



T. N. RAO COLLEGE OF TEACHER EDUCATION

Managed by : સવ્યસાચી Education Trust, Rajkot

Upholding Transparency and Integrity: A Comprehensive Report on Institutional Practices at T.N. Rao College of Teacher Education

Introduction:

In today's era, where transparency and accountability are indispensable, educational institutions play a pivotal role in nurturing an atmosphere of openness and ethical conduct. This report meticulously outlines the concerted endeavors undertaken by T.N. Rao College of Teacher Education across various domains to ensure transparency in financial, academic, administrative, and ethical practices.

1. Financial Transparency:

- Budget Approval and Provision:
 - The institution presents all budget-related matters to the Governing Body for approval at the onset of each academic year, ensuring a structured and methodical financial approach.
 - Internal and external audits are diligently conducted, offering comprehensive insights into financial transactions. These audit reports are readily accessible to all stakeholders, promoting accountability.
 - The institution allocates an annual budget for future enhancements, underscoring its dedication to long-term sustainability and advancement.
- Cashless Transactions:
 - To mitigate risks associated with cash transactions, the institution strictly adheres to a no-cash policy for both fee collection and expenditures.



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2. Fee Structure:

- Adherence to University Guidelines:
 - The institution strictly adheres to the fee structure mandated by the affiliating University, ensuring transparency and fairness in fee collection.
 - Fee details are transparently published in admission prospectuses and on the institution's website, providing clarity to prospective students and their guardians.

3. Financial Aid and Scholarships:

- Online Scholarship Process:
 - The institution facilitates the online scholarship process through the Government of Gujarat's portal, simplifying the application and disbursement process.
 - Administrative staff actively disseminate scholarship information to students, ensuring that eligible candidates are well-informed and able to avail themselves of financial support.
- Support for External Financial Aid:
 - The institution supports students receiving financial assistance from various sources, including caste-based or NGO support.

Administrative staff personally oversee the disbursement of scholarships, reinforcing the institution's commitment to students' welfare.

4. Academic Transparency:

- Online Admission Process:
 - The admission process is conducted online and managed by the affiliating University, minimizing the potential for malpractice and ensuring a fair and transparent process.



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- Publication of Academic Information:
 - Curriculum, Program Learning Outcomes (PLOs), and Course Learning Outcomes (CLOs) are prominently published in prospectuses and on the institution's website, providing transparency regarding the academic structure.
 - Results and Internal Marks:
 - Past results are diligently published on the website, promoting accountability and enabling stakeholders to evaluate the institution's academic performance.
 - Internal marks are made publicly available on notice boards, ensuring students have access to their academic progress.
 - Fair Grievance Redressal:
 - Assessed answer sheets are shown to students for their satisfaction, and any grievances are addressed in the presence of an affiliating University representative, ensuring a fair and transparent resolution process.

5. Administrative Transparency:

- Inclusive Committees:
 - Most committees include representation from students or alumni, fostering an inclusive decision-making process that reflects diverse perspectives within the institution.
- Empowerment of the Principal:
 - The management has delegated powers to the Principal, ensuring smooth administrative functioning while upholding accountability.



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- Transparent Recruitment:
 - Faculty recruitment is centrally conducted by the State Government in the presence of experts, Vice Chancellor representatives, and management officials, minimizing biases and ensuring a fair selection process.
- Code of Conduct:
 - The institution's code of conduct for students, faculties, and administrative staff is transparently displayed on the website, establishing clear expectations and ethical standards.
- 6. Anti-Plagiarism Measures:
 - Stringent anti-plagiarism measures are upheld, ensuring that all staff members adhere to ethical standards before publishing papers or guiding research scholars.
- 7. Ethical Guidelines:
 - Faculty members are prohibited from offering personal tuition, emphasizing the commitment to prioritize their roles within the institution and uphold ethical standards.
- 8. Complaints and Grievances:
 - All minutes of important committees are promptly uploaded online through the institution's website, promoting transparency and ensuring that stakeholders are informed about key decisions.



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Conclusion:

In conclusion, this comprehensive report underscores T.N. Rao College of Teacher Education's steadfast dedication to transparency in financial, academic, administrative, and ethical realms. By implementing and adhering to these transparent practices, the institution not only meets regulatory requirements but also fosters an environment of trust, accountability, and continual improvement. These collective efforts contribute significantly to the institution's mission of delivering quality education with integrity and transparency.


Principal
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