Students can access the course materials in the following file types: .docx, .pptx, .pdf, .mp4, and .mp3.
- Student Attendance - Each class's attendance is recorded.
- Sessional Marks - Students have access to the results of each internal evaluation that was completed.
- This area contains E-Notice Board information, notices, and circulars.
- Feedback is gathered on teaching and learning, facilities, cutting-edge methodology, etc.
- To assist students, instructors, and administrative staff with all technical support across all customer touchpoints, a dedicated, centralized Helpdesk has been launched.

***Student – Computer ratio (Data for the latest completed academic year) Number of students:  
Number of Computers available to students for academic purposes:***

**Response:** 5:1

All students are advised to purchase their own lap-top computers and hence only a few courses need University computer lab.

#### **4. 4 Innovations in Maintenance of Campus Infrastructure:**

***Total number of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year :***

**Response:** 35%

***There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc.***

Using buildings built with building technologies like those that are energy efficient, water-conserving, renewable energy homes, and sustainable building materials, the university's campuses emanate a wonderful academic environment. The House keeping Department is in charge of managing and maintaining the facilities. The department is in charge of managing all maintenance tasks for the campus and its buildings, including those required to run, maintain, and offer services for the university's structures, machinery, and utilities to keep them in excellent working order. All university's colleges and departments have access to all of these services. Proper functioning of Academic, Physical and support facilities are essential to provide the benefits to its stakeholders. This helps to reduce the breakdown situations and repairs expenditure. As policy the physical facilities such as Laboratories, Classrooms, Library and Sports Complex are maintained by House Keeping under the supervision of Non-teaching Staff / Floor Supervisors.

- Civil Infrastructure Maintenance
- Equipment & Computing facilities Maintenance
- Library Maintenance
- Sports Ground Maintenance
- Sports Equipment Maintenance
- Canteen & Cafeteria Maintenance
- Hostel Maintenance
- Storage & Maintenance
- Parking area
- Cupboards & Storage facilities Maintenance
- Website, E-Mails and digital safety Maintenance
- Solar Panels Maintenance
- Garden Maintenance
- Name boards, hoarding, and outside advertisement banner maintenance
- Generator maintenance:

- Public address and stage (Indoor and Outdoor) maintenance
- First aid, feedback box as well as napkin disposal
- Air conditioning systems
- Electrical
- Reprographic services
- Photocopy & Stationery services



Fig. 6: Major components of Campus Maintenance

#### Procedures for Maintaining and Utilizing:

- The University allots separate of its budget for management-related, maintenance tasks and for ongoing facility upgrades.
- All stakeholders are informed of the procedures to be followed when requesting maintenance or management of their facility, equipment, or other needs through the university's maintenance and management policy, which is widely disseminated.
- All expensive equipment, including computers, elevators, energy systems, etc., are kept up to date by entering into Annual Maintenance Contracts (AMCs) with the companies that provided or installed it.
- For the pest control, garden maintenance, housekeeping, and security services, which are under this division's supervision and is done periodically.
- Laboratory rules and regulations are prepared and displayed for students.
- Solar Panel is installed which gives uninterrupted power supply.
- Green audits are carried on to learn best practices and get best output from existing Infrastructure.
- A well-maintained fleet of buses are maintained which includes eco-friendly electric vehicles.
- Srinivas University's Physiotherapy, Medical and Dental clinic is well maintained by the concerned departments as per laid down guidelines.
- UPS power is also given
- House-keeping services are available on campus 24/7
- IT support is provided and operations like maintenance of LCD's, Desktops, laptops, printers, wi-fi and smart classrooms is up to date.

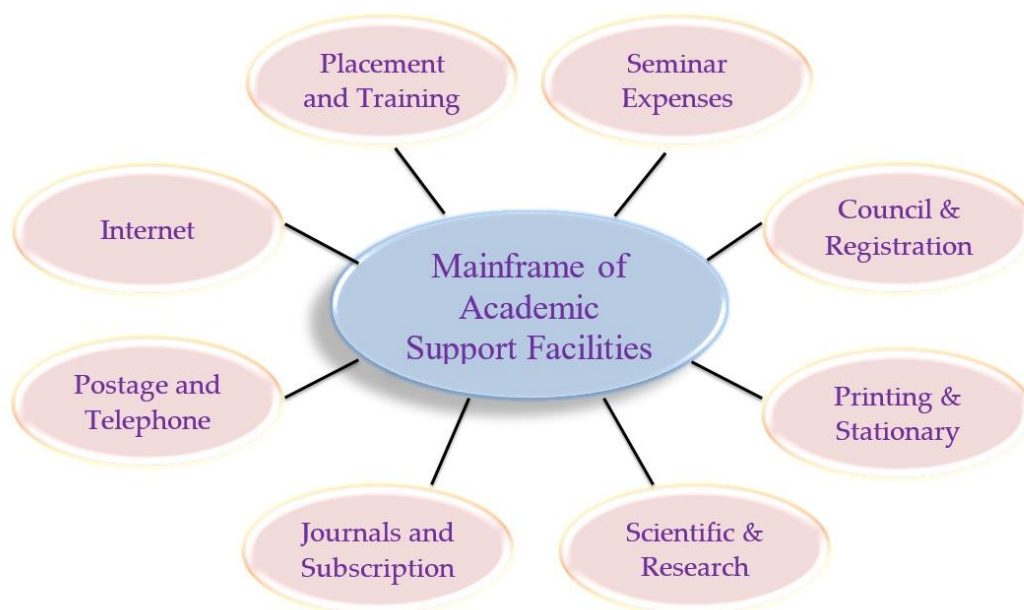


Fig. 7: Academic support facilities

Periodically the Campus Maintenance Committee analyses the finished and ongoing projects and makes recommendations to the university's administration.

#### 4.5 Innovations in Alumni Engagement:

**The Alumni Association (registered and functional) contributes significantly to the development of the institution through financial and other support services during the last five years:**

The first batch of postgraduate students of Srinivas University passed out with flying colours in the year 2019, giving birth to alumni association. Srinivas University Alumni Association (SUAA) officially registered under Registration of Societies Act, 1960 in 2021. This Association attempts to build up strong connection with the alumni and enhance their lives. University shares a positive synergy of idea by holding up its high reputation. University has set its high vision of Samagra Gnana where it strives 'To work in harmony to create an ecosystem of light and prosperity'. Alumni association has its own portal to obtain any information related to different initiatives taken by college and helps to build networking among alumni and concerned members. Alumni association in university has a significant presence in building up institutional image. The association delivers various motivational talks on placements, career guidance, community development and awareness programs, outreach program and celebration of national festivals. The contribution of alumni association in research is also immense where some of the students having research interest have taken up research as their career. Effective measures were taken by our alumni's during pandemic crisis where they distributed essential grocery items to non-teaching staffs. Their strong networking has opened many opportunities for the students of university. Alumni play a vital role in students' selection relating to research, higher studies, scope and opportunities available. SU has a committed functional of Alumni Relations to ensure effective and pleasant synchronization with the alumnus of the University. The structure of Alumni association is demonstrated below:

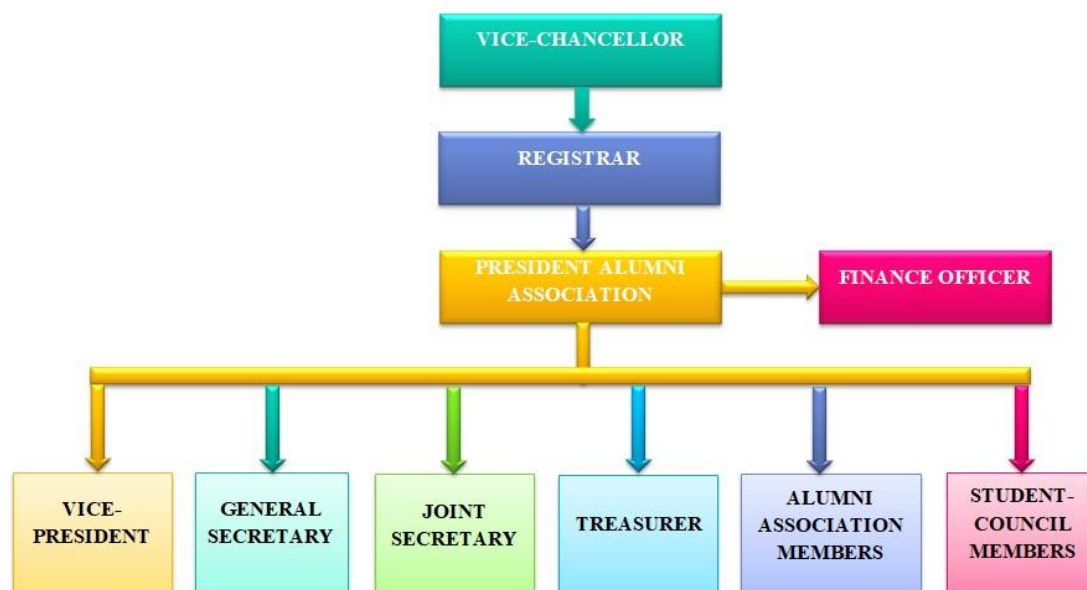


Fig. 8: Alumni Association

#### SUALUMNI ASSOCIATION INVOLVEMENT :

1. By taking active part in the Curriculum Advisory Committee, Board of Study, IQAC and Srinivas University Incubation Centre as a member, the association extends full support in the college academic activities.
2. The University welcomes recognised alumni members for the various conferences, workshops and outreach programs as Chief Guests, Key note speakers and resource persons.
3. The alumni association also conducts personality development, soft skills and training program for the placement of students.
4. The alumni having a wide network recommend capable students to the reputed organizations, Employability centres and encourages student placement.
5. The (SUIC) SU Incubation Centre and Entrepreneurship and Innovation Centre welcome adequate mentoring and guidance from Alumni Entrepreneurs.
6. They also extend their support as judges for intercollegiate fest, cultural programs, Sports and academic competitions.
7. They build a strong industrial connection with our educational institutions via internship and other apprenticeship training program.
8. They have also donated books to the college library and sponsorship to college fests.
9. They have undertaken various extension programs like blood donation camps and free medical camps and other rural development programs.
10. Alumni also provide trainings on cultural development such as dance, music, cinematography for the cultural development of students.
11. They help in the admission related campaigns to promote the university at a national and international level.
12. They play an active role in acting as an ambassador in maintaining high brand image of the institution.

#### Financial and Non-Financial contribution by Alumni

1. Financial Contribution of more than Rs. 100 lakhs
2. More than 114 Non-financial Contributions

#### Alumni contribution during the last five years (INR in lakhs):

A.  $\geq$  100 Lakhs

#### 4.6 Innovations in Vision and Leadership:



To be progressive and successful, any institution's **leadership** must align with its operational skills in order to achieve its vision and mission. Srinivas University has a transparent and robust governance system, which provides quality higher education, undertakes meaningful research, and creates overall progress among its stakeholders.

Srinivas University came into existence in 2017 as a private university, the **Board of Management** has been providing key **policy leadership** in various issues and instrumental in the lateral and vertical growth of the university. The leadership has emphasised on excellence in education and research which is supported by academic and industry partnerships with reputed academic institutions and industrial setups. The skill development programmes are integrated with the curriculum for students' overall development [10-12].

(1) Vision, Mission, & Objectives:

**Vision:** *To Create a Humane Society of Ethical Professionals with Innovation Ability*

**Mission:** *To provide an exceptional learning environment, where students can develop and enhance their leadership and teamwork skills, and creative and intellectual powers.*

**Objectives:**

- To establish cutting-edge educational and training facilities, centers of excellence for research and development
- To provide value-based and ethical education through national and international collaboration
- To emphasise new educational models such as virtual classrooms, multidisciplinary and transdisciplinary education
- Developing people's scientific, technological, cultural, and traditional heritage through continuous education

(2) Leadership as a Role model: Identified and deployed Role Models as Leaders at all levels.

(3) SU Core Values:

- Team work
- Self & Mutual Respect
- Responsibility
- Ethics
- Etiquette
- Social concern
- Character, Competency & Confidence
- Techno-savvy & Scientific Thinking
- Quest for Excellence
- Continuous Improvement
- Promotion of Open Systems

(4) Student-Centric Competency-based Assessment and Evaluation Model

(5) NEP 2020 Implementation: University objective is to shift towards a more imaginative and broad-based liberal education as a foundation for students. Further, University faculty are being empowered to unleash their research potential and to make curricular choices for their courses to make an effective curriculum in the framework of Outcome-Based Education Consistent with the vision of the University "*To Create a Humane Society of Ethical Professionals with Innovation Ability*", our focus is to develop ethical professionalism amongst faculty, supporting staff, and students. This helps our students to become responsible citizens of a humane society. University also Focus on continuous Evaluation, STEAM MODEL, ABC, Research & Skill focus, Dual Degree programs offer, Blended mode of classes at least one subject from Swayam etc.

(6) Flexible curriculum structure.

(7) Focus on Individual Faculty Research based on the Concept of Atomic Research Center Model

(8) Use of Research professors to create more opportunities to increase GER (Gross Enrolment Ratio) for Ph.D. programme

(9) Best in Class Talent with Fee concession

(10) Strategic Plan:



Fig. 9: A perspective plan of Srinivas University

- (11) Essential Infrastructure (PDLIEN)
- (12) SU Integrative Student Development Model
- (13) SU Integrative Student Service Model
- (14) Research, Skill & Experience Focus
- (15) Global Skills through International Certification
- (16) Strong Collaboration and Networking
- (17) Environmental Facilities and Recognition.
- (18) Institutional efforts/initiatives in providing an inclusive environment
- (19) Gender Equity in Recruitment and Admission
- (20) Transparency in feedback systems

### Effective leadership is reflected in various institutional practices such as decentralization and participative management:

Effective Decentralization and participative management are hallmarks of Srinivas University. Our university gives all stakeholders; students, faculty members, non-teaching staff and administrative staff, opportunities to contribute to the growth of the University as well as to realize their true potential. For its **effective functioning**, the Deans at the institute level enjoy adequate autonomy in decision-making. The Management has created the post of programme coordinator to strengthen the programmes in the middle-level leadership. Deans work closely with the programme coordinators and faculty members to handle day-to-day activities.

Practices that contribute to the growth of the University are:

- (1) Decision making & Prioritizing
- (2) Providing opportunity to stakeholders in decision making
- (3) Decision-making in Governance and Administration
- (4) Providing access of information to stakeholders
- (5) Well-defined actions and decisions of the university
- (6) Producing quality output to meet the objectives defined
- (7) Policies, Powers, and Processes
- (8) Statues of Srinivas University
- (9) Learning and Teaching Resource

- (10) Effective Student Support System
- (11) Adequate Financial sources
- (12) Physical Resource
- (13) Qualified Staff
- (14) Professional Development Programme/ Faculty Development Programme
- (15) Institutional integrity
- (16) Collaboration of Foreign Universities
- (17) Research & Development
- (18) Community Engagement
- (19) Student Forum & Clubs
- (20) Extension activities

(1) **Decentralization:** At all levels, the University, being a well-envisioned institution, has coordinators at the Department level who passionately and independently govern various activities **efficiently** like academic matters, curriculum designing, allocation of courses for an academic semester, examination coordination, research activities, running various students clubs, organizing conferences, seminars, workshops, guest lectures, field visits etc., All these activities are steered and guided by Deans, and supported by the administrative staff, ensuring absolute autonomy at the same time. Additionally, the University has **efficiently** assigned planning and development tasks through several committees within the college and at the departmental level.

(2) **Participatory Management through IQAC:**

To ensure the participative management model is effective in the University, Various policy-making bodies of the university are represented by stakeholders of the university to reflect an efficient participatory framework. The highest policy-making body, BoM of the university has a Dean, program coordinators, and faculty representation to ensure the participation of the stake holders. At the university, the IQAC was established as a permanent and effective mechanism for addressing all aspects of quality on a daily basis and fostering a quality culture at the University as shown in the following figure 10.

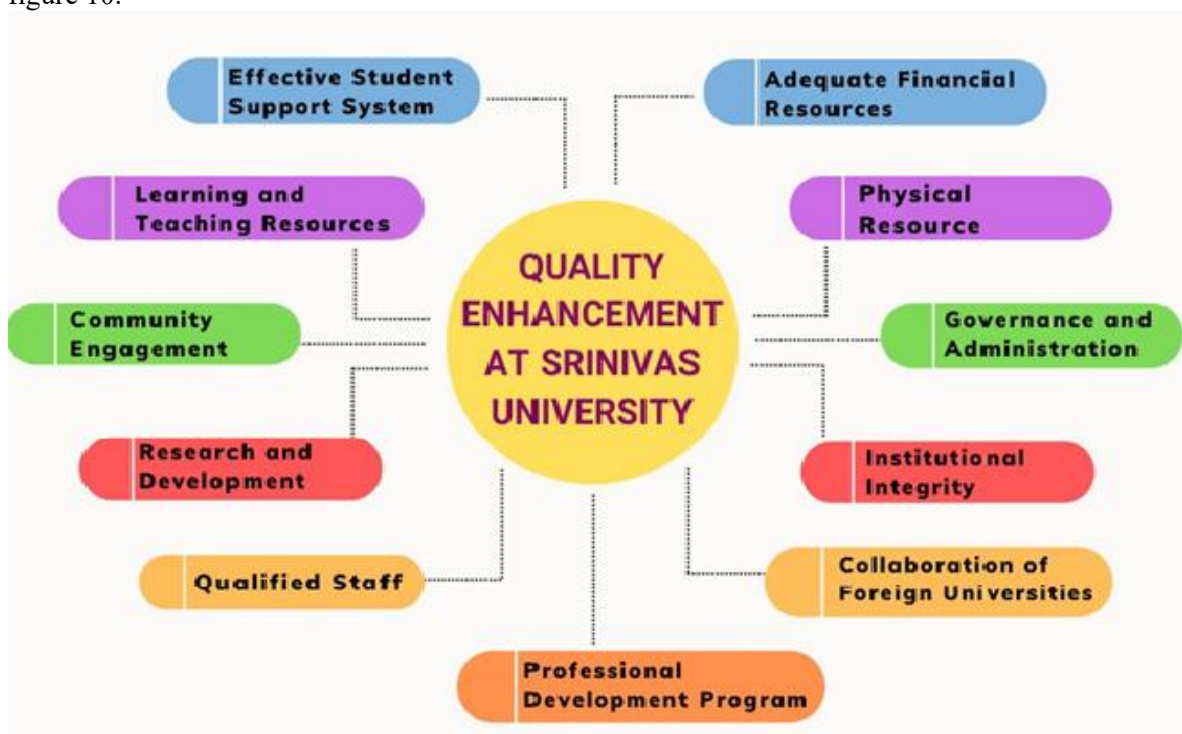


Fig. 10: Quality Enhancement at Srinivas University

At Srinivas University, good governance is facilitated by the knowledge and insight of distinguished individuals who serve on the various boards of the organizational structure. The University demonstrates strong governance commensurate with its status by directing, rewarding, directing,

mobilizing, and comprehending the resources and is capable of doing so via the application of high standards of transparency, accountability, and efficiency as depicted in Figure 11.

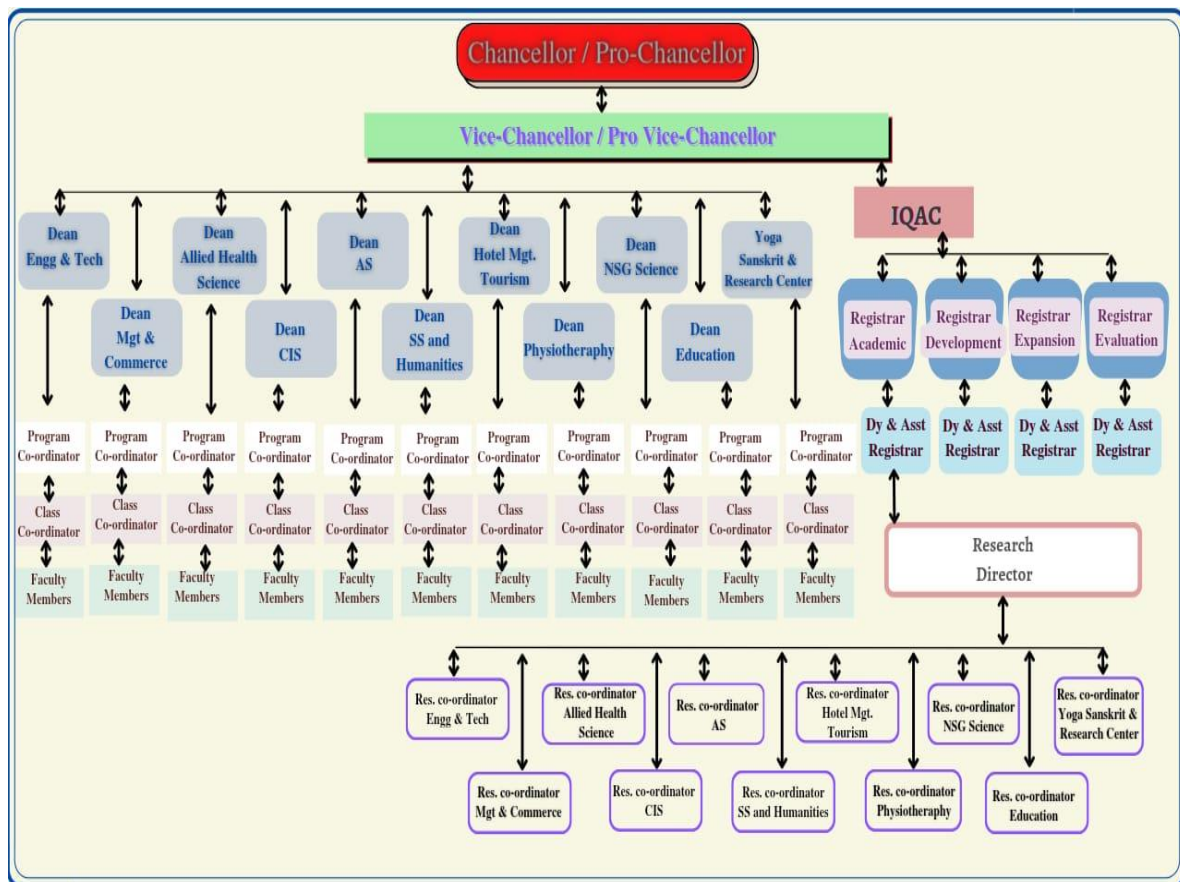


Fig 11: Srinivas University Organizational Structure

The Board of Management is to carry out numerous activities explained in the Annexure.

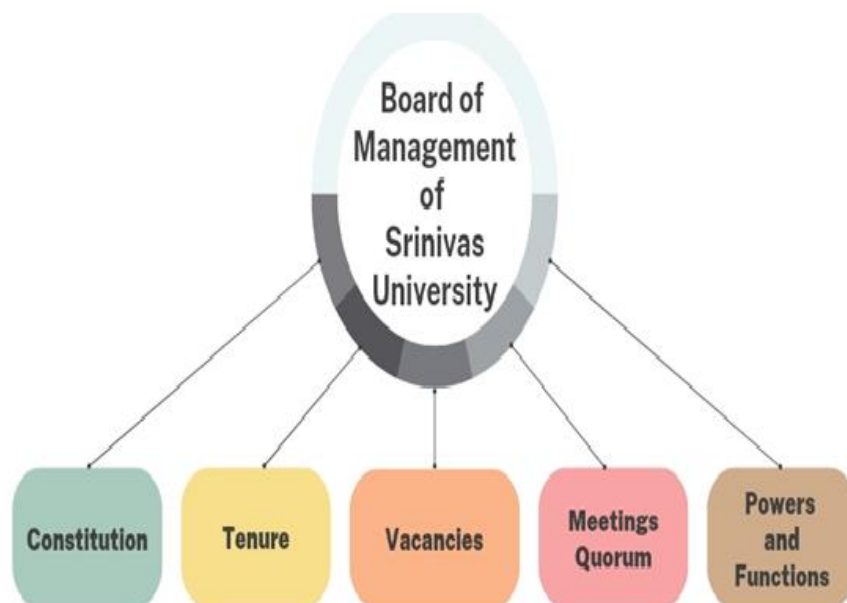


Fig. 12: Statues followed at the University

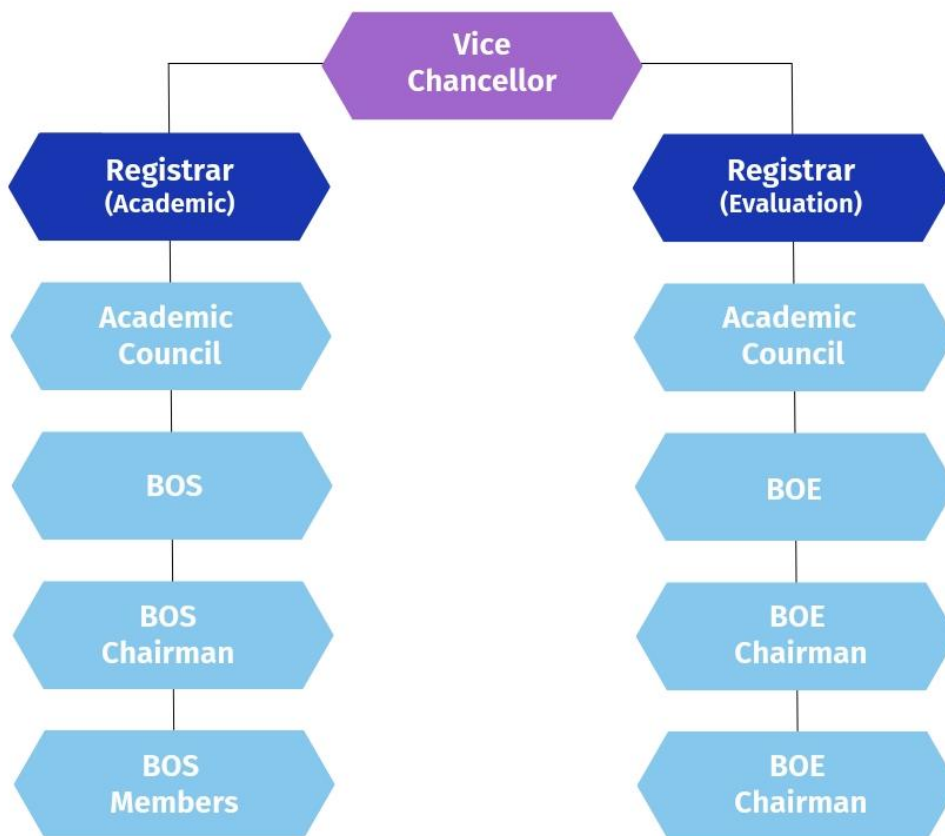


Fig. 13: Structure of BOS/BOE

**4.7 Innovations in the development and Deployment of Institutional Strategic Plan:**

Srinivas University has a transparent and robust governance system that is predominantly driven by the University’s Vision and Mission. This guiding model forms the basic block for perspective planning & vision to become a world-class University committed to academic excellence and professional competence for students’ overall development.

To strategically plan and effectively deploy, Srinivas University has evolved **Vision-2025 in terms of long-term and short-term** goals formed after assessing, examining and re-examining its strength, weaknesses, opportunities & challenges to not only set goals & priorities but also to provide a comprehensive road map. It also provides the goals, objectives, flagship initiatives, and key plantation strategies of the University to become one of the most highly respected university in the country. The strategic formulation and deployment process focus to provide leadership and excellence in knowledge enrichment, skill development, entrepreneurial spirit, faculty development focus, research-based new knowledge creation & publication, collaboration-based networking, extension services, infrastructure facilities, resource utilization, quality assurance and quality enhancement and attitude and discipline and a strong social interface and are included in all programmes of the university.

- (i) Strategic Level [Management Level]
- (ii) Functional Level [College/Institutional Level]
- (iii) Operational level [Department Level]
- (iv) Faculty Level

**Table 9:** Long-term and Short-term Plan

S. No.	Long-term and Short-term Goals	Initiatives and Outcomes
1	Education	Education Priorities:

	<ul style="list-style-type: none"> <li>attracting and admitting students from all backgrounds with exceptional potential at all levels</li> <li>strengthen and expansion of outreach activities</li> <li>provide financial assistance to the most talented students</li> <li>ensure that best practices &amp; creation of new and innovative courses</li> </ul>	<ul style="list-style-type: none"> <li>Aim for 300 additional graduate scholarships by 2025</li> <li>increase UG student intake up to 500 seats per year</li> <li>provide at least 1,000 paid internships</li> <li>establishment of at least one new college</li> </ul>
2	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>Aim to take research to an international level in sciences, social sciences, and humanities</li> <li>to maximize the cultural, social, and economic benefits</li> <li>Creating New Centres of Excellence for R&amp;D</li> <li>support for early-career funds researchers</li> </ul>	<p><b>Research Priorities:</b></p> <ul style="list-style-type: none"> <li>Diversity of age, sex, gender identity, race, ethnicity, socioeconomic status, language and geography</li> <li>Promotion of Interdisciplinary research culture</li> <li>Increasing the IP portfolio</li> </ul>
3	<p><b>People</b></p> <ul style="list-style-type: none"> <li>Attract, recruit, and support talented individuals</li> <li>improve the personal and professional development</li> </ul>	<p><b>People priorities:</b></p> <ul style="list-style-type: none"> <li>Empowering faculty to foster competitiveness, creative thinking and innovation</li> <li>Identifying talented professionals</li> <li>Transforming faculties into efficient and productive employees</li> </ul>
4	<p><b>Engagement and Partnership</b></p> <ul style="list-style-type: none"> <li>Focus on enhancing knowledge innovation and exchange, culture, and collaborate</li> <li>Recognizing and attracting faculties</li> <li>expand the scope of medical and health science innovation and translation</li> </ul>	<p><b>Engagement and Partnership priorities:</b></p> <ul style="list-style-type: none"> <li>Planning to have international institutional links</li> <li>building entrepreneurial innovation-oriented and mission-driven ecosystem</li> <li>Building an innovation ecosystem in the surrounding environment</li> </ul>
5	<p><b>Technology to improve Quality in Education</b></p> <ul style="list-style-type: none"> <li>Creation of Virtual Classrooms</li> <li>Simulations Laboratories,</li> <li>e-content development &amp; digital resources</li> <li>MOOCS</li> </ul>	<p><b>Technology usage</b></p> <ul style="list-style-type: none"> <li>Blended classes through physical classrooms and online platforms</li> <li>Evaluation through educational LMS/ERP</li> <li>Digital library facility</li> <li>Automation of Academics</li> </ul>
6	<p><b>Social Interface:</b></p> <ul style="list-style-type: none"> <li>Strengthening the developmental activities</li> <li>Empowering the local community</li> </ul>	<p><b>Priorities</b></p> <ul style="list-style-type: none"> <li>Social engagement by integrating the outcome of activities</li> <li>Government School adoption</li> </ul>

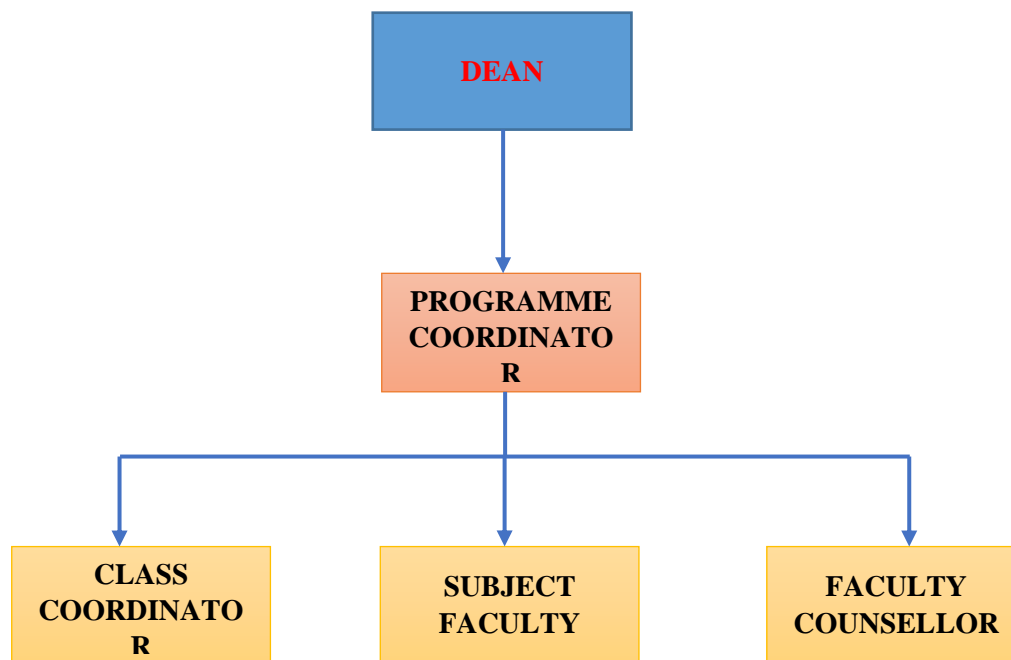


Fig. 14: Institutional Level Responsibilities

#### 4.8 Innovations in Effectiveness of Administration:

At Srinivas University, all the institutional bodies are set up and functioning as per the guidelines mandated by UGC. **Effective** functioning of these bodies is also ensured through setting the prior agenda, provision of necessary background documentation, maintaining records of attendance, the process of preparation, review, and approval of minutes, and finally follow up as well as the reporting on the implementation of the decisions and recommendations of the respective bodies.

The **effective** role had also been responsible for the University to articulate and implement a comprehensive set of policies to realize the vision and mission with a strategic outlook. These policies include Academic collaborations, Research Policy, Consultancy policy, IPR policy, Scholarship policy, and so on.

The **effectiveness** of the functioning of the bodies in the University is reflected by a high degree of participation in all meetings by both internal and external members. Their composition includes eminent external members and also with a proven record of pre-eminence in the leadership of national institutions, industry stewardship, international experience, and academic accomplishments, research focused on priority areas are depicted in fig 6.15 below. Details of the institutional bodies and the functioning of the bodies is attached in the Annexure.

#### SU policies, appointment, and service rules:

- (1) SU Service Statutes shall be applicable to all staff of the University
- (2) The Board of Governors on the advice of the Chancellor may relax any of the provisions of these statutes in exceptional cases in favour of an individual or a group of individuals
- (3) A service register shall be maintained for every employee with credentials
- (4) Every employee shall be given an identity card/badge, appropriate to his/her classification and he/she shall wear it while on duty
- (5) Every employee shall ordinarily be at work in his/her designated place/area during the time fixed and notified. The attendance register may be substituted by Punch Card or any other device.
- (6) Recruitment to the various posts shall be made by direct recruitment, by transfer promotion or by inviting from external organization.

- (7) The Chancellor shall be the sole appointing authority in respect of recruitment of any employee to the University.

**Administrative setup and organizational structure:**

- (1) The Board of Management is the highest policy-making body and Chancellor is appointed by the Managing Trust.
- (2) The Vice-Chancellor monitors general supervision and control over the affairs and mainly responsible for the implementation of the decisions of all the authorities.
- (3) The Vice-Chancellor is responsible for the overall academic and administrative development. He is supported by the Registrar academic, Registrar Development, Registrar Evaluation and Finance Officer etc.
- (4) Deans of the institutions are responsible for overall functioning of the respective constituent institution.
- (5) The Board of Management is assisted by the statutory and non-statutory bodies with various committees.
- (6) The Vice-Chancellor is responsible for the overall implementation & effectiveness of the decision taken at appropriate levels.
- (7) On crucial matters, the Statutory Bodies have the liberty to constitute committees for final decisions.

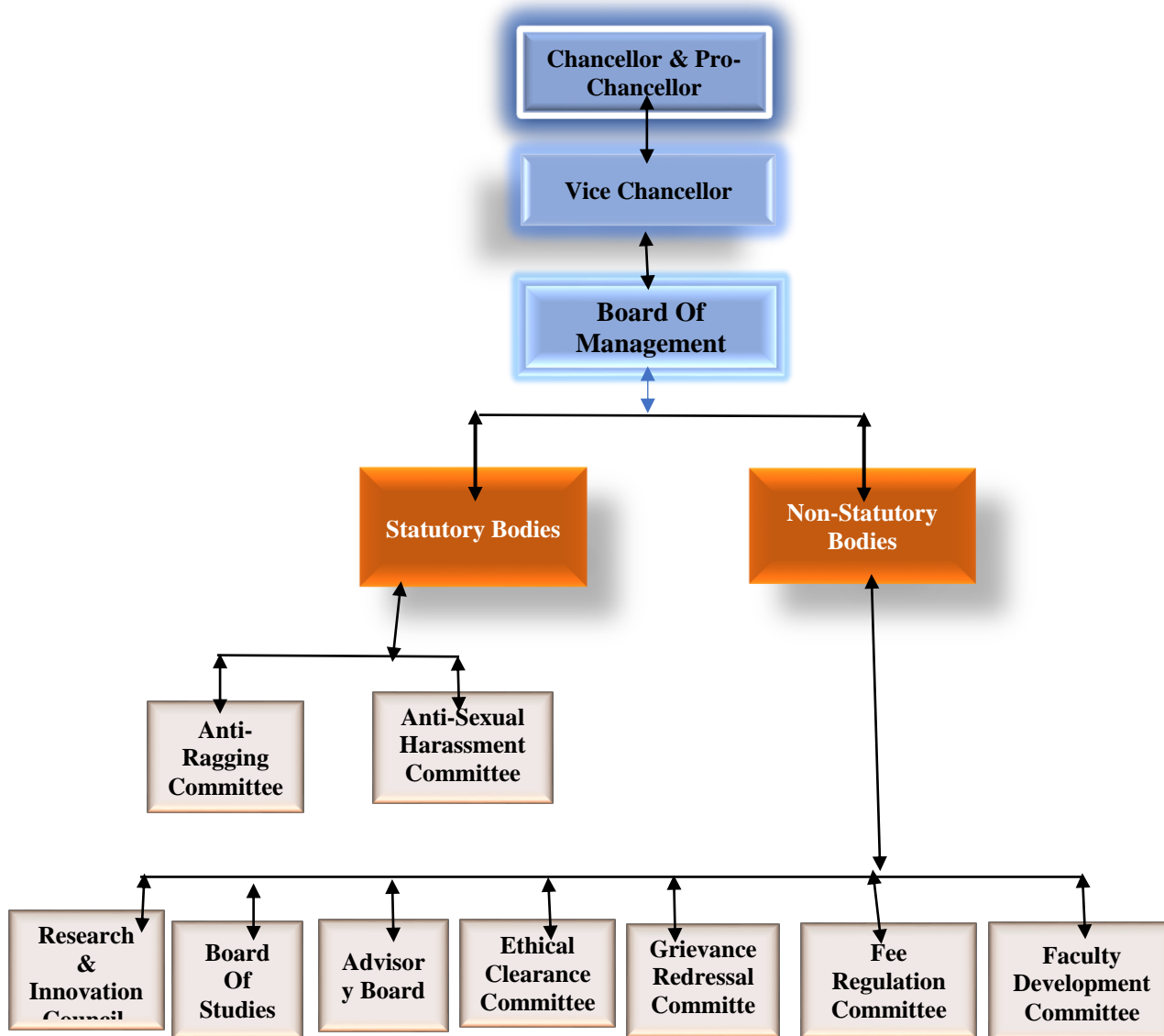


Fig. 15: University Institutional bodies



#### 4.9. Innovations in Faculty Empowerment Strategies:

The strength of any institution is its Human Resource and Srinivas University follows an elaborate procedure to recruit the best talents. The University appoints staff by providing the advertisement and follows the detailed process for the shortlisted candidates before the recruitment. Faculty performance evaluation will be executed annually to know the quantitative parameters. Based on the appraisal, appreciation for performance in the form of promotion/ increments/incentives, support for career advancement, and suggestions for improvement are provided. The University has taken many effective staff welfare measures for the well-being of its employees.

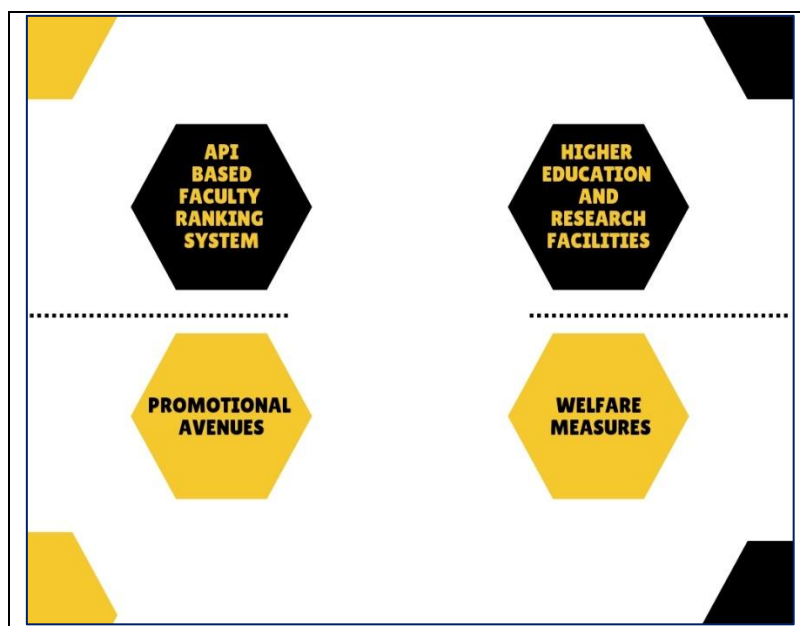


Fig. 16: Staff Benefit Procedure of SU

**(1) API-based Faculty Ranking System:** The University has implemented a system for faculty members that is based on self-review, API Faculty Ranking Plan, peer performance-based appraisal review, and student feedback as follows:

- i. Contribution to the teaching-learning process
- ii. Students Feedback
- iii. Contribution to the Institute
- iv. Participation in Extracurricular & Outreach activities
- v. Awards & Recognition
- vi. Self-improvement through National/International Certification
- vii. Research output/ Projects/Guidance/Funding
- viii. Organizing/Attending Conferences, FDP, Workshops in Dept/College

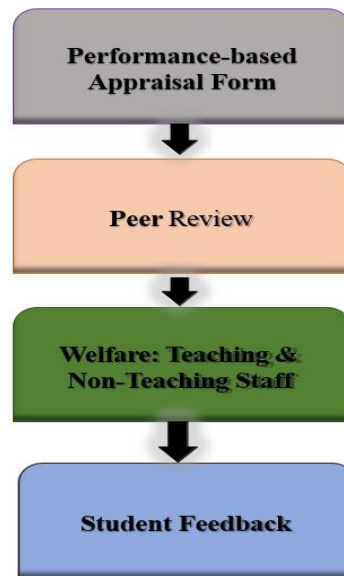


Fig. 17: 360<sup>o</sup> Performance Appraisal System

**Performance-based Appraisal Form:** It is executed by performing the following activities.

- ✓ Teaching Learning and Evaluation related activities
- ✓ Cocurricular, Extension, and Professional Development
- ✓ Research and Academic Contributions

**Peer Review:** One faculty member of the same department and the coordinator of the programme along with the Dean of the institute observe another faculty member in the classroom to provide feedback on the teaching that is taking place

**Student's feedback:** Teaching, Learning, Mentoring, and Evaluation related feedback will be collected

**Appraisal Based Incentives:** Srinivas University provides a grade-pay allowance for the faculty members and it is advised to utilize the same amount to upgrade their knowledge, skills, and research-related activities.

**(2) Higher Education & Research facilities:** University supply way of Seed Grants to encourage faculty researchers to set up the basic infrastructure through the development of research centers/institutes. For Ph.D. registered faculty members Rs. 2000/- per month and Rs.5000/- for Faculty members who have successfully completed their Ph.D. and are recognized as University Guides.

**(3) Promotional Avenues:** Well-performed faculties are eligible for higher grades internally within the University if the candidate for promotion demonstrates the following:

- i. **Quality Teaching**
- ii. **Innovation**
- iii. **Professional Development**

**(4) Effective welfare measures for faculties and non-teaching staff:**

- i. All teaching and non-teaching staff are entitled to welfare benefits through the contributory provident fund, insurance, and gratuity, as permitted by law.
- ii. Health benefits are also extended to staff at no or reduced cost through "Srinivas Arogya Card."
- iii. Concessions are extended to the children of staff at Srinivas group of colleges.
- iv. Four-month maternity paid leave for female employees
- v. The ESI, EPF Scheme, and Periodic health check-ups
- vi. Sanction of SCL, OD for Conferences, Workshops, FDPs, STTPs etc.
- vii. Fee concession for Ph.D
- viii. Financial support for attendance at conferences, workshops, etc.
- ix. Staff quarters, Blazer and transportation facility.

**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fees of professional bodies during last five years:**

**Response: 100%.**

The Registration Fees for International Conferences are waived for the internal faculty members to encourage maximum participation.

The Registration Fees paid for the faculty members to register in the professional bodies related to their specialized areas, which helped faculty to get access to valuable information and resources such as magazines, newsletters, online reference tools technical journals, publications, conferences, certifications, and many more. All teachers were provided with financial support to attend conferences/workshops and towards membership fees of professional bodies during the last five years in two ways:

- (1) A component of monthly salary,
- (2) By sponsoring conferences & workshops from the University.
- (3) Supported & created awareness of free membership professional bodies.

**Average number of professional development /administrative training Programmes organized by the institution for teaching and non-teaching staff year-wise during the last five years (8 M):**

**Response: Average Number = 35**

The University conducts at least two Faculty Development training every month for teaching and non-teaching staff members. All faculties are encouraged to participate in these programs. Attendance and feedback are taken at the end of every program. Certificates are awarded to the staff who attend the entire program. This attendance is considered while doing the staff performance appraisal by the University.

**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short Term Course) :**

**Response: Average Percentage = 100%**

The University provides facilities for staff to attend Faculty Development programs, Orientation / Induction Programmes, Refresher courses, Short Term courses conducted by the University and outside the University. All new staff has to undergo the Induction program within a semester. Orientation programs are conducted every year for all staff to refresh and revise the policies, rules, and regulations, introducing the Management and Committees of the University. Two refresher courses/ short-term courses per faculty per year are made compulsory by the University. During the staff performance Appraisal, the University considers the number of courses attended. Staff is given less workload if they produce evidence of attending the courses. This encourages the staff to attend courses for their betterment.

**Table 10: FDP, Orientation, Refresher Courses conducted by the University**

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number	305	493	789	1166	2947

**4.12 Innovations in Financial Management and Resource Mobilization:**

Srinivas University is a self-financing University. It manages funds internally from the tuition fee generated from various programmes. The management plans its finances in such a way that the growth and development of the university are not constrained due to a lack of funds. At the initial stage, the University is funded by A. Shama Rao Foundation to strengthen the infrastructure and meet the basic needs like the construction of buildings, equipment purchase, campus development, staff salary, teaching aids, and sports facilities. All planned and unplanned expenditures for operations and maintenance are taken care of with the initial funding along with the tuition fee and the revenue generated by MDP programmes at the university.

Internal and external financial audits are conducted systematically at the University. The financial resources of the University are sufficient. Departmental coordinators prepare the budget proposal and handover the same to the Deans of the concerned institute. The Dean will submit the same to the Vice-Chancellor every year. These proposals are reviewed and approved by the Governing Council. The acquisition will be carried out strictly in accordance with the budget proposal submitted. If any expenditure not included in the budget is required, the concerned Head of the department must address the matter and justify the expenditure in order for it to be approved later. As a result, superfluous buying can be avoided to effectively utilize the **funds**.

The University has **adequate budgetary** provisions for academic and administrative activities. **Annual budget** planning is made based on anticipated expenses related to different heads of expenditure such as staff salary, repairs and miscellaneous, electricity charges, internet charges, placement and training, postage and telephone, seminar expenses, sports expense, journals, subscription, vehicle maintenance, council registration and registration charges, printing and stationary, landscaping and Garden maintenance, and scientific and research expenses, capital expenditure in terms of furniture and computers. All the expenses are subject to audit and ensure transparency in financial management. To ensure optimum utilization of funds, a comparative statement is prepared.

#### Optimal Utilization of Resources:

Internal and external audits have been established within the institution. Internal audits are conducted on a first-level basis by the concerned department to ensure that **resources** are being used **optimally**. Following that, management appoints a certified Chartered Accountants. Internal Audit is carried out on a regular basis as it is a continuous process. It is done by an internal experience accountant. Each fiscal year, an external audit is carried out and completed.

Based on the projection of requirements through a Requirements survey of various departments and research centres and their review by the Finance Committee, the Budget allocations for infrastructure augmentation, maintenance, and other capital and revenue expenditures are made on an annual basis.

Human Resource optimization is also addressed through the constant updating of faculty member's knowledge and skills through Faculty Development Programmes at various levels and their empowerment for technology-enhanced learning.

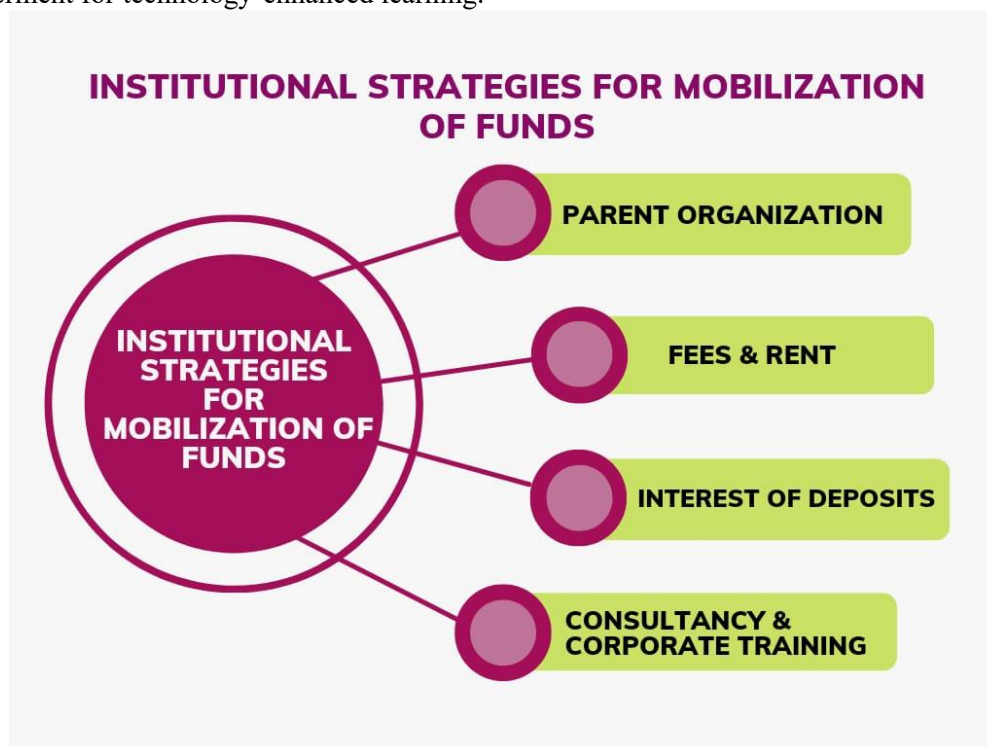


Fig. 18: Institutional Strategies for Mobilization of Funds

#### 4.13 Innovations in Internal Quality Assurance System :

Internal Quality Assurance System in the First Five Years – A Case of Srinivas University depicted in the following Figure 19.

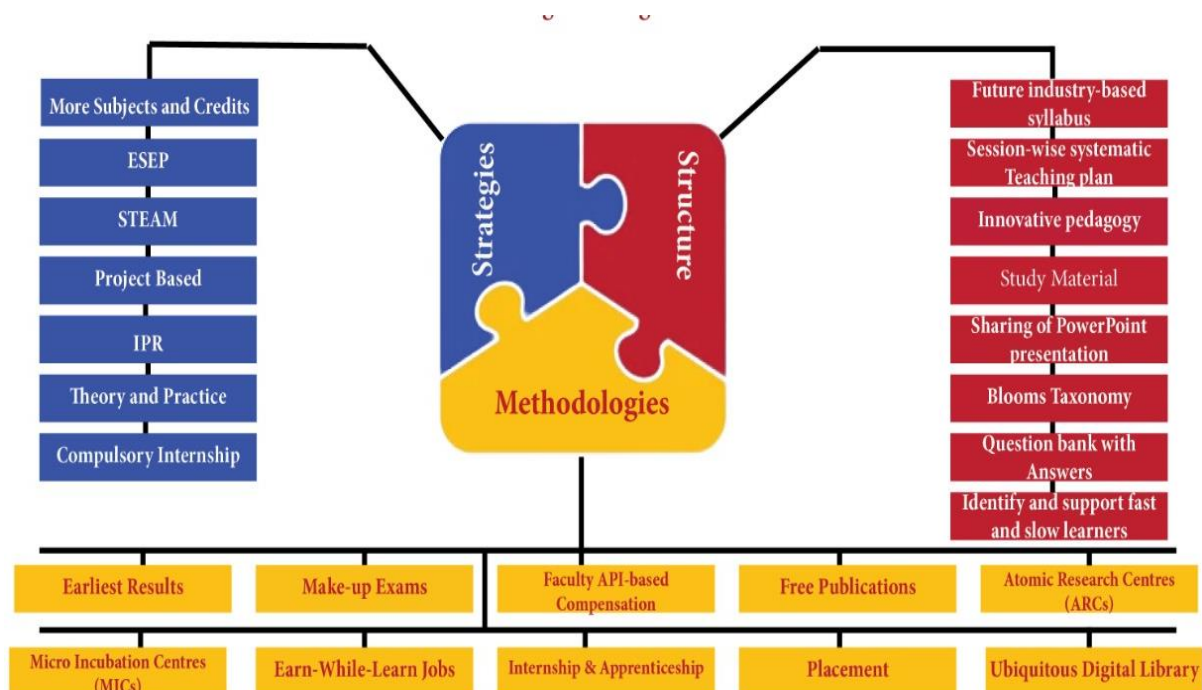


Fig. 19: Internal Quality Assurance System at SU

The following are the significant initiatives of the IQAC, for the last five years.

**Strategies in Teaching-learning process:** Srinivas University Student Development Model with future industry-oriented Choice-based Courses & Curriculum. And they are;

- More Subjects and Credits per Semester to cover the latest developments in the subject areas.
- Compulsory Employability Skills Enhancement Programs every semester.
- Compulsory Entrepreneur Ability Enhancement Programs every semester.
- STEAM (Science Technology, Engineering, Arts & Design, and Mathematics) Model for Choosing Subjects.
- An Equal number of Theory & Practical Subjects in each semester.
- Team-based projects every semester.
- Product Analysis & Patent Analysis subjects to create awareness about IPR.
- Six months compulsory internship.
- At least one applied patent and one copyright in the student's name before graduation.
- Future industry syllabus based on foreseeing future developments in technology.

**Structure:** Srinivas University Integrated Student-Centred Service Model with all-around student support. And they are;

- Future industry requirement-based Syllabus with equal importance to practicals.
- Sessions of practicals are conducted according to the field chosen by the students.
- Session-wise systematic teaching plan with pedagogy details.
- Unit-wise study material sharing through WhatsApp, Teach mint & Online classroom platforms.
- Clarity in internal assessment and marks distribution system
- Sharing of PowerPoint presentation to students in pdf format.
- Sharing Blooms Taxonomy-based question bank with assignment questions.
- Model answers for Question bank questions.
- Sharing of sample question papers of University semester-end exams of each subject.

- Sharing a minimum of five Textbooks related to the teaching subjects
- Student Counselling to identify and support fast and slow learners.

**Methodologies:**

***Automated Student-Centred Examination and Competency-based continuous Evaluation system with continuous evaluation focus.***

- Earliest results, Make-up exams, equally marked internal and external exams, Transparency in the internal marks
- Development & Implementation of Faculty API-based Compensation & Accountability.
- Promotion of Ideal Publication Model: to prevent the researchers from undergoing International Publication Mafia, stated four international journals with ISSN. The IPR cell of the university supports to file copyright and patent drafting and filing. Srinivas University is providing Open Access and Free Publications for the needy.
- Atomic Research Centres (ARCs): Concept of Introducing Atomic Research Centres as Micro Research Units & Micro-Incubation Centres with every individual faculty Co-ordinators. There are 15 research centers.
- Micro Incubation Centres (MICs): Every faculty member is a consultant/ co-ordinator for a Technology/Business Incubation Centre to identify, use, and promote new technology/new business incubators.
- Online Ubiquitous Placement Support: Constant support for the students for placement, Higher education, and entrepreneurship.
- Earn-While-Learn Jobs, Internship & Apprenticeship, Research & Graduates Placement
- Ubiquitous Digital Library (SU UDL): 24 x7 and 365 days information is shared by the Digital library. Full support for publication-related work including free Plagiarism checking for the needy.
- Open Access Research Output Model (OAROM): Conferences with compulsory open access Proceedings, Ph.D.
- Coursework with compulsory scholarly publications with ISSN/ISBN

The IQAC in Srinivas University works efficiently towards the overall growth of the University through continuous surveys and are listed in the Annexure.

**Institution has adopted the following for Quality assurance:**

- (1) Academic Administrative Audit (AAA) and follow up action taken
- (2) Conferences, Seminars, Workshops on quality conducted
- (3) Collaborative quality initiatives with other institution(s)
- (4) Orientation programme on quality issues for teachers and students
- (5) Participation in NIRF –
- (6) Any other quality audit recognized by state, national or international agencies (ISO)

Srinivas University has a strong IQAC Cell that performs all its tasks diligently. A few of them are as follows:

**(i) AQAR:** Not applicable for first cycle.

**(ii) Academic Administrative Audit (AAA) and follow-up action taken:**

IQAC monitors the teaching and learning process thoroughly. First, an orientation program is conducted by the Cell for all staff to explain the various needs and requirements while teaching. Then the Cell conducts regular reviews of this process. Feedback is given to the staff who do not live up to the mark of the IQAC requirements. Finally, a report is generated to display the success of the yearly academic audit.

**Conferences, Seminars, Workshops on quality conducted:**

At the start of each academic year, IQAC hosts an orientation for newly hired and existing staff to explain how IQAC operates. Various colleges also conduct conferences, seminars, and workshops to share the information needed to know more about “Quality” and NAAC requirements. An average number of quality initiatives by IQAC for promoting quality culture per year.

**(iii) Conferences & workshops on quality conducted:**

**Table 11:** Annual Conferences and workshop organized

2017-18	2018-19	2019-20	2020-21	2021-22
27	30	38	46	47

**Table 11:** Details of Annual Conferences and workshop organized

Year	Academic Administrative Audit (AAA) and follow up action	Conferences, Seminars, Workshops conducted on Quality	Collaborative quality initiatives with other institution (s) (Provide nae of the institution and activity)	Orientation programme organised on quality issues for teachers and students (From-To) (DD-MM-YYYY)	Participation in NIRF along with status	Any other quality audit recognized by State, National or International agencies (ISO Certification)
2017	Available	18	19	22		
2018	Available	17	24	40		
2019	Available	31	35	33		
2020	Available	44	52	40		
2021	Available	92	80	75	Yes	Yes

**(iv) Collaborative quality initiatives with other institution(s):**

Srinivas University conducts regular analysis on benchmarking with other colleges to discuss the quality work done by each and to share the best practices between each college. MOUs are created between colleges in this area. The details of the MoU with various industries and institutions and training centers are mentioned in table 12.

**Table 12:** Annual MoUs signed

2017-18	2018-19	2019-20	2020-21	2021-22
18	17	31	44	92

**(v) Orientation programme on quality issues for teachers and students:**

IQAC monitors the teaching and learning process thoroughly. The Cell begins by conducting an orientation programme for all staff, in which it clarifies the various needs and requirements associated with teaching, which has depicted in the following table 13. All quality issues are discussed and explained. Procedures to maintain documents, files, and softcopies of all necessary documents related to teaching, assessment, exams, etc., procedures are maintained.

**Table 13:** Annual Orientation programmes

2017-18	2018-19	2019-20	2020-21	2021-22
22	40	33	40	75

**(vi) Participation in NIRF:**

**Response: Yes.**

**(vii) Any other quality audit recognized by state, national or international agencies (ISO Certification).**

**Response: Yes.**

**4.14. Incremental improvements made for preceding five years with regard to quality in the academic and administrative domains successfully implemented during the last five years:**

The incremental improvements were reciprocated after the suggestions by the Internal Quality Assessment Cell (IQAC). The initiatives in the academic and administrative domains successfully implemented during the last five years are described here below shown in figure 20.



**Fig. 20:** Incremental improvements made during last five years.

**Initiatives in the Academic Domains**

1. The BOS reviews the entire teaching-learning process, step by step at regular intervals.
2. Feedback from different stakeholders is taken into consideration to improve the quality.
3. Suggestions have been taken and implemented by the Experts
4. IQAC also took care of the industry requirements in the curriculum.
5. The pedagogy includes all sorts of theoretical and practical sessions.



6. AICTE norms and policy, and MHRD guidelines are followed.
7. The course objectives and Learning outcomes are stressed.
8. The curriculum of the university was regularly revised every year.
9. One certificate course every year is made mandatory.
10. Students undergo one-course online mode.
11. Both online and offline classes are taken
12. SWAYAM two courses in a year mandatory for APA.
13. All UG & PG courses are internships-based.
14. Advanced training in the hospitality and food industry.
15. The atmosphere is provided to create world-class level leaders and managers.
16. Super Specialty courses, Network Design, Robotics, Artificial Intelligence & Machine Learning, are introduced.
17. Students are trained in Social Work to reach out to the disadvantaged sections.
18. Practical sessions with the help of free OPDs.
19. Modern, sophisticated teaching techniques are shared with budding teachers.
20. The quality service rendered to the patients in the hospital.

#### **Initiatives in the Administrative Domains:**

1. A well-equipped atmosphere for teaching-learning with digital, innovative, intellectual infrastructure
2. All Classrooms with ICT facilities
3. Access to a very large number of computer stations.
4. A well-built wi-fi campus.
5. Departments with libraries and Wi-Fi access as well.
6. Fully equipped digitalized library with digitized books, the construction of institutional repositories, and the integration of multiple print and electronic resources.
7. Emotional Infrastructure by Mentor and Mentee process.
8. Slow and fast learners are identified and geared with strategies.
9. Periodic review of the performance of teaching staff.
10. Review of the teaching-learning process.
11. Academic Partnership with educational service - I Nurture, ICT Academy, Venture Soft Global, California USA, etc.
12. Various scholarships for bright and needy students
13. Publication in four International Journals with ISSN and Proceedings of the conference with an ISBN.
14. Industry-Academia Collaboration for Social Contribution.
15. Earn while Learn Programme for students.
16. Health awareness and community development programmes through the Srinivas Institute of Rural Reconstruction Agency (SIRRA)
17. Micro Start-up incubator centres at the Institution level.
18. The university fulfills the need for a computer lab, hotel management lab, and library for the Surrounding vicinity and the Adopted schools.
19. 18 research centers with 100 Atomic Research Centres (ARC).
20. Various Social Contribution under Unnath Bharath Abhiyan, Village Adoption, NSS programs.

### **5. BEST PRACTICES IN INSTITUTIONAL ADMINISTRATION :**

#### **5.1 Institution Implements e-governance in its areas of operations:**

**E-governance is implemented covering the following areas of operations:**

- (1) Administration
- (2) Finance and Accounts
- (3) Student Admission and Support
- (4) Examinations

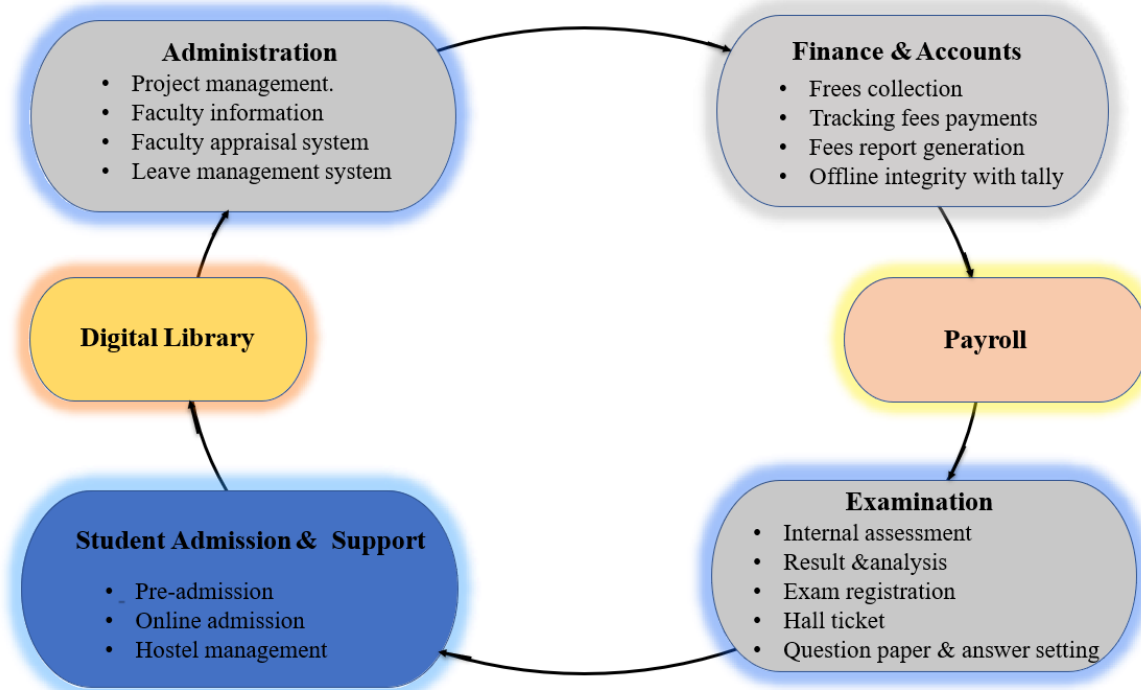


Fig. 21: ERP Software System of the University

**E-governance** in the University incorporates automating every unit of administration and academic by providing real-time information processing and knowledge management. All-important administrative information including notices is regularly published on the website. Biometric attendance for all staff members, wireless office with 24x7 internet facility, Staff members use Google sheet for data collection, Google Docs to prepare notices, Google Forms to prepare Feedback forms and get online feedback of Students and Parents.

Implementation of **e-governance** in area of operation of **finance and accounts** at the institution is maintained through the Tally software and ERP Financial matters are also dealt with Google Pay/Card Swipe Money for transaction purposes.

**Implementation of e-governance** in area of **operation of student admission & support** is carried out through the Students Module of ERP. Customer Relationship Management (CRM) is also used for admission. The University website act as a mirror of the University information. Admission and online transaction interfaces are provided on website. Alumni portal is provided on website for the information of pass out students.

Implementation of **e-governance in area of operation** of examination Process are handled through DHI Filling of examination forms, obtaining admit cards, uploading of marks etc.

**(1) Administration:** Administration operations like Staff Profile Management (with a digital repository of employee/student records)

**(2) Finance and Accounts:** Financial Management like Fee Collection, Fees payment tracking, Fees receipt generation. Tally Software is utilized to conduct internal analysis and verification of the university's financial data.

**(3) Student Admission and Support:** Admission processes like Pre-admission, Online admission. The academic operations like Timetable, Attendance (incl. Biometric integration), Calendar of Events, Lesson Plan, Internal Assessment, Exam Results & Analysis, Project, Co-curricular activities such as workshops, seminars, conferences, projects, industrial interaction, publications, patents, awards, feedback, placement, Student Information System, Counselling/ Mentoring are handled by the DHI software for automating all these activities.

**(4) Examination:** The examination module covers every step of conducting an exam in a private University. Processing the student eligibility list-based criterion configured by the institute, allowing students to register for exams, issuing hall tickets, setting and scrutinization of multiple question papers,

generating seating arrangements and invigilator allocation, capturing student attendance, tabulation and automatically calculating the results of examinations became easy and efficient.

**(5) Automated Payroll Accounting:** An automated payroll system reduced the chance of errors by collecting staff data and quickly performs all types of payments such as salary calculations, tax with holdings, benefits contributions, leave management, etc.,

**(6) Library Software:** At Srinivas University Digital Library, a user-friendly software is developed to assist students in gaining online access to the library's books and materials. The software helps in digitally organizing library items like books, journals, catalogues etc.

## **5.2 Responsibilities of Faculty Members at Various Levels & Capacities:**

### **Responsibilities of SU Class Co-ordinators:**

- (1) Identifying the Faculty members who handle the Subjects/Courses of that Class.
- (2) Creating two WhatsApp Groups of the (a) Group of Class including students, teachers, Programme co-ordinator, & Dean, (b) Group of Parents, Teachers, Programme co-ordinator, & Dean.
- (3) Preparing Time Table & Subjects-Faculty distribution list
- (4) Plan & Execution of Student Activities (CC & EC) & Report.
- (5) Internal Exams Plan & Execution
- (6) Reporting to Parents (Monthly E-mail Report through LMS),
- (7) Student Counselling & Report through designated Mentors.
- (8) Strategy for improving Attendance, Effectiveness of Teaching-Learning process, & Academic Results.
- (9) Improving Student contribution to Institute Magazine.
- (10) Focus on Discipline, Student Union, NSS, Forums, Clubs, Social Service activities with Reports and Geo-Tagged Photos.
- (11) Arranging Guest Lectures, Industry visits, Value added Certificates, Skill Development programmes, etc. with Certificates & Attendance Reports.
- (12) Coordinating students in College activities including Sports & Games, Annual day, Competitions, etc.
- (13) Students Grievance Handling & Gender Equality Issues.
- (14) Admission Responsibility for the Programme along with other stakeholders.
- (15) Monthly Activity Report for College Newsletter with Photos.
- (16) Monitoring & Updating information in DHI/ LMS Academic Administration Software and Ensuring that every student is a member of SU Telegram Group and SU Digital Library.
- (17) Arranging Industry Visits, Student fieldwork/ project work/ Internship in every semester with a functional MOU with Industries.
- (18) Arranging Monthly one NSS out-reaching activity with Geo-tag Photos and Reports.
- (19) Ensuring the faculty members are attending an FDP, Workshop, and Conferences every year.
- (20) Collecting student feedback of the class at the end of every Semester and analyzing it.
- (21) Ensuring that all faculty members of the class have shared Study Material books and o5 Textbooks in PDF to all students through Teachmint online classroom (10 components of SU Integrated Student Service Model).
- (22) Ensuring the quality of the Curriculum as per the ten features of SU Integrated Student Development Model.

### **Responsibilities of Programme Coordinator:**

- (1) Ensuring the Programme development as per SU Integrated Student Development Model in association with BOS.
- (2) Ensuring Curriculum has (a) Objectives of local, national, regional and global developmental needs, (b) Objectives in each Course/Subject, (c) Clear Programme outcomes (POs), and (d) Course Outcomes (COs).
- (3) Admission Brochure for the Programme in Given Format including, Semester-wise Subjects list, Internship, Employability & Entrepreneurship Opportunities.
- (4) Admission Counselling & Marketing the Programme.
- (5) Study Material Book for each Course/Subject with (a) Syllabus, (b) Session-wise Teaching Plan, (c) Chapter-wise Study Material, (d) Chapter-wise Question Bank (as per Blooms Taxonomy), (e) Sharing

Session-wise PPTs in PDF format, (f) Model Answers for Question Bank, (g) Sample Question Papers, (h) Marks Distribution Pattern, (i) Five Textbooks in PDF/Subject, (j) Teachmint Classroom for information distribution.

(6) Student Counselling to identify and support fast and slow learners & Maintenance of Counselling Records.

(7) Planning & Monitoring Regular Classes, Student Attendance, Syllabus Completion, Semester end exams, and Announcement of Exam results within 10 Days. Arranging Make-up Exams within 20 days after the announcement of Results.

(8) Ensuring 20% new Subjects are introduced in each Programme during 5 years NAAC Cycle.

(9) Ensuring that the Programme contains all following courses: (1) Professional Ethics, (2) Gender equality & Human Values, (3) Environment & Sustainability, (4) Sustainable Development goals and National Education Policy – 2020.

(10) Ensure that in each Semester of the programme, the students of the programme have enrolled and successfully completed at least one certificate / value-added course / Diploma Programme/ online courses of MOOCS / SWAYAM / e-Pathshala/ NPTEL, etc, of more than 20 sessions.

(11) Collection & Analysis of Structured feedback for curriculum and its transactions regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic peers, etc., and communicating it to Academic Council through Dean. Further, the feedback & the Action Taken Report should be hosted on SU Institutional Website.

(12) Ensure that the Student-centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process are used by the faculty members for the Teaching-learning pedagogy of the Programme.

(13) Ensure that the Pass percentage of final year students of the Programme is above 90%.

(14) During the end of every semester, conduct a : Online Student Satisfaction Survey regarding the teaching-learning process as per NAAC format.

(15) Ensure that all the students of the Programme are compulsory members of NSS scheme and there are at least two NSS programmes conducted outside as Social Extension/Outreach activities with Geo-Tag photo proof, Program report, & Student Attendance Report.

(16) Create at least 10 functional MOUs with the organizations providing Project/Internship/Apprenticeship Opportunities to the students of the Programme.

(17) Ensure that all the students are supported through Career Counselling either through off-line or Online through Teachmint including Career Counselling for Competitive exams with Proof.

(18) Programme coordinators should ensure that Capacity & Skill enhancement programs including Soft skills, Language, Life skills, & Technology Trends are provided as curricular / Co-curricular activities.

(19) Ensure the collection of Placement information, Self-employment, family business, or Progress to higher education and information on passing competitive exams like UPSE/KPSE, NET/SLET, etc with Proof.

(20) Document the information about the number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one).

(21) Planning & Organizing Student Council & Activities Sports competitions/events, 2. Cultural competitions/events, 3. Technical fest/academic fests, and other events through active clubs and forums. Maintaining reports of all activities with Geo-Photos.

(22) Ensuring that all Students of the programme are registered members of (a) Digital Library, (b) Institutional and University WhatsApp Group / Telegram Group.

#### **Responsibilities of SU Dean:**

(1) Plan Futuristic UG & PG Programmes with internal Specializations. Select a Programme coordinator for each programme.

(2) Ensure that at least 20% new subjects/Courses are added in all the Programmes during a period of 5 years NAAC cycle.

- (3) Share the 22 Responsibilities of Faculty Members, 22 Responsibilities of Class Coordinators, & 22 Responsibilities of Programme Coordinators to respective people and monitor their performance by means of a Bi-monthly Report.
- (4) Ensure that each Programme of the Institution contains all following courses: (1) Professional Ethics, (2) Gender equality & Human Values, (3) Environment & Sustainability, (4) Sustainable Development goals and National Education Policy – 2020 with written Reports and Proofs.
- (5) Plan and ensure that the students of the institution have enrolled and successfully completed either certificate / value-added courses / Diploma Programme/ online courses of MOOCS / SWAYAM / e-Pathshala/ NPTEL, etc., one per semester with documentation.
- (6) Responsibility in the admission Process & strategies on Brand building, social media appearance, social media reviews, and Articles on Programme highlights to ensure admission with quality students. Hence Enrollment Percentage for each programme offered should be more than 90%.
- (7) Ensure that more than 80% (Percentage) of Programmes that have components of field projects / research projects / internships of more than 20 sessions every year with functional MOU for Internship/ Job training & Placement.
- (8) Ensure that all Programme co-ordinators Collect & Analyse Structured feedback for curriculum and its transactions regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic peers, etc., and communicating it to Academic Council through Dean. Further, the feedback & the Action Taken Report should be hosted on SU Institutional Website.
- (9) Ensure that Student - Full time teacher ratio should be 20:01.
- (10) Ensure that the Student-centric methods, such as experiential learning, participative learning, and problem solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process are used by the faculty members for the Teaching-learning pedagogy of the Programme.
- (11) Ensure percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty during the last five years (40 M) should be more than 80%.
- (12) Ensure that the average teaching experience of full time teachers should be more than 10-15 years.
- (13) Ensure that the Pass percentage of final year students is more than 90%. Arrange additional training for failed students. Organize Make-up exams within 20 days after the announcement of Results in all Programmes.
- (14) Ensure that Student Feedback is collected and reviewed & Action Taken.
- (15) Ensure that all Programs of the Institute are high-lighted in SU website and in Local newspapers.
- (16) Arrange Faculty Orientation Programs, FDP, Staff Training Programme in Association with SU Faculty Development & Training Centre.
- (17) Arrange the at least two Conferences & Two workshops per year, with participation reports & Certificates. Also, ensure that at least 60% of faculty members are registered in professional Associations (with total spending of Rs. 5,000 per year from SU Finance section).
- (18) Ensure that the Atomic Research Centres and Micro-Incubation Centres are operational.
- (19) Ensure that some amount of Revenue is generated from consultancy and corporate training during every year.
- (20) Ensure that the number of extension and outreach programs through NSS/ Social service Cells conducted by the institution every year is more than 04. Based on this develop Four Case Studies of Extension activities in 5 Adopted Villages & Schools.
- (21) Ensure with documentation that the Percentage of students who benefited by scholarships and free-ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists, etc. is more than 60%.
- (22) Ensure that Career Counselling including E-Counselling for competitive exams is arranged for all the students (100%).
- (23) Ensure that the Percentage of placement of outgoing students during the last five years is more than 70%.
- (24) Ensure that the Percentage of graduated students who have progressed to higher education year-wise during last five years is more than 40% (No. of Outgoing/No. of Non Placed) x100 >= 40.
- (25) Ensure that the Percentage of students qualifying in state/National/International level Examinations during last five years (eg. SLET, NET, UPSC, etc) is more than 1%. (No. of qualifying / No. of outgoing) x100 => 01.

- (26) Ensure that number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events per year is 5 to 20.
- (27) Organize some programs by including Alumni of the Institution & get some contribution (Non-monitory & Monitory).
- (28) Organize student council activities including: (1) Sports competitions/events, (2) Cultural competitions/events, (3) Technical fest/academic fests, (4) Any other events through active clubs and forum with Reports & Geo-Tag Photos.
- (29) Ensure that the Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies every year is at least 60%.
- (30) Ensure that the Percentage of teachers undergoing 5 days online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years (such as Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course) every year is 60%.
- (31) Arranging the classrooms and monitoring regular classes as per the Time-Table and as per the announced number of contact class-sessions.

### **Responsibilities of SU Research Coordinator:**

- (1) Responsibility of Admission to Ph.D. PDF, and D.Sc./D.Litt. Programmes with Promotion, conducting Entrance Exam, Personal Interview, Fee Payment, & Orientation Program.
- (2) Arranging the Research Guides /Research Mentors for admitted Scholars.
- (3) Arranging at least two National and one International Conference per Year from the SU Institute. Seek Funds for Conferences with the help of the Research Director.
- (4) Arranging at least one 5 days FDP for Research Scholars & Faculty Members.
- (5) Development & Coordinating Coursework Curriculum, Procedure, and Exams.
- (6) Arranging 5 Days workshop on “Ethics in Research & Publications” twice a year.
- (7) Motivating and monitoring two Journal publications and 2 Conference Publications for every Research Scholar & Faculty members of their SU Institution (Journal publication should be either in SCOPUS/WOS/UGC=CARE/Srinivas Journals with ISSN & DOI, Conference Publications/ Book Chapters should have ISBN & DOI).
- (8) Arranging First & Second Doctoral Committee Meetings as per requirement & Report submission to Research Director.
- (9) Arranging monthly Ph.D. Admission.
- (10) Collecting half-yearly Progress Reports and arranging half-yearly presentations by all Ph.D. Scholars who have completed their Coursework, off-line/Online.
- (11) Arranging Departmental Thesis Presentation before submitting final Thesis after submission of Final Ph.D. Synopsis.
- (12) Coordinating Research Guides for research activities and Ph.D. viva-voce.
- (13) Keeping all Research, Research scholar, and Research Guide related documents in the Printed format in respective files.
- (14) Creating and updating Research & Publication information in SU Research Management System or SU D-space periodically & Infilbnet through SU Librarian.
- (15) Organizing the Annual Research Conclave and ensuring 100% attendance of their institutional research community.
- (16) Ensuring active Atomic Research Centres from all Research Guides and updating all publication information related to it in SU Website.
- (17) Updating the active researchers list every year in SU website.
- (18) Maintaining all PhD. awarded List & Thesis and PDF Certified Reports in SU Website and in Shodhganga of Infilbnet website.
- (19) Encouraging Inter-institutional Co-authorship Publications & International Co-authorship Publications.
- (20) Encouraging the researcher to get Copyright/ Patent for their Publications.
- (21) Providing data for Annual Research Awards as per University Policy & for Annual Research Newsletter.
- (22) Giving wide publicity for Conferences, Symposiums, and Workshops arranged in the Institution.
- (23) Ensuring all research guides are active annual members of one or more Professional Associations.

- (24) Ensuring all research guides are applied for Projects funding.
- (25) Arranging ISBN for Books, Proceedings of Conferences from the University.
- (26) Ensure that all Research Guides, PDFs, have created Google Scholar ID, Orcid – ID, ResearchGate ID, and Vidwan ID.
- (27) Record any awards, recognitions, and fellowships received by the Researchers of your institution annually.
- (28) Create an Annual Scholarly Publication Book of your Institution containing all Published papers in Journals, Chapters in Books, and Conference Papers. Upload it to Zenodo to get DOI. (Two books For January to December, and July to June every year)
- (29) Segregating Research Scholars as Active Research Scholars and Active Mentees.
- (30) Ensuring with the documentation on Registration Fee paid, Course fee paid, and any Examinations Fee paid before providing any certificate/ official Letter.

#### **Responsibilities of SU Placement Coordinators:**

- (1) Career Counselling including E-Counselling for competitive exams should be organized for all the students of the institution with session-wise proof of syllabus & Certificates to the students. This can be done through Teachmint online Platform.
- (2) Work for increasing Percentage of graduating students (in UG/ PG programs) placed in the previous three years and keep the record for it (70% required).
- (3) Increase the Percentage of graduating students (in UG/ PG programs) who have been selected for higher studies in the previous three years and keep documentary evidence for it (40% required out of not placed students).
- (4) Collect & document median salary of graduates (in UG/PG program) in the previous three years of the institution.
- (5) Promote to create awareness & organize special trainings on State/National/International level Examinations during the last five years (eg. SLET, NET, UPSC, etc). The percentage of graduates qualifying (both at UG & PG) should be more than 1%. Keep document proof for last 5 years.
- (6) Arrange Offline Job fairs annually twice in collaboration with Dept of Youth Affairs and also, arrange Online and Offline campus Placement drives institution-wise.
- (7) Use Alumni network for getting industry contacts for enhancing placement percentage and median salary of graduates.
- (8) Update Placement Records periodically in SU Website with comparative charts of previous years.
- (9) Publish Placement related short articles and Case Studies periodically in Daiji World & SU Website to boost public view.
- (10) Arrange motivational talks & trainings to the students for taking part in placement drives voluntarily.
- (11) Create a Placement WhatsApp Group of final year Graduating students of your Institute and regularly share the information related to Career planning, Job Opportunities, Higher education and research Opportunities, Competitive exams, etc.
- (12) Maintain an Alumni WhatsApp group to update various information suitable for Alumni.

#### **Responsibilities of SU Finance Officer:**

##### ***Budget Expenditure:***

- (1) Salary (Basic, AGP, DA, HRA, + Incentives) = 50% of total revenue.
- (2) Rs. 5,000 for each faculty member for attending Conference/Workshop/Membership for Professional Bodies/FDP. (5K x 200 no. = 10 Lakhs). Those who have 2 years of Experience should get priority (more than 60% of faculty should be shown in this).
- (3) Patent Financial Support (20 per Year of Rs. 5,000 = Rs. 1,00,000)
- (4) Scholarly Publication Incentives (Rs. 600 per Copyright for 400 copyrights).
- (5) Research Seed Money Rs. 50 lakhs per year (Rs. 1 lakh per year /Rs. 10K per month for Ph.D. holders).
- (6) Alumni Contribution to Alumni account should be more than Rs. 20 lakhs every year.

##### ***Budget Planning:***

(1) Percentage expenditure for the purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs) (5M) should be more than 10% of total budget excluding salary component (Spend 2% per year to get the least marks).

(2) Percentage of expenditure on total budget (excluding salary component) for infrastructure development and augmentation during the last five years (10M) should be More Than 40% excluding the salary component.

(3) Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years (10M) should be more than 30% excluding the Salary component.

Research = 10% excluding Salary component

Surplus = 10% excluding Salary component

***NIRF Requirement:***

30% of the Revenue should be shown as:

(1) Annual Capital Expenditure per student excluding construction of new Buildings should be  $\geq 7.5\%$ .

(2) Annual Operational (or Recurring) Expenditure per student should be  $\geq 22.5\%$  as the average annual expenditure for 3 years.

The above responsibilities fix the target of each and every administrator from the faculty community, ensuring timely work and individual accountability [12-14]. All faculty members are trained twice annually through the Faculty Development Programme to remind their responsibility.

**6. INSTITUTIONAL DISTINCTIVENESS IN ADMINISTRATION :**

**Universities prescribed Code of Conduct for students, teachers, administrators, and other staffs and conducts periodic programmes in this regard:**

Separate code of Conduct is framed for employees, staff, and administrators and approved by the Board of Management. The approved code is published in the official website of the University. Any breach of code of conduct shall be dealt by the Grievance Redressal Committee. Professional ethics programmes are conducted to Students during the orientation classes. The centre for faculty training conducts periodic orientation on the matters connected to the Code of Conduct for both teaching and non-teaching members.

**(11) Aircrafts:** University procured one Helicopter and two Mini Aeroplanes and constructed spacious hangers for practical exposure of students.

**(13) Chancellors Scholarship:** The facility provides financial support to meritorious students from the economically weaker section. One student of each course with above 95% marks gets a tuition fee waiver and five students above 90% Get a 50% tuition fee waiver for all the years.

**(16) Srinivas Publication House:** To facilitate the publication of research articles, the University has constituted Srinivas Publication with bi-annual journals namely International Journal of Management, Technology and Social Sciences (IJMTS), International Journal of Health Sciences and Pharmacy (IJHSP), International Journal of Applied Engineering and Management Letters (IJAEML) and International Journal of Case Studies in Business, IT, and Education (IJCSBE) and also publishes books online with ISBN.

**(17) Health Coverage:** Annual medical check-up is provided to students, faculties and staff from Srinivas Hospital and Research Centre with free generic medicines. Free Covid 19 vaccine drives are organised on campus to provide free vaccines to all.

**(19) Free Out Patient Physiotherapy Centre:** Constituted at the city campus to address musculoskeletal, neurological, paediatric, sports injuries and cardiac problems. The center is inbuilt with a posture analyser, force plate, laser, digital hand-held dynamometer, pressure biofeedback and electrotherapy modality units like ultrasound, IFT, TENS, HOT & COLD fermentation, best manual therapy facilities. Under the Neurology section, treatment is provided to 12 to 15 patients per day for neurological conditions including stroke, Parkinson, bells palsy, brachial plexus injury, etc. In paediatrics CP, delay milestone, brachial plexus injury, GBS, down syndrome etc are well handled. The Cardiorespiratory conditions are handled with advanced portable capnography and PFT techniques.

As per faculty members accountability model, each faculty member is set for an annual target to be achieved to become eligible for annual increment or promotions as an institutional distinctiveness. The target is depicted in table 14.



Table 14: Faculty annual target Format:

S. No.	Responsibility	Minimum Annual Requirement	Annual Achievement
1	Teaching Work Load	16-18 Hours/Week	
2	Study Material Books as per Syllabus	2 to 4 Books per Year	
3	Student Mentoring (Offline/Online using Teachmint Group)	04 Counselling per Student	
4	Atomic Research Centre	02	
5	Micro Incubation Centre using Teachmint Group	02 - 05	
6	Journal Paper in UGC-CARE Journals with ISSN & DOI	02 as First Author	
7	Books/ Chapters in Edited Volumes / Chapters in Conference Proceeding Books with ISBN & DOI	02 as First Author	
8	Academic Result in Subjects Handled	Above 90%	
9	Co-Curricular/ Extra Curricular Co-ordinatorship	02 or more	
10	Organizing Value-added Certificate Course (Offline/Online through Teachmint)	02	
11	Attending FDP / MDP / Refresher Program (Min 5 days/20 Hours) with Certificate	01	
12	Successful Admission Counselling	04 Students	
13	Awards/ Recognition / Innovations	01	
14	Copyright/ Patent (Publishing/Award)	01	
15	PhD Guidance & Award	5 for 5 Years	
16	Research Project	01	
17	Increase in True H-Index of Publications	1-10	
18	PhD Awarded/ Registered	Yes	
19	Use of SU LMS for Curricular Activity Documentation	Yes	
20	Attending Workshop/Conference and Member of Professional Bodies with payment Proof of total Rs. 5,000.	One each	
21	E-Content Development of at least 20 Sessions	01	
22	Faculty Best Practice in Teaching-Learning Process	01	

**NOTE:** University Assistant Professor should have True H-Index = At Least 10.  
University Associate Professor should have True H-Index = At Least 20.  
University Professor should have True H-Index = At Least 30.

## 7. OBSERVATIONS AND SUGGESTIONS BASED ON ANALYSIS :

### 7.1 Observations on Innovations, Best Practices and Distinctiveness in Administrative related Activities:

- (1) Optimum facilities available for Teaching – Learning process as per the requirement by statutory bodies.
- (2) Adequate facilities for (Indoor & Outdoor) cultural, games & sports activities including Yoga centre.
- (3) All general campus facilities are available and used to the maximum extent.
- (4) Average percentage of Expenditure excluding salary for Infrastructure augmentation during the last 5 years is more than 30%.

- (5) The library is completely automated using Integrated Library Management System (LMS).
- (6) University has subscriptions for E-Journals, E-Books, E-ShodhSindhu, Shodhganga, and Databases.
- (7) Average Annual expenditure for Books & Journals year-wise during last 5 years is more than Rs. 50 Lakhs.
- (8) Percentage per day of library usage by its Stakeholders is 76% for the last academic year.
- (9) 100% of Classrooms and Seminar halls are ICT enabled with LCD projectors, Wi-Fi, & Audio – Video recording facilities.
- (10) Srinivas University has an approved IT Policy & appropriate budgetary provisions.
- (11) Student – Computer Ratio on the campus is 5 :1 other than compulsory laptop with every student.
- (12) Available Bandwidth of Internet Connection on the campus is 1 GBPS.
- (13) All essential facilities available for E-content development in the University. This include: (a) Media Centre, (b) Audio-Visual Centre, (c) Lecture Capturing System, and (d) Mixing Equipment & Software for Editing.
- (14) Average percentage of expenditure for maintenance of physical and academic support facilities excluding salary for last 5 years is nearly 35% of its total Budget.
- (15) Approved policies and procedures for maintaining and utilising physical, academic, and support facilities are available.
- (16) Srinivas University has a clearly stated vision and mission which are reflected in its academic and administrative governance.
- (17) Srinivas University has an effective leadership team which is reflected in various institutional practices.
- (18) Srinivas University has a well-developed Strategic plan that is effectively deployed systematically.
- (19) The policies, administrative setup, appointment, procedures, etc, are creating an efficient and effective system which is proved by academic results and placement.
- (20) Srinivas University is implemented e-governance in its Administration, Finance and Accounts, Student Admission, and Examination.
- (21) The University has performance appraisal system, promotional avenues, and effective welfare measures for teaching and non-teaching staff.
- (22) 94% average of teachers are provided with financial support to attend conferences/workshops and towards membership fees of professional bodies.
- (23) Average number of professional development/administrative training programs organized by the institution for teaching and non-teaching staff is more than 35 per year.
- (24) 80% of faculty members participated in either one or more programs on Professional Development, Orientation, or Short-Term Course for 5 years.
- (25) Being a private university, fund collection is mainly through Student fees, Parent organization, Interest from deposits, and consultancy & corporate training.
- (26) Parent organization has supported through the initial transfer of infrastructural assets to Srinivas University in the form of funds/grants of monetary value.
- (27) Further the funds or grants used for the development and maintenance of infrastructure are through (a) Parent organization contribution, (b) Interests of deposits, (c) Student course fees, and (d) Consultancy & corporate training.
- (28) University regularly conducts internal and external financial audits supervised by internal and external Auditors.
- (29) IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals.
- (30) Quality assurance features like AAA, Conferences and Workshops on quality, Collaboration with other institutions, Orientation programs on quality issues, NIRF participation, and ISO Certification have been adopted.
- (31) Incremental improvements are implemented for the preceding five years with regard to quality in the academic and administrative domains.

## **7.2 Suggestions on Innovations, Best Practices and Distinctiveness in Administrative related Activities:**

- (1) The physical infrastructure has to be improved to customer delight level.

- (2) The digital infrastructure including digital library should be further upgraded.
- (3) The administrators should give equal importance to improve emotional infrastructure of the university by creating a feeling of belongingness among its stakeholder.
- (4) The administrators also invest to create Intellectual Property Base which is the real building block of the University to grow and reach its excellency.
- (5) The administrators should also focus on improving industry collaboration for better graduate placement.

By implementing the above suggestions systematically, the university can realise its dream to become one among many world-class universities [15-17].

## **8. CONCLUSION :**

In the illustrious landscape of higher education, Srinivas University stands as a testament to the embodiment of innovation, best practices, and distinctive administrative approaches. As this chapter delved into the intricacies of administrative excellence within this institution, it uncovered a tapestry of pioneering strategies, progressive methodologies, and unique attributes that set Srinivas University apart in the realm of academia. The case study of Srinivas University elucidates a vivid narrative of how innovation, best practices, and institutional distinctiveness intertwine to fortify the pillars of academic prowess and societal impact.

The innovative strides witnessed within Srinivas University's administrative sphere underscore a commitment to leveraging technology and pioneering pedagogical approaches. From the adoption of cutting-edge digital systems for enrollment and classroom engagement to the adept use of data analytics to ensure student success, Srinivas University has epitomized the transformative power of technology in enhancing educational experiences. These innovations, coupled with forward-thinking pedagogical methods, have not only elevated the institution's academic standards but also fostered an environment conducive to tailored, immersive learning.

Moreover, the chapter highlighted how Srinivas University has embraced best practices ingrained in transparent governance, strategic financial management, and inclusive decision-making processes. These practices have served as the bedrock upon which the institution thrives, ensuring sustainable growth, relevance, and responsiveness to societal needs. The institution's unwavering commitment to diversity, equity, and inclusion initiatives further underscores its dedication to nurturing holistic learning environments that foster personal growth and academic excellence.

Furthermore, the distinctiveness of Srinivas University's administration emerged as a defining attribute, showcasing its unique identity, specialized missions, and transformative endeavours. Through interdisciplinary programs, impactful research initiatives, and robust community engagements, the institution has carved out its distinctive footprint in academia. Srinivas University's visionary leadership, complemented by a vibrant campus culture, has solidified its position as a beacon of intellectual enlightenment and a catalyst for transformative change in the educational landscape.

In summation, the case study of Srinivas University exemplifies a remarkable convergence of innovation, best practices, and institutional distinctiveness within the realm of higher education administration. Its story resonates as an inspiring narrative, emphasizing the vital role these elements play in not only fortifying academic excellence but also propelling institutions toward global impact and transformative change. As Srinivas University continues to navigate the evolving terrain of academia, its commitment to innovation, best practices, and distinctive administrative approaches reaffirms its status as a trailblazer in the realm of higher education institutions.

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