



INTERNAL QUALITY ASSURANCE CELL,
SHRI DHANWANTRY AYURVEDIC COLLEGE AND HOSPITAL, CHANDIGARH
"ALL 75" TRAINING MODULE
ADMINISTRATION

1. Building Sustainable Futures-The Power of the Department Staff List





Building Sustainable Futures: The Power of the Department Staff List

This presentation explores how a robust Department Staff List is not just an administrative tool, but a strategic asset for aligning higher education institutions with global sustainability goals.

Agenda

From Data to Impact: Our Journey

01

Introduction

The Strategic Value of the Staff List

02

SDG Alignment

Connecting to Global Sustainability Goals

03

Key Phases

Systematic Steps for Effective Staff List Management

04

Benefits & Outcomes

Achieving Transparency and Accountability

05

Conclusion

Summary and Next Steps



Beyond Administration: A Strategic Asset

The Department Staff List is often seen as a routine administrative task, but it holds immense strategic value. It's a foundational document for institutional transparency, accountability, and effective resource management.

“What gets measured gets managed.”

By systematically managing staff data, institutions gain critical insights into their human capital, enabling better decision-making and fostering a culture of trust and fairness.

Global Alignment

Driving Sustainable Development Goals (SDGs)



SDG 8: Decent Work & Economic Growth

A well-managed staff list supports inclusive growth, fair representation, and productive employment within the institution.



SDG 16: Peace, Justice & Strong Institutions

Promotes transparency, accountability, and effective governance through verifiable staff data.

These SDGs are not just abstract concepts; they are actionable frameworks that guide our efforts towards a more equitable and sustainable future in higher education.

Systematic Data Collection: The Foundation

The first crucial step is gathering comprehensive details for all staff members, ensuring no vital information is missed. This lays the groundwork for accurate analysis and reporting.

<i>Data Points</i>	<i>Why It Matters</i>
<i>Names & Designations</i>	<i>Clear identification and role definition.</i>
<i>Qualifications & Expertise</i>	<i>Maps institutional intellectual capital.</i>
<i>Years of Service</i>	<i>Recognises loyalty and experience.</i>
<i>Professional Achievements</i>	<i>Highlights contributions and impact.</i>
<i>Administrative Responsibilities</i>	<i>Ensures clear allocation of duties.</i>

This detailed collection ensures every individual's contribution is recognised, fostering an environment of inclusivity and fair representation, directly supporting the spirit of SDG 8.

Data Verification & Authentication: Building Trust

Accuracy is paramount. Cross-referencing collected data with official institutional records is essential to eliminate discrepancies and build trust in the staff list.

- *Institutional HR Records*
- *Payroll Registers*
- *Appointment Letters*
- *Accreditation Submissions*

This rigorous verification process underpins accountability and ensures the integrity of all reported information, a cornerstone of SDG 16.



Phase 3 of 5

Categorisation & Analysis: Identifying Gaps & Needs

Beyond raw data, intelligent analysis reveals critical insights into workforce distribution, efficiency, and compliance. This phase is crucial for strategic planning and resource allocation.



By mapping faculty and support staff strength, institutions can proactively identify workforce gaps, justify recruitment, and pinpoint specific training needs, contributing directly to SDG 8 by fostering productive and decent work conditions.

Phase 4 of 5

Integration into Institutional Reporting Systems

Once compiled and verified, the staff list must be seamlessly integrated into various institutional reporting systems for maximum impact and visibility.

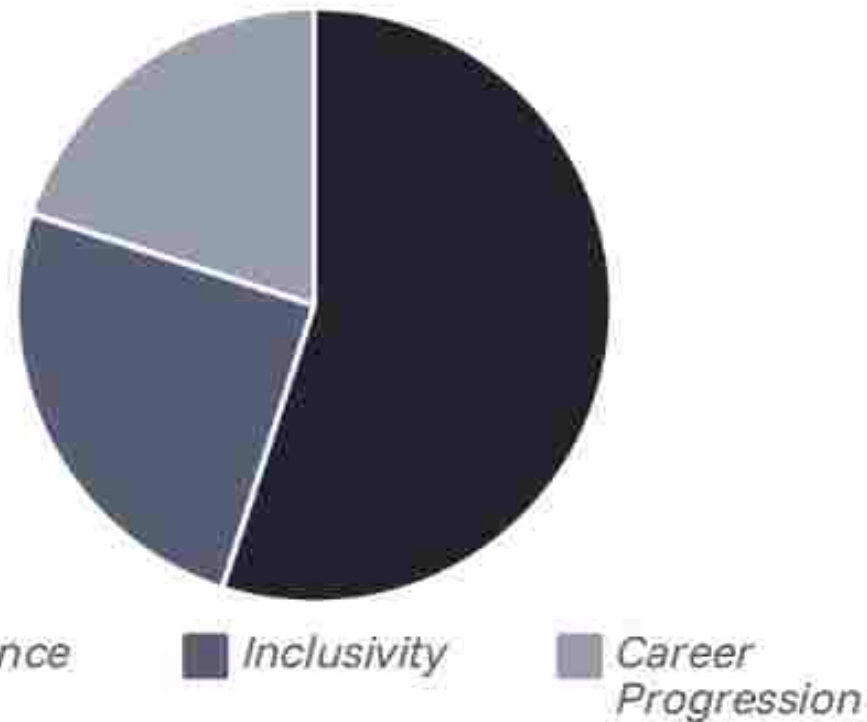
- *Departmental Websites: Enhancing public accessibility.*
- *Annual Reports: Providing transparent overviews.*
- *Accreditation Files: Meeting compliance requirements (e.g., NAAC/QCI).*

This integration strengthens institutional accountability and provides external stakeholders with a clear, verifiable view of the institution's human resources.



Comprehensive Reporting: Showcasing Impact

The final stage involves presenting the staff data in clear, digestible formats, highlighting key indicators that underscore the institution's commitment to sustainability and fair practices.



Utilising tables, charts, and graphical dashboards, this phase focuses on making complex data accessible and impactful, highlighting:

- *Diversity Indicators (gender balance, inclusivity)*
- *Opportunities for Career Progression*
- *Fair Labour Practices*
- *Academic Excellence*

Periodic updates are essential to maintain credibility and ensure compliance with both national and global standards, reinforcing SDG 16.

Key Takeaways & Next Steps



Strategic Asset

The Department Staff List is a vital tool for transparency, accountability, and effective resource management.



SDG Alignment

Directly contributes to Decent Work (SDG 8) and Strong Institutions (SDG 16).



Systematic Approach

Follow precise steps: Collect, Verify, Analyse, Integrate, and Report.

We encourage all departments to review their staff list processes to unlock its full potential for institutional excellence and sustainable impact.



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**2. Strengthening-Higher-Education-Through-Effective-Committee-
Governance**





Strengthening Higher Education Through Effective Committee Governance

This presentation outlines a systematic approach to committee meetings within higher education institutions, demonstrating how structured governance enhances operational efficiency and contributes directly to global sustainability goals.

Agenda: Elevating Institutional Impact

1 Introduction: The Role of Committee Governance

Setting the foundation for robust institutional operations.

3 Contributing to Sustainable Development Goals

Direct links to SDG 16 and SDG 17.

2 Systematic Approach to Meetings

A five-step framework for effective committee processes.

4 Key Takeaways and Next Steps

Practical recommendations for implementation.

The Power of Deliberate Governance

Effective committee meetings are not merely administrative tasks; they are the bedrock of strong institutions, fostering transparency, accountability, and collaborative decision-making.



Our Framework: A Systematic Approach to Committee Meetings

We propose a five-step process designed to maximise the impact and efficiency of all institutional committee meetings. This structured approach ensures alignment with strategic objectives and promotes continuous improvement.

01

Planning & Structuring

Defining purpose, aligning with goals, and preparing agendas.

03

Decision-Making & Action Allocation

Assigning responsibilities, setting timelines, and planning follow-ups.

05

Reporting & Dissemination

Ensuring transparency and knowledge sharing.

02

Documentation of Deliberations

Maintaining accurate records for accountability and traceability.

04

Integration & Collaboration

Engaging diverse stakeholders for enhanced outcomes.

06

Periodic Review & Evaluation

Assessing outcomes and making necessary adjustments.

Step 1: Planning and Structuring the Meeting

Before any meeting convenes, meticulous planning is paramount. This involves selecting the appropriate committee (e.g., Academic, Research, Anti-Ragging, IQAC, or Extension) and clearly defining the meeting's objectives.

- *Agendas must be developed with precision, ensuring each item aligns with the institution's overarching strategic goals.*
- *Consideration should be given to how each agenda item contributes to broader sustainability objectives, such as fostering inclusive education or promoting innovation.*
- *This foundational step ensures every meeting is purposeful, transparent, and inclusive.*



Step 2: Documentation of Attendance and Deliberations



Accurate and systematic record-keeping is vital for accountability and traceability within the institutional framework.

- *Comprehensive records of members present, the discussions held, and the resolutions passed must be meticulously maintained.*
- *This practice ensures transparency and serves as a robust mechanism for strengthening institutional governance, directly supporting SDG 16: Peace, Justice, and Strong Institutions by promoting effective, accountable, and inclusive institutions.*

Step 3: Decision-Making and Action Allocation

The true impact of any meeting lies in its actionable outcomes. This step focuses on translating discussions into concrete plans and assigned responsibilities.

Clear Responsibility Assignment

Each resolution must be paired with a clearly designated individual or team responsible for its execution.

Realistic Timelines

Specific, measurable, achievable, relevant, and time-bound (SMART) deadlines are crucial for effective implementation.

Defined Follow-Up Mechanisms

Protocols for monitoring progress and ensuring accountability for assigned actions.

This rigorous approach enhances operational efficiency and promotes a just and equitable distribution of tasks within the institution.

Step 4: Integration and Collaboration

Beyond internal discussions, engaging inter-departmental and external stakeholders is pivotal for fostering comprehensive solutions and shared growth.

Inviting representatives from partner universities, NGOs, industry, and government bodies creates invaluable platforms for knowledge sharing, resource mobilisation, and collaborative problem-solving.

This outward-looking approach directly addresses SDG 17: Partnerships for the Goals, by revitalising global partnerships for sustainable development.



Step 5: Reporting, Dissemination & Review

Reporting and Dissemination

- *Meeting minutes and Action Taken Reports (ATRs) are formally documented and circulated.*
- *Outcomes are uploaded to institutional records or shared during accreditation visits (e.g., NAAC, QCI).*
- *This ensures transparency, inclusivity, and evidence for quality assurance.*

Periodic Review and Evaluation

- *Regularly assess the outcomes of previous meetings against planned goals.*
- *Map achievements and identify areas for improvement or necessary modifications.*
- *This continuous feedback loop enhances efficiency and ensures sustained progress.*

Key Takeaways & Next Steps



Strengthened Governance

Systematic committee processes build robust and transparent institutions (SDG 16).



Enhanced Partnerships

Collaboration with diverse stakeholders drives collective impact (SDG 17).



Actionable Outcomes

Clear decisions and allocated actions ensure tangible progress towards institutional goals.

By embedding these practices, higher education institutions can lead by example, fostering democratic governance and driving sustainable development.



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3. Fostering-Good-Governance-in-Higher-Education



Fostering Good Governance in Higher Education

A Framework for Transparent & Accountable Departmental Meetings



Introduction

Empowering Strong Institutions Through Structured Dialogue

This presentation outlines a systematic approach to designing and reporting departmental meetings within higher education. By fostering transparency and accountability, we directly contribute to the United Nations Sustainable Development Goal 16: Peace, Justice, and Strong Institutions.

SDG 16: Peace, Justice & Strong Institutions

Promote Rule of Law

Ensuring fairness and equity in all institutional processes.

Foster Transparency

Open access to information and decision-making processes.

Build Accountability

Mechanisms for monitoring actions and responsibilities.

Ensure Inclusivity

Broad participation in governance and decision-making.

Effective departmental meetings serve as crucial instruments for upholding these principles within our academic environments.

The 7-Step Framework for Departmental Meetings

01

Agenda Setting

Pre-planned agendas ensure structured discussions covering academic, administrative, research, and student-related issues.

02

Stakeholder Participation

Encourage contributions from all faculty, and relevant student or staff representatives, nurturing a democratic environment.

03

Systematic Conduct

Discussions follow the agenda, time is managed effectively, and each point is fairly deliberated.

04

Documentation (MoM)

Minutes of the Meeting capture attendance, discussion points, decisions, and assigned responsibilities.

05

Action Taken Reports (ATR)

Subsequent meetings include ATR to ensure accountability, follow-up, and continuous improvement.

06

Record Management & Accessibility

Systematic storage of digital or physical records ensures retrievability for audits and reviews.

07

Review & Reflection

Periodic evaluation of outcomes identifies gaps and updates practices to maintain fairness and justice.

Step 1 & 2: Preparing for Productive Dialogue

Agenda Setting

The Head of Department (HoD) circulates a pre-planned agenda well in advance. This ensures clarity and preparedness, covering a balanced mix of academic, administrative, research, and student-related issues. A well-structured agenda prevents arbitrary decision-making and ensures all critical areas are addressed systematically.



Stakeholder Participation

All faculty members, and where appropriate, student representatives or administrative staff, are actively encouraged to contribute their perspectives. This participatory approach is vital for cultivating a democratic environment within the department and ensuring that decisions reflect diverse viewpoints.



Step 3 & 4: Meeting Conduct & Documentation

Systematic Conduct of the Meeting

Meetings are conducted with precision, adhering to the circulated agenda. Time management is crucial to ensure that each discussion point receives adequate, fair deliberation without unnecessary delays. This structured approach enhances efficiency and focuses discussions on actionable outcomes.



Minutes of the Meeting (MoM)

Comprehensive MoMs are vital documentation. They meticulously record attendance, summarise discussion points, formalise decisions taken, and clearly assign responsibilities with deadlines. Accurate MoMs provide a reliable record and serve as the foundation for future actions.



Step 5 & 6: Accountability & Accessibility

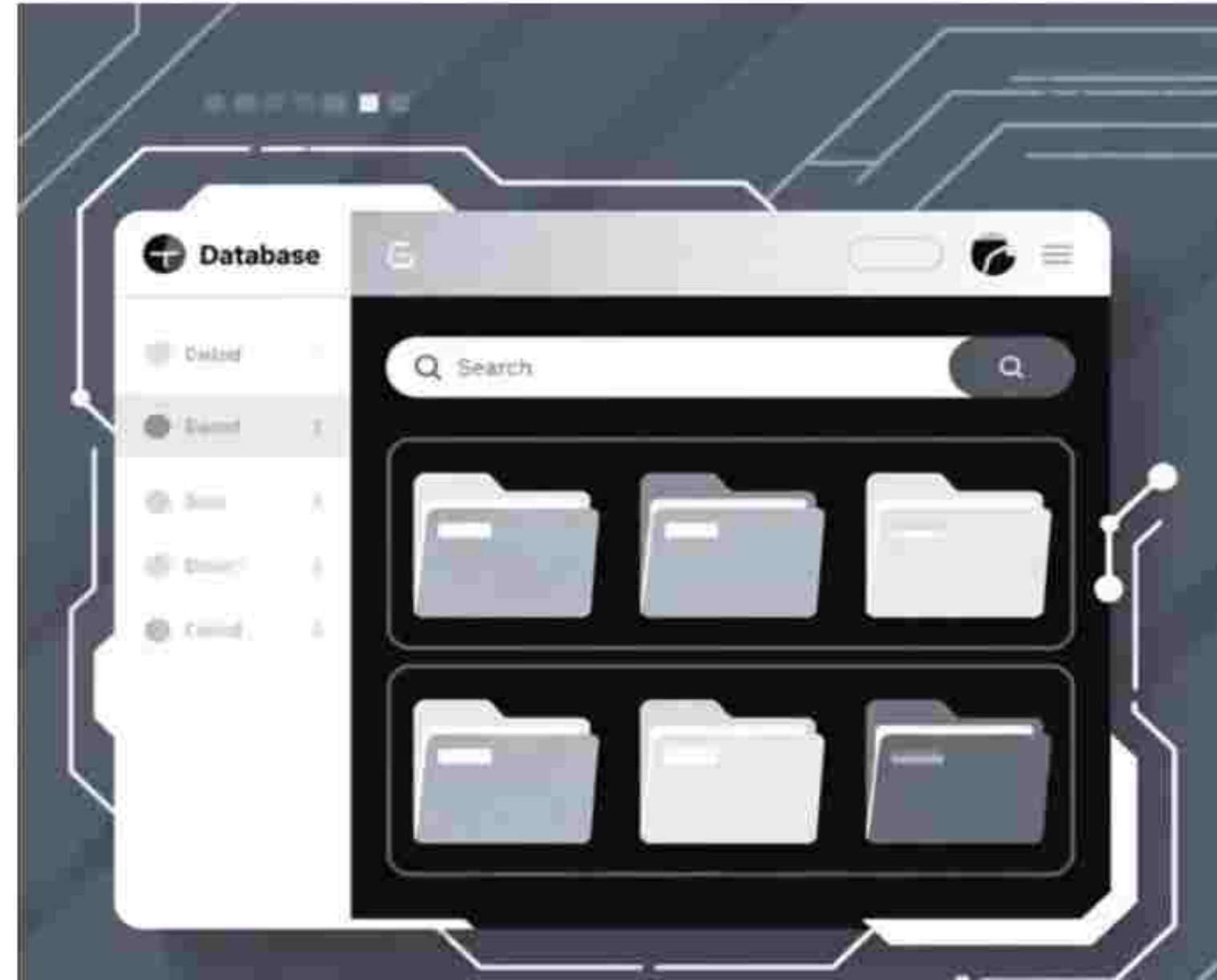
Action Taken Reports (ATR)

Subsequent meetings commence with a review of ATR from previous discussions. This rigorous follow-up mechanism reinforces accountability, ensures that decisions are implemented, and fosters a culture of continuous improvement within the department.



Record Management & Accessibility

Digital and physical records of all meetings are systematically archived, ensuring easy retrievability. This meticulous record-keeping is essential for internal audits, accreditation processes (e.g., NAAC, QCI), and external reviews, thereby bolstering institutional credibility.



Step 7: Continuous Improvement

Review & Reflection

Outcomes of departmental meetings are periodically evaluated to measure their effectiveness. This crucial step involves identifying any gaps in processes, updating practices, and ensuring that academic functioning remains fair, just, and aligned with the evolving needs of the institution. It is a commitment to perpetual refinement.



Key Takeaways

-  Enhanced Transparency
Structured meetings and clear documentation make departmental operations more open and understandable.
-  Stronger Governance
These systematic steps embody the principles of SDG 16, fostering robust and ethical institutional practices.
-  Increased Accountability
The MoM-ATR cycle ensures responsibilities are tracked and actions are completed.
-  Improved Decision-Making
Inclusive participation leads to more informed and equitable outcomes.

Next Steps: Implementing the Framework



Standardise Procedures

Develop and disseminate clear guidelines for all 7 steps of the meeting framework across departments.



Provide Training

Offer workshops for HoDs and administrative staff on effective meeting management and documentation.



Utilise Technology

Implement digital tools for agenda creation, MoM distribution, and ATR tracking to streamline processes.



Monitor & Evaluate

Regularly assess the effectiveness of the framework and gather feedback for continuous improvement.

By adopting this comprehensive framework, our higher education institutions can set a benchmark for good governance and contribute meaningfully to a more just and transparent society.



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**4. Fostering-Global-Partnerships-Leveraging-Visitor-Data-
for-SDG-17**





Fostering Global Partnerships: Leveraging Visitor Data for SDG 17

This presentation outlines a systematic approach for higher education institutions to design, track, and report visitor engagements, demonstrating direct contributions to Sustainable Development Goal 17: Partnerships for the Goals.

Introduction

Connecting for a Sustainable Future

The detailed reporting of institutional visitors is not merely an administrative task; it is a strategic activity that underpins an institution's commitment to global collaboration, knowledge exchange, and shared progress towards the Sustainable Development Goals, particularly SDG 17.

SDG 17: Partnerships for the Goals

SDG 17 emphasizes the need for strong global partnerships to achieve all other SDGs. By systematically managing visitor data, universities can explicitly demonstrate their role in:



Facilitating Collaboration

Building bridges between academia, industry, government, and civil society.



Driving Knowledge Exchange

Sharing expertise, research, and best practices globally.



Strengthening Global Networks

Expanding the institution's international reach and influence.

The Visitor Engagement Framework: Six Key Steps

01

Planning & Categorization

Identify visitor types (academic, industry, government, alumni, NGOs, international delegates) and align their visits with institutional vision and SDG goals.

03

Structured Engagement

Design tailored interactions: guest lectures, workshops, collaborative discussions, exposure visits to labs, hospitals, or community centres.

05

Analysis of Impact

Assess contributions to institutional goals: new collaborations, student enrichment, MoUs, or community development.

02

Systematic Recording

Capture essential details (name, designation, organization, purpose, contact) at entry points, maintaining digital or manual visitor logs for accountability.

04

Reporting & Documentation

Record each visit with photographs, signed notes/feedback, and official communication (circulars, invitations).

06

Periodic Compilation & Reporting

Tabulate visitor data monthly/quarterly/annually, linking it to SDG 17 contributions, categorised by visitor type and thematic area.

Step 1: Planning and Categorization of Visits

Before any visit, it's crucial to define its purpose and align it with the institution's strategic objectives and contribution to the SDGs.

- *Identify specific types of visitors (e.g., academic experts, industry leaders, government officials, alumni, international delegates).*
- *Determine the desired outcomes for each visit category (e.g., research collaboration, student mentorship, policy development, funding opportunities).*
- *Ensure visits contribute directly or indirectly to SDG targets, particularly SDG 17.*



Step 2: Systematic Recording at the Entry Point



Accurate and efficient data capture at the point of entry is foundational for robust reporting and institutional memory.

- *Implement digital or manual visitor logs.*
- *Capture essential data: Name, Designation, Organization, Purpose of Visit, and Contact Information.*
- *Standardise data fields for consistent tracking and analysis.*
- *Ensure data privacy and security protocols are in place.*

Step 3: Designing Structured Engagement

Beyond mere presence, visitors should be actively engaged in ways that create mutual value.



Guest Lectures & Workshops

Allow visitors to share expertise, enriching student learning and faculty perspectives.



Collaborative Discussions

Facilitate dialogues on research, policy, or societal challenges, leading to new initiatives.



Exposure Visits

Showcase institutional capabilities in labs, clinics, or community outreach centres, fostering practical understanding.



Steps 4 & 5: Reporting, Documentation & Impact Analysis

Meticulous documentation and subsequent analysis are vital for quantifying contributions to SDG 17.

Documentation

- *Photographic records of visits.*
- *Signed visitor notes or feedback forms.*
- *Official communication (circulars, invitations, thank you notes).*

Impact Analysis

- *New collaborations or partnerships initiated.*
- *Enhancement of student learning outcomes.*
- *Signing of Memoranda of Understanding (MoUs).*
- *Contribution to community development projects.*
- *Research grants or joint publications resulting from visits.*

International and Sustainability Reports

Homepages



Steps 6 & 7: Periodic Reporting & Dissemination

Making the data accessible and transparent is the final, crucial step in demonstrating commitment to SDG 17.

Periodic Compilation

- *Monthly, quarterly, or annual reports.*
- *Tabulate visitor data by type, thematic area, and achieved outcomes.*
- *Explicitly link visitor engagements to SDG 17 targets.*

Outcome Dissemination

- *Share findings via institutional websites and newsletters.*
- *Integrate into accreditation documentation (e.g., NAAC, QCI).*
- *Promote future collaborations through transparent reporting.*



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Herlonge raohs



Innovational Collaborations

Innovational Collaborations

Homepages



Key Takeaways & Next Steps

By systematically designing and reporting visitor details, higher education institutions actively demonstrate partnership-building, resource sharing, and global networking—embodying the spirit of SDG 17.

Next Steps for Institution:

- *Appoint a cross-departmental team to implement this framework.*
- *Invest in appropriate digital tools for visitor management and data analysis.*
- *Integrate SDG 17 reporting into existing institutional reporting mechanisms.*
- *Regularly review and refine visitor engagement strategies based on impact analysis.*



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5. Designing and Reporting MoUs



Designing and Reporting MoUs



Creating Effective Institutional
Partnerships for Sustainable
Development





Introduction



This presentation outlines the critical role of designing and reporting MoUs (Memoranda of Understanding) in fostering partnerships aligned with SDG 17. It highlights steps from strategic planning and identification of key partners to monitoring implementation and evaluating impacts, ensuring that MoUs promote effective collaboration and drive academic excellence and sustainable development.



01

Topic 1: Strategic Planning for MoUs



Identifying Potential Partners



The first step in planning MoUs involves evaluating potential collaborators, including universities, research institutions, industries, NGOs, and government agencies. The goal is to ensure that partnerships align with the institution's vision and academic strengths while addressing global SDG priorities.

Aligning with Institutional Vision



Establishing a clear alignment between the MoU's objectives and the institutional vision is crucial. This ensures that the collaborations not only enhance the academic programs but also contribute positively to the institution's long-term goals and resonate with sustainable development initiatives on a global scale.



Evaluating Global SDG Priorities



To ensure successful partnerships through MoUs, institutions must evaluate how potential collaborators align with global Sustainable Development Goals (SDGs). This assessment is critical in fostering meaningful partnerships that emphasize shared values and objectives, ultimately enhancing collective impact on societal challenges and academic advancements.



02

Topic 2: Execution and Monitoring of MoUs



Drafting and Finalizing the MoU Document



The process of drafting the MoU involves collaboration between legal and administrative teams from both parties. Key components include defining the terms, duration, responsibilities, and expected outcomes. Ensuring clarity and mutual understanding during this stage is essential for establishing a strong foundation for the partnership.



Implementing and Monitoring Activities



Following the formal execution of MoUs, it is essential to implement and monitor the agreed-upon activities.

This involves tracking collaborative projects, such as seminars, research initiatives, and student exchanges,

to ensure they align with the stated objectives and deliver tangible outcomes, further fostering engagement.

Analyzing Impact and Reporting Outcomes



Impact analysis is vital to assess the effectiveness of MoUs in achieving desired objectives. Institutions should systematically document activities and outcomes, reporting metrics that demonstrate contributions toward SDG indicators. This not only showcases the success of partnerships but also informs future collaborative endeavors.

Conclusions



The strategic planning, execution, and monitoring of MoUs play a pivotal role in advancing institutional partnerships aligned with SDG 17. By following structured processes and focusing on impact analysis, institutions can transform MoUs into active drivers for academic and research advancement, fostering sustainability through effective collaborations in the global arena.



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6. Faculty Appointment and Promotions organized





Faculty Appointment and Promotion

Nithin Krishnan R
Associate Professor



Faculty Appointment and Promotion Overview

Policy Development

Create recruitment and promotion policies that ensure fairness, transparency, and alignment with national guidelines.

Recruitment Process

Design transparent recruitment ads that outline job qualifications and promote equal opportunity for all applicants.

Needs Assessment

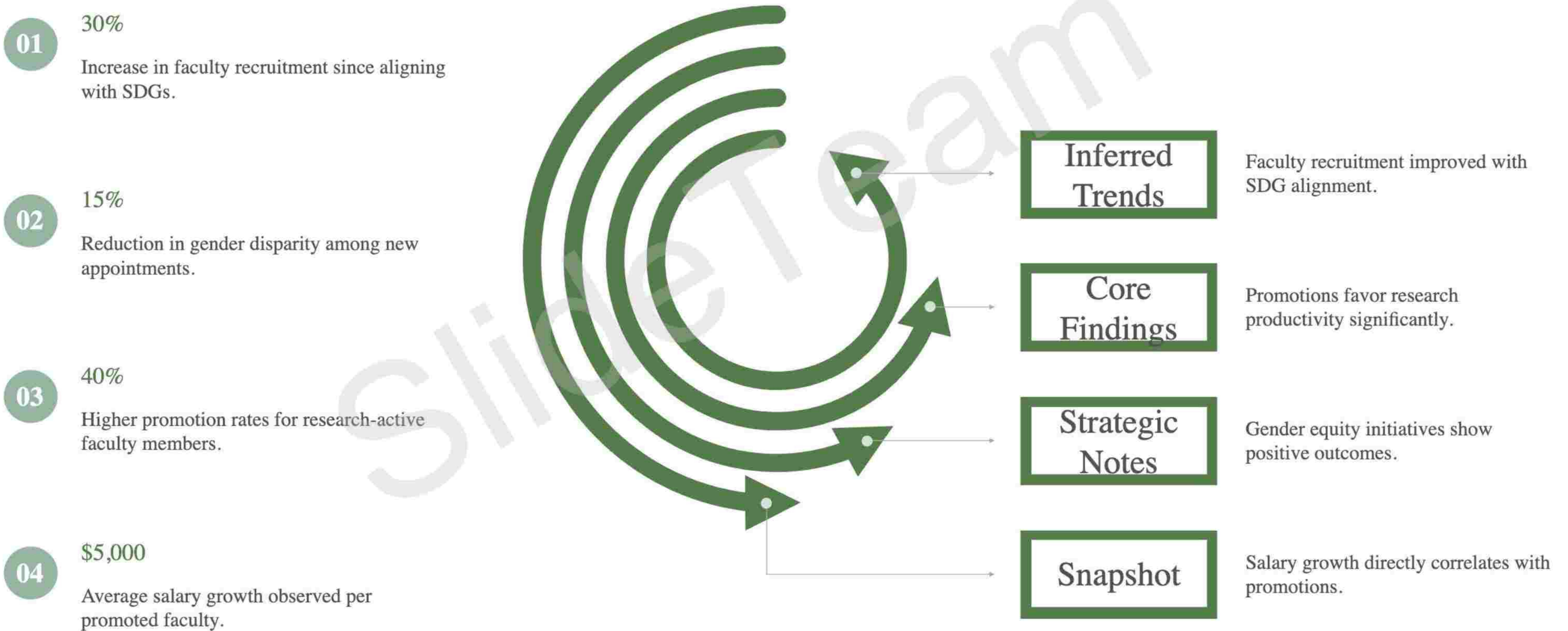
Evaluate faculty requirements to improve student-teacher ratios and support program accreditation needs effectively.

Impact Assessment

Monitor faculty enhancements on academic quality and institutional growth to ensure alignment with strategic goals.



Alignment with SDGs: SDG 8 and SDG 16



Policy Framework Development for Appointments



01

Step One

Align policies with UGC/NCISM/AYUSH guidelines.

02

Step Two

Assess faculty needs based on departmental requirements.

03

Step Three

Design recruitment processes with clear job advertisements.

04

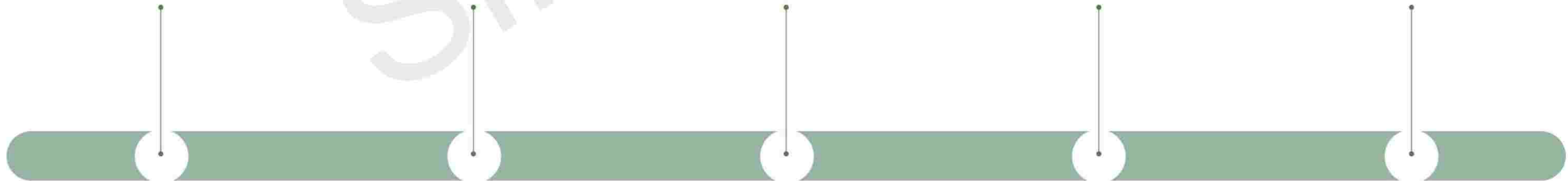
Step Four

Scrutinize applications through expert screenings.

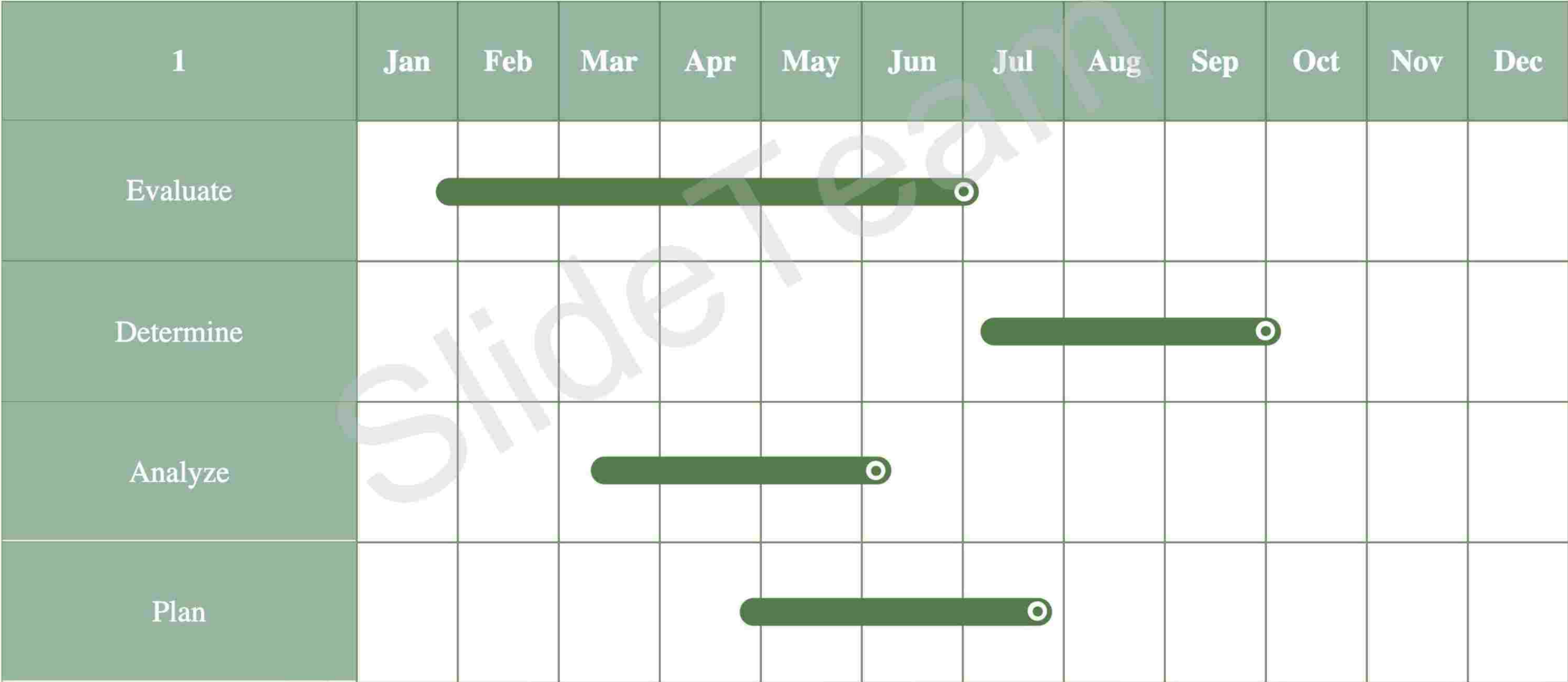
05

Step Five

Document and report all appointments and promotions.



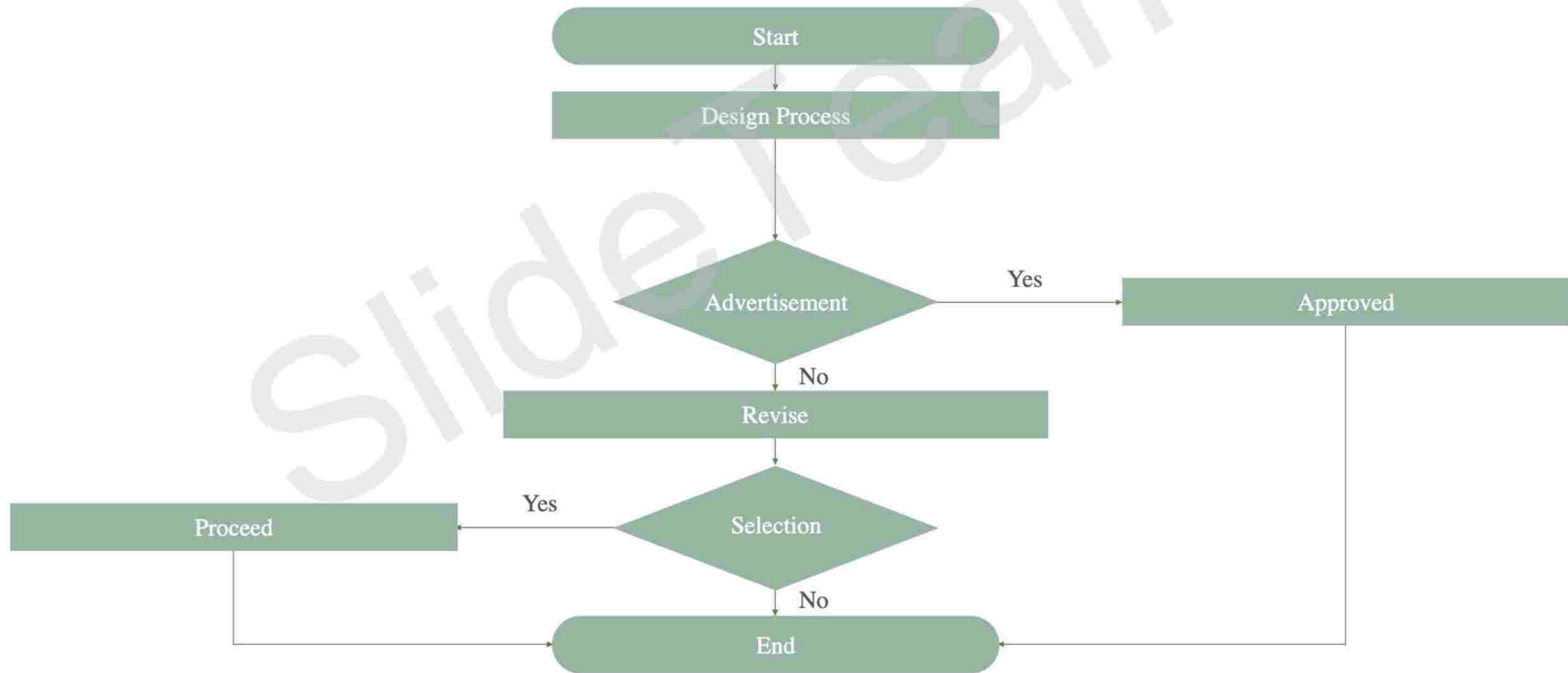
Needs Assessment and Workforce Planning



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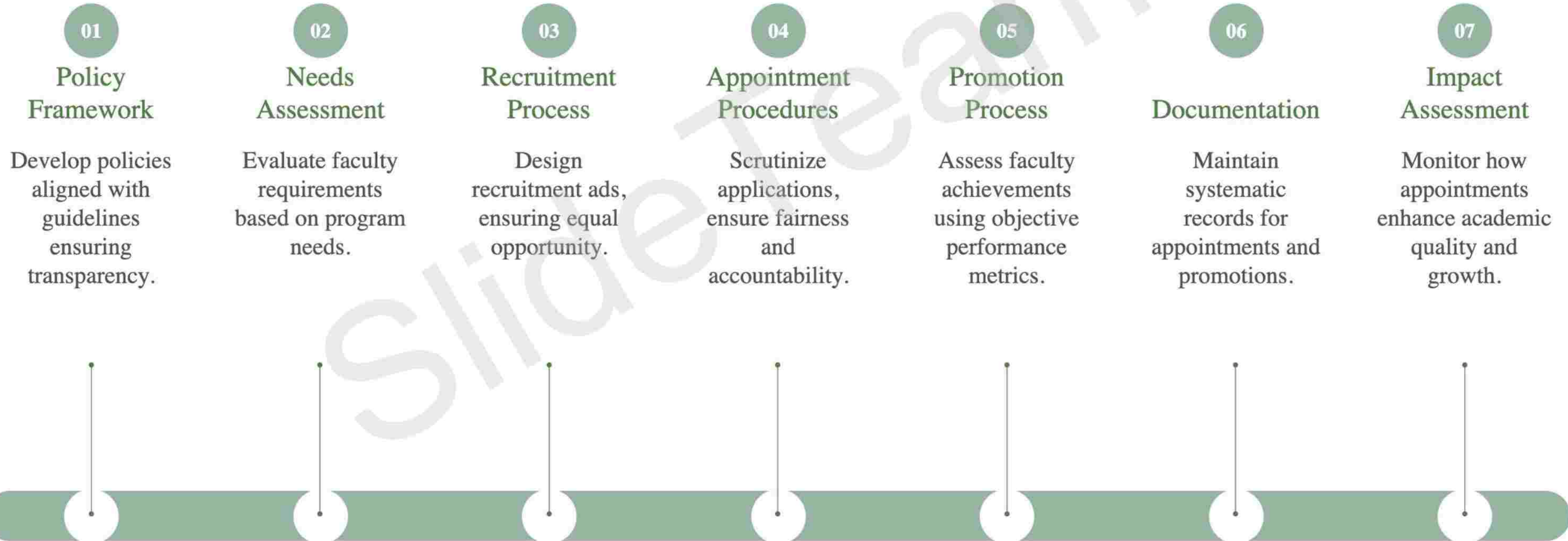
Recruitment Process Design and Procedures

Flow Chart



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Appointment and Selection Procedures



Promotion Process Design and Assessment



	Step Description	Eligibility Criteria	Performance Indicators	Accountability Measures	Bias Mitigation	Equity Validation
Process Step	Define promotion pathways	Qualifications and experience	Research publications count	Review process transparency	Structured evaluations	Ensure gender balance
Assessment Criteria	Structured appraisal systems	Service duration	Teaching feedback scores	Select committee oversight	Clear advantages for underrepresented groups	Documenting diversity in promotions
Documentation	Keep records systematically	Internal guidelines	API and teaching observations	Audit trails and minutes	Objective reviews	Ongoing progress assessments
Impact Measurement	Monitor faculty performance	Student satisfaction metrics	Research output levels	Alignment with SDG goals	Continuous feedback loops	Inclusive career pathways



Impact Assessment and Equity Validation

Faculty Diversity

75%



Promotion Rate

80%



Retention Rate

90%



Gender Balance

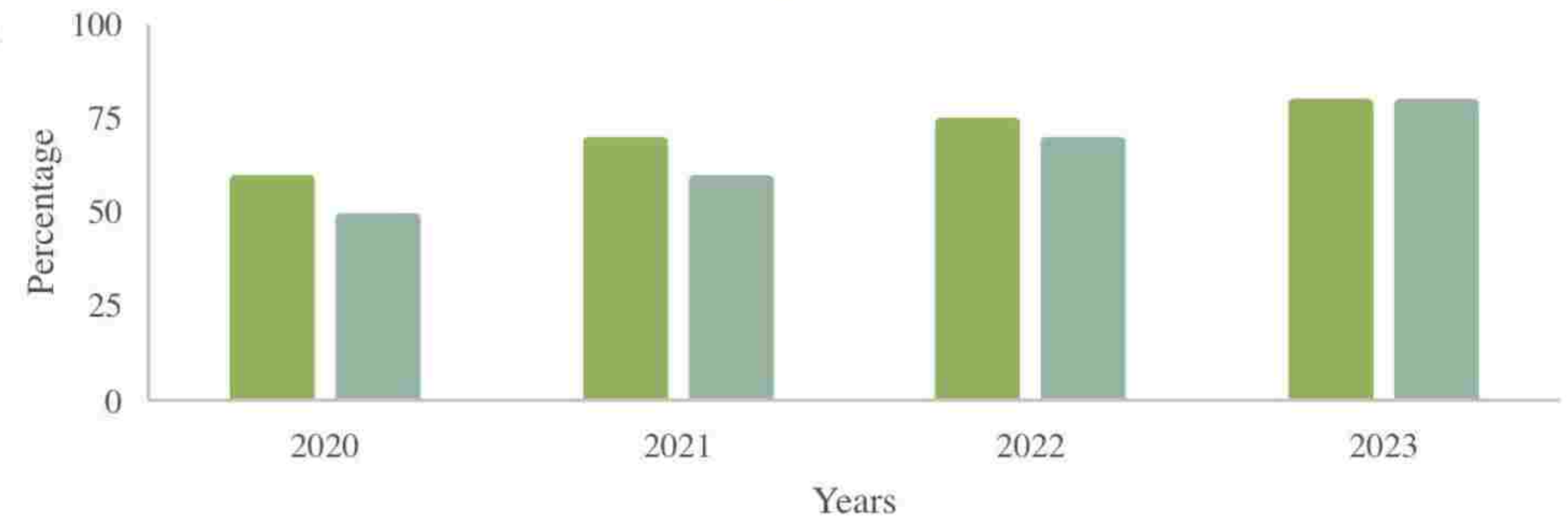
50%



Overall Faculty Appointment Performance



Impact Assessment and Equity Validation Over Years



Faculty Satisfaction Progress



Research Outputs Progress



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Documentation and Reporting Practices



Records Maintenance

Systematically maintain all faculty appointment and promotion records.



Supporting Documents

Compile all supporting documents for appointments and promotions.



Performance Evaluation

Document structured performance appraisals for promotion decisions.



Transparency Measures

Ensure transparency in documentation for accountability and trust.



Annual Reporting

Include faculty appointment outcomes in annual institutional reports.



Audit Preparedness

Prepare for audits with clear documentation and records.

Responsive Reporting and Dissemination





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7. Details of Expenses



Details of Department Expenses

Nithin Krishnan R
Associate Professor



Department Expenses Overview

01

Budget Analysis

Reviewing past expenditures helps identify trends and inform future budgetary decisions for departments.

02

Cost Reduction

Implementing strategies to reduce unnecessary expenses can lead to significant savings for the department.

03

Resource Allocation

Understanding where budget is spent allows for better allocation of resources to priority areas.

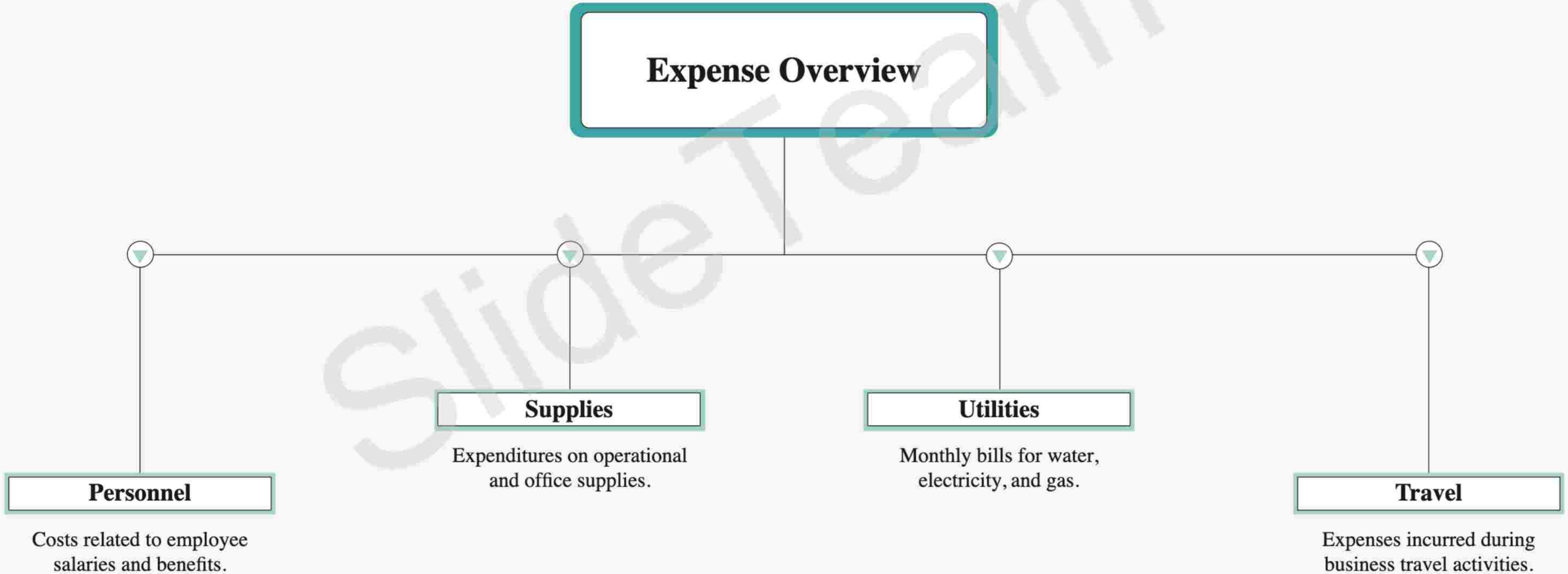
04

Performance Tracking

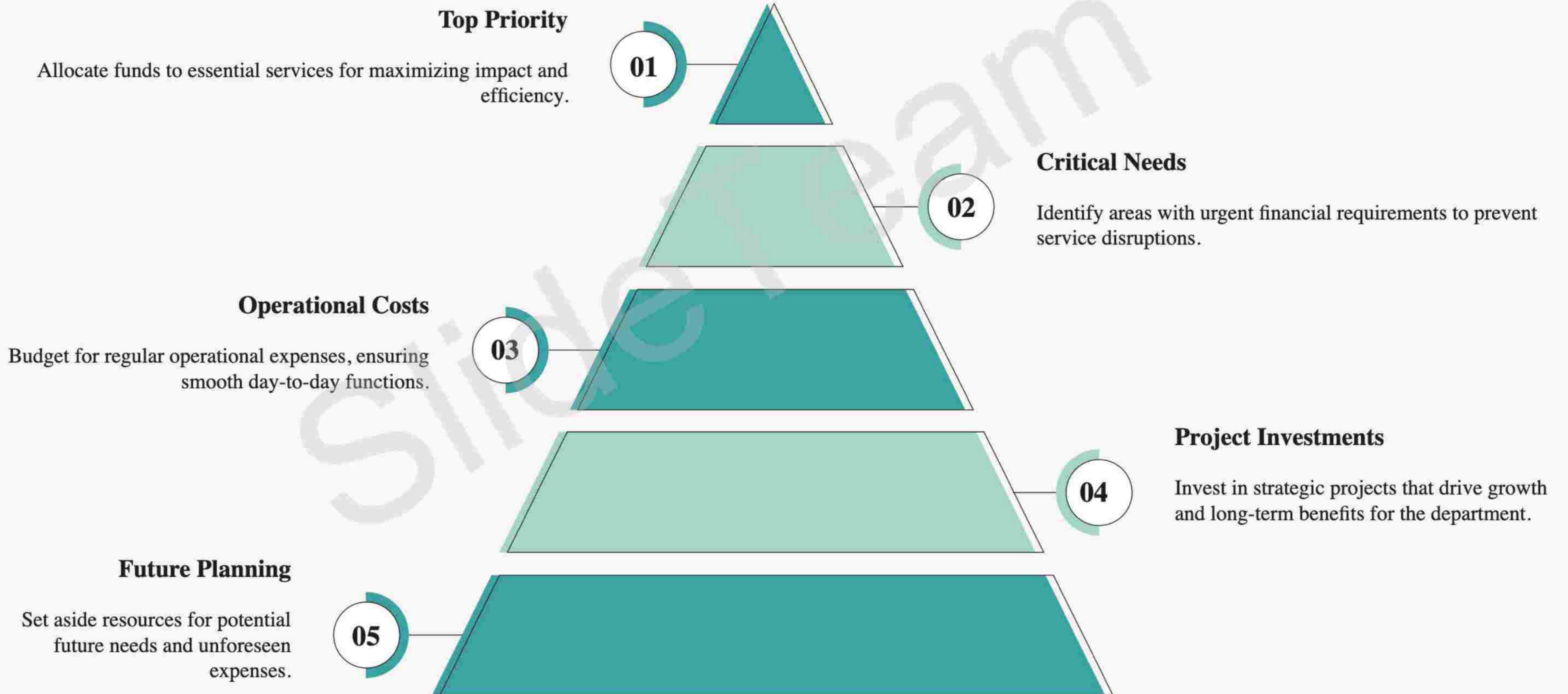
Monitoring department expenses aids in tracking performance against financial goals and objectives.



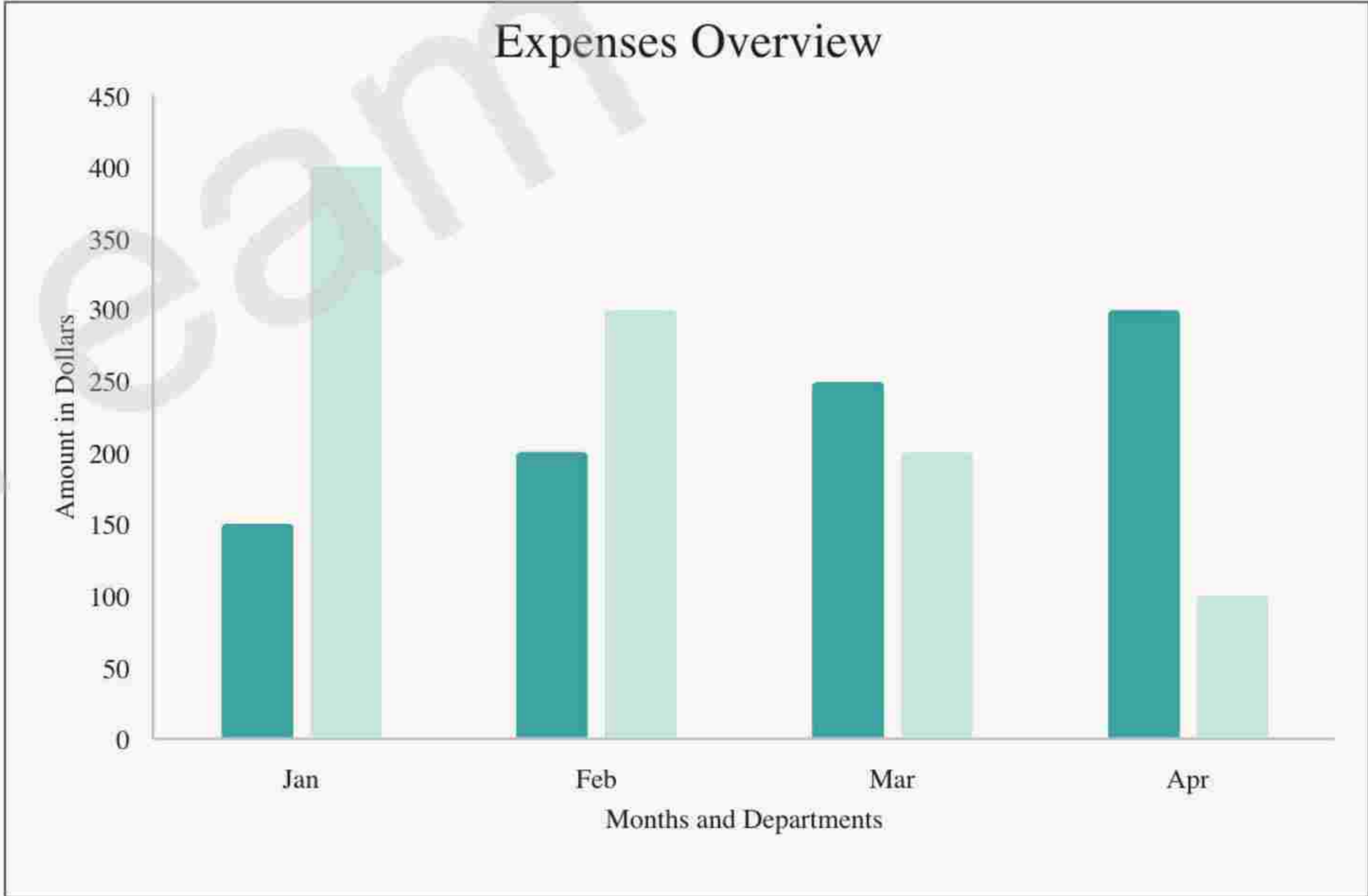
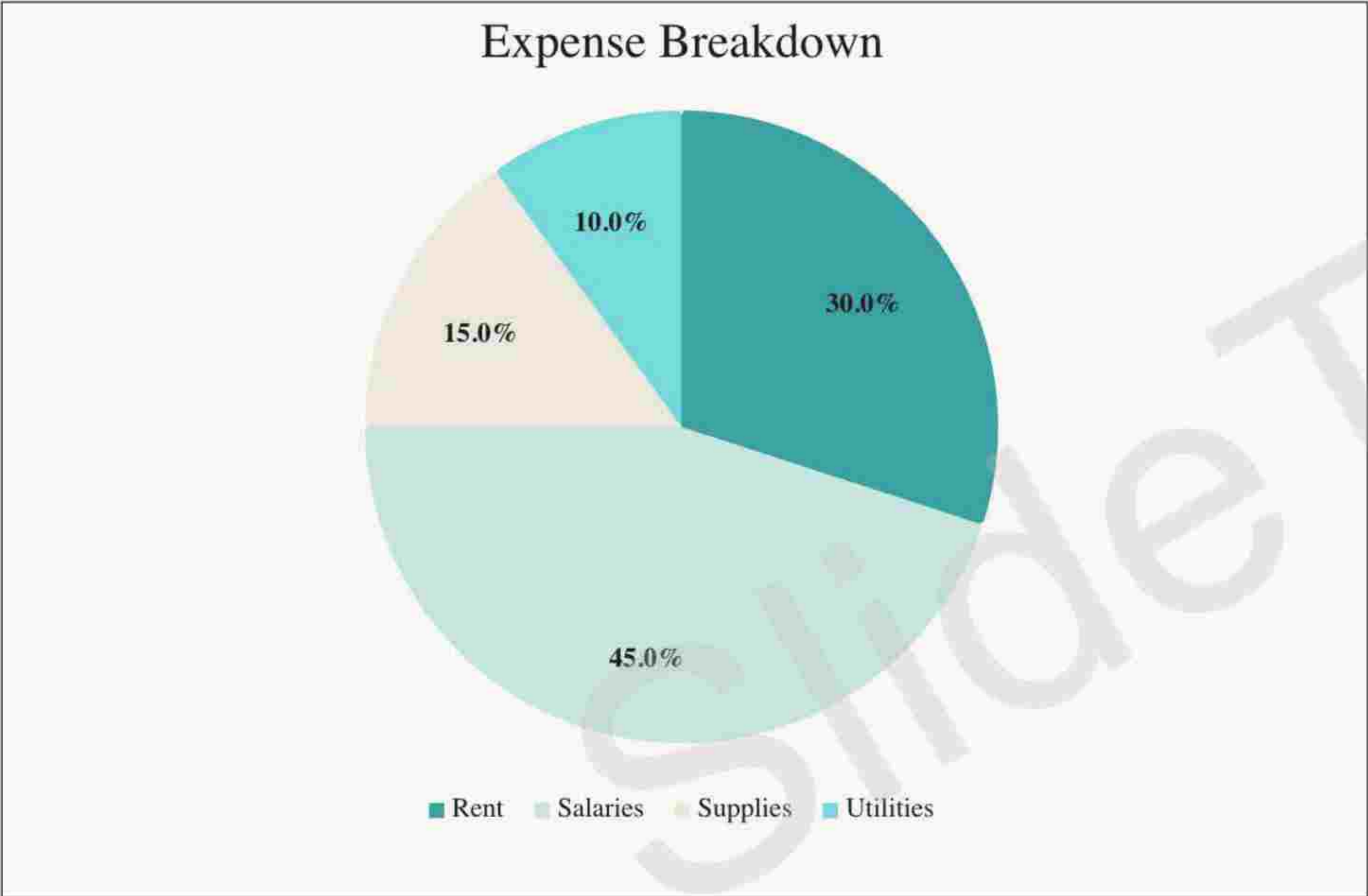
Understanding Expense Categories



Annual Budget Allocation Strategies



Expense Tracking and Reporting Methodologies



Cost Per Unit

50

Total Expenses

200

Monthly Budget

100

Yearly Savings

300

Identifying Cost Drivers and Trends



Highlights

01

Rising Costs

Expenses increased by 15% over the year.

02

Major Contributors

Salaries account for 40% of total expenses.

03

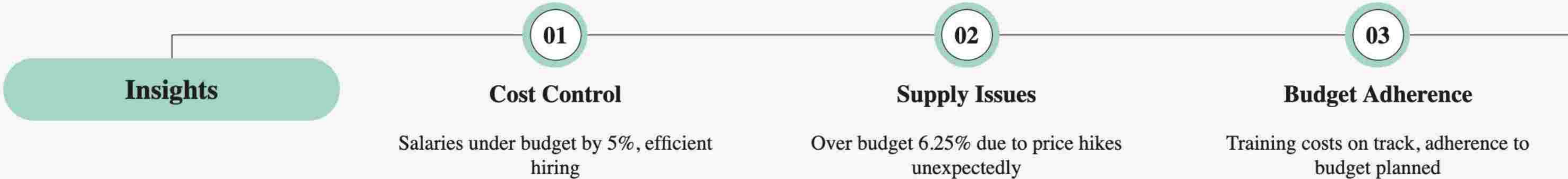
Trend Analysis

Monthly costs show a steady upward trend.

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Budget Variance Analysis and Actions

	Planned	Actual	Variance	Percentage	Category	Comments
Q1	10000	9500	500	5%	Salaries	Under budget due to fewer hires
Q2	8000	8500	-500	-6.25%	Supplies	Over budget from increased costs
Q3	12000	11500	500	4.17%	Training	On track with planned expenses
Q4	15000	14500	500	3.33%	Marketing	Slightly under budget, effective campaigns



Best Practices for Cost Management



Key Points

Establish annual budgets based on historical expense data.

Regularly track expenses to identify variances promptly.

Conduct post-expense analyses to improve future budgeting.

Provide ongoing training for staff on cost management.

01

Cost Awareness

Enhances understanding of spending patterns across departments.

02

Resource Utilization

Optimizes use of departmental resources and reduces wastage.

03

Financial Accountability

Increases responsibility for budget adherence among team members.

04

Long-term Planning

Supports the strategic planning for future departmental needs.

Insights

Future Projections and Budget Planning



B	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	
Q1		[Green arrow bar]											
Q2							[Green arrow bar]						
Q3			[Green arrow bar]										
Q4					[Green arrow bar]								
Review									[Green arrow bar]				
Complete					[Green arrow bar]								

This is a sample Gantt Chart. Please edit the timeframe above according to your schedule.



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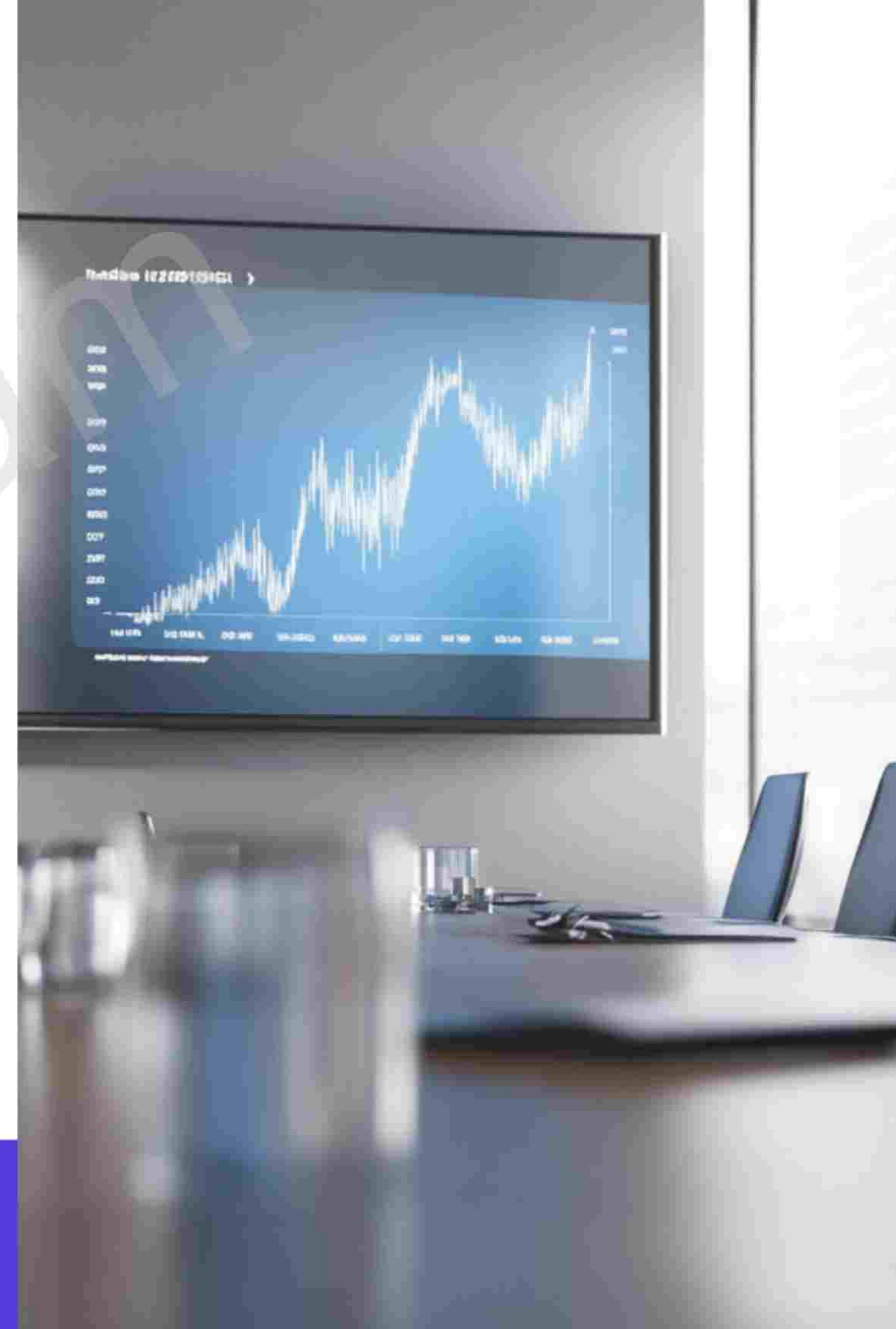
8. Details of Expenses



Details of Expenses Presentation Overview

Nithin Krishnan

Associate Professor



Introduction to Expenses Overview

Cost Tracking

01

Implementing cost tracking allows businesses to monitor expenses effectively over specific periods.

Financial Forecast

04

Creating forecasts based on expenses aids in predicting future financial performance and planning accordingly.

Budget Management

02

Effective budget management helps in allocating resources wisely to avoid unnecessary overspending.

Expense Reports

03

Regular expense reports provide insights into spending patterns, enabling informed financial decisions.



Types of Expenses: Fixed and Variable

01

Fixed Costs

Regular payments that do not change over time.

02

Variable Costs

Expenses that fluctuate based on production volume.

03

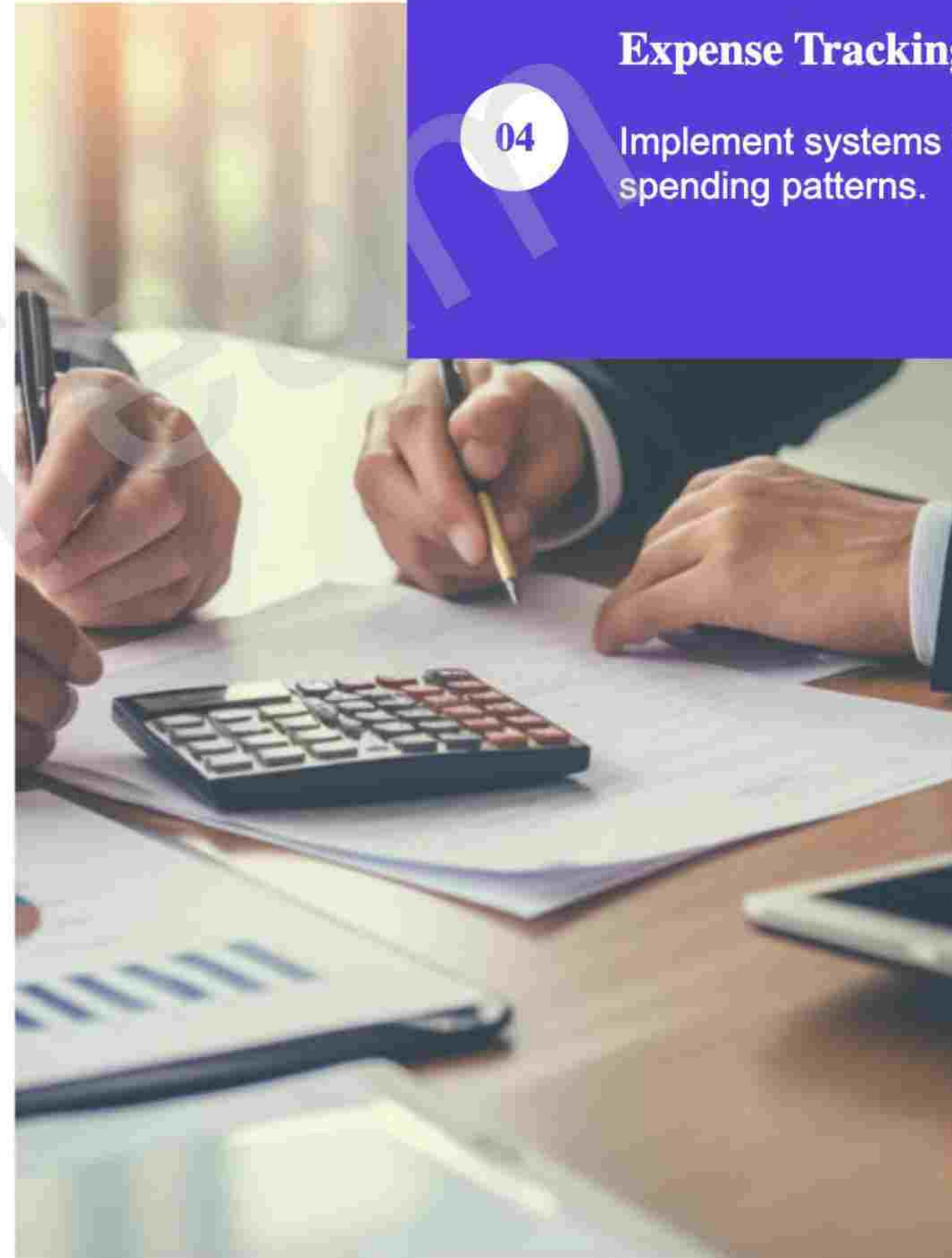
Budgeting Strategies

Utilize budgeting to manage both fixed and variable expenses.

04

Expense Tracking

Implement systems to monitor and analyze spending patterns.



Cost Analysis: Breakdown of Expenses

	Q1	Q2	Q3	Q4
Category A	1000	1200	1300	1500
Category B	800	900	950	1100
Category C	600	700	750	800
Category D	400	500	600	650

Insights

01

Top Category

Category A accounts for 40% of total expenses.

02

Increasing Costs

Expenses rose by 25% in Category B.

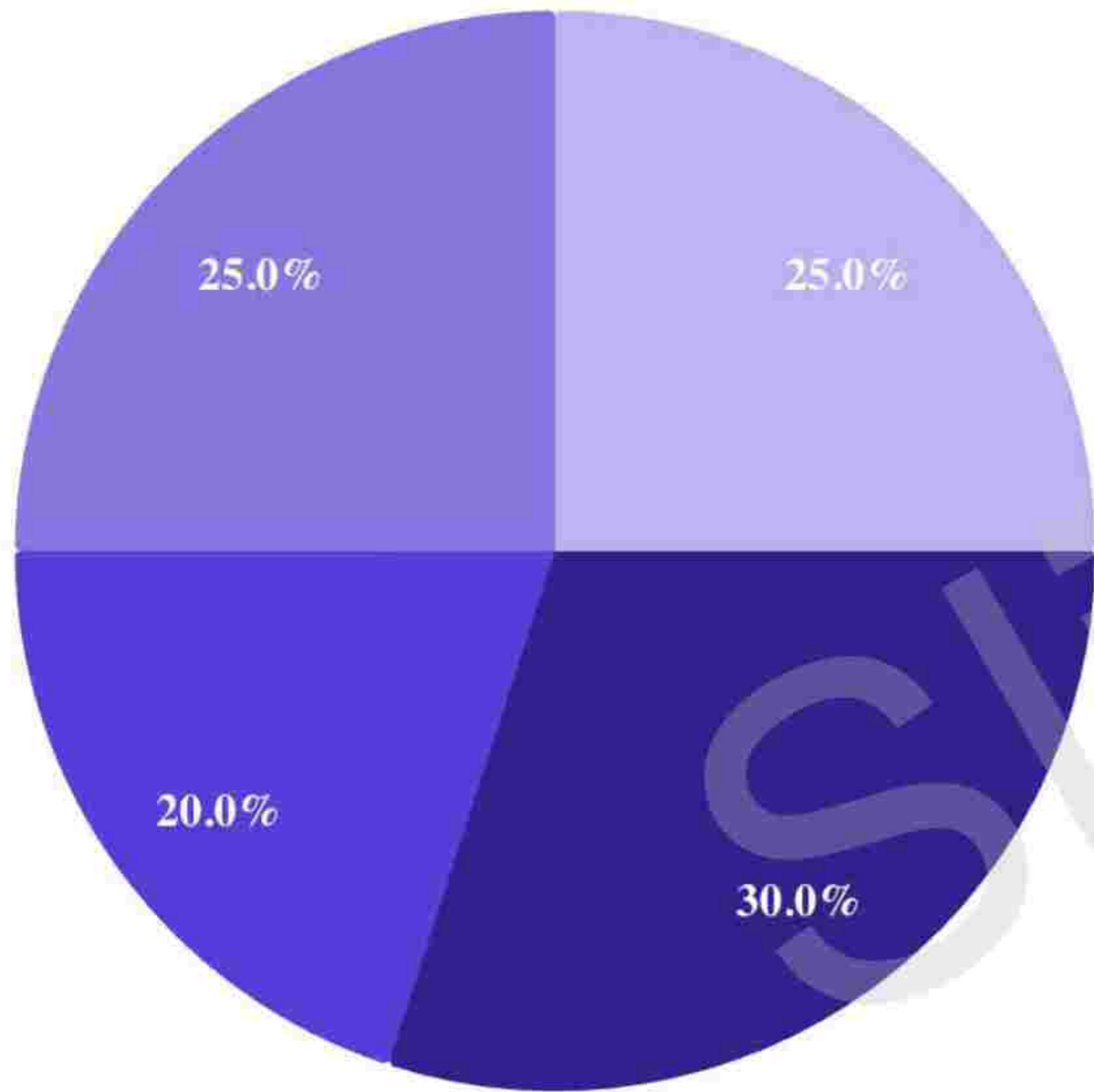
03

Stable Spending

Category D shows consistent quarter-over-quarter growth.

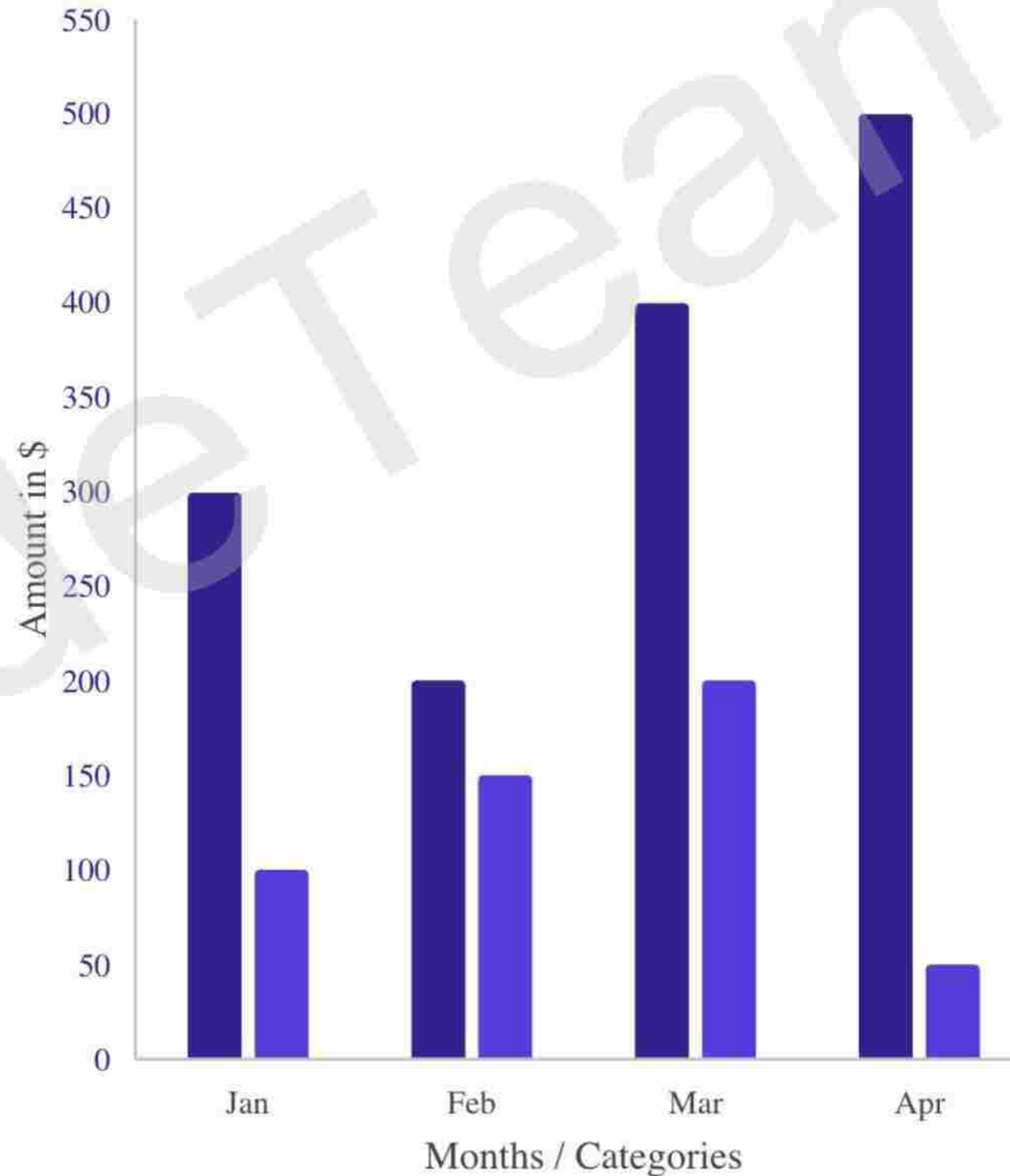
Expense Tracking and Management Tools

Overall Expense Breakdown



■ Food ■ Transport ■ Utilities ■ Entertainment

Expense Overview



Total Expenses

Rs500



Monthly Average

Rs250



Expense Growth

10%



Budget Utilization

75%



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Budgeting Techniques for Expense Control

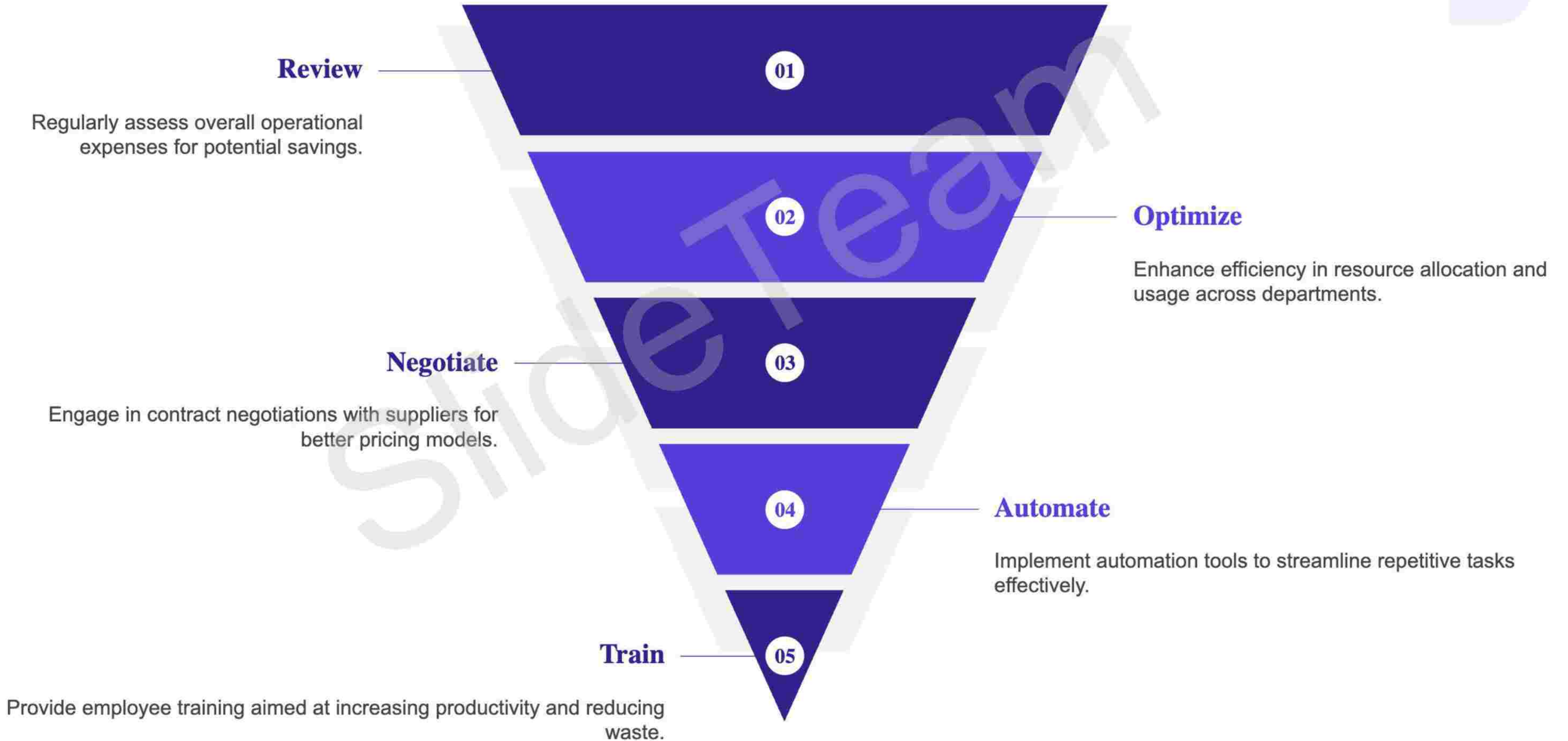


Common Mistakes in Expense Reporting

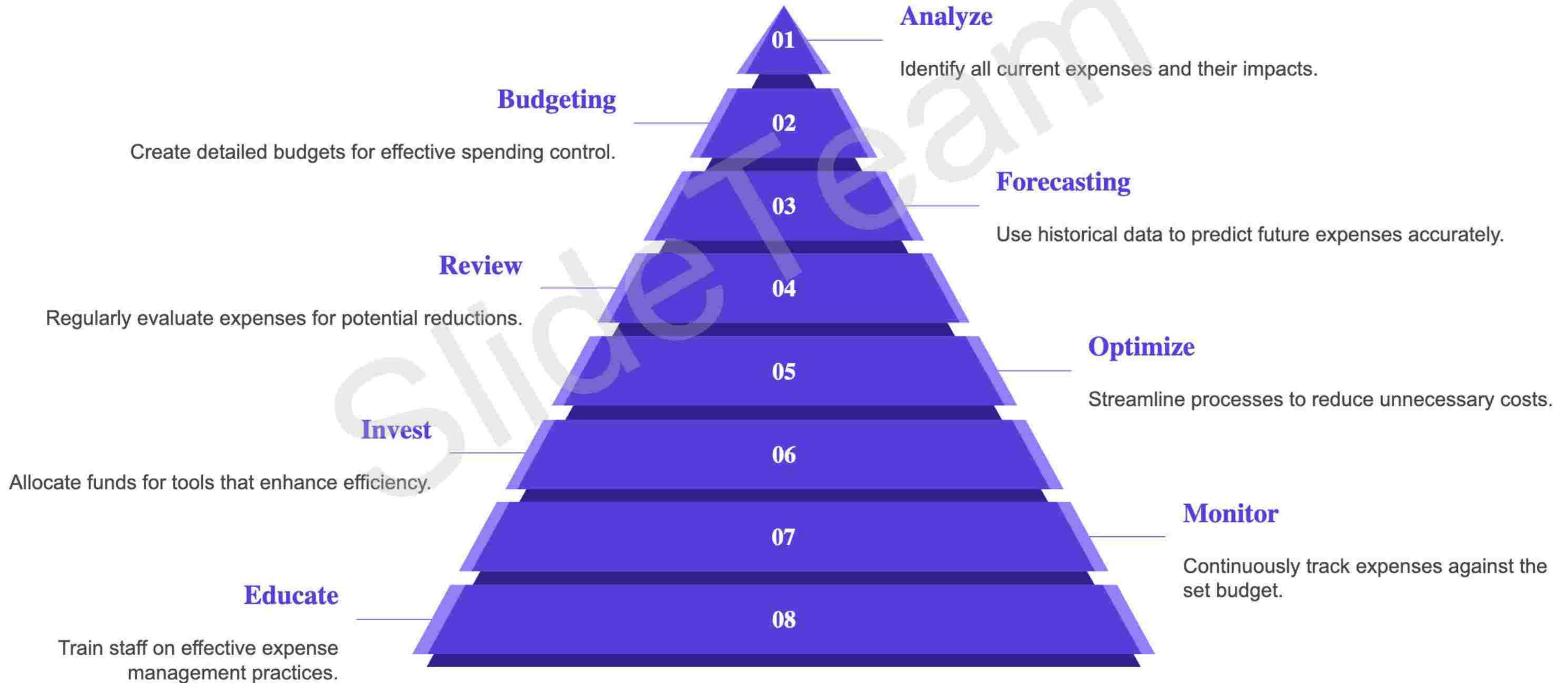
-  **Missing Receipts**
Ensure to attach receipts for all expense claims made.
-  **Incorrect Amounts**
Double-check amounts on receipts to avoid discrepancies.
-  **Lacking Details**
Include detailed descriptions for each expense claimed.

-  **Submission Deadlines**
Be aware of and adhere strictly to submission deadlines.
-  **Unapproved Expenses**
Confirm all expenses are pre-approved by the finance department.
-  **Personal Expenses**
Do not mix personal expenses with business expenses.
-  **Neglecting Policies**
Familiarize yourself with company expense policies thoroughly.
-  **Forgetting Substitutes**
Make sure to include any substitute expenses when applicable.

Strategies for Reducing Operational Expenses



Long-term Strategies for Expense Management





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RESEARCH

9. List of Students Admitted in Batch



List of students admitted in Batch

Nithin Krishnan

Associate Professor



Introduction to Student Admission Batch



John

Team Leader



Alice

Data Analyst



Michael

Project Manager



Emma

Web Developer



Ethan

Content Writer

Overview of Admitted Students

Total

100



Female

50



Male

50

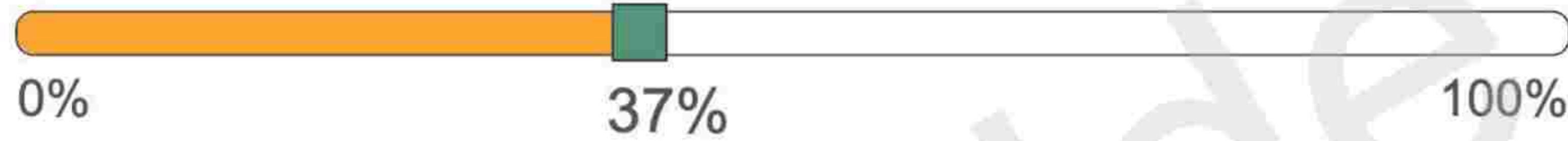


International

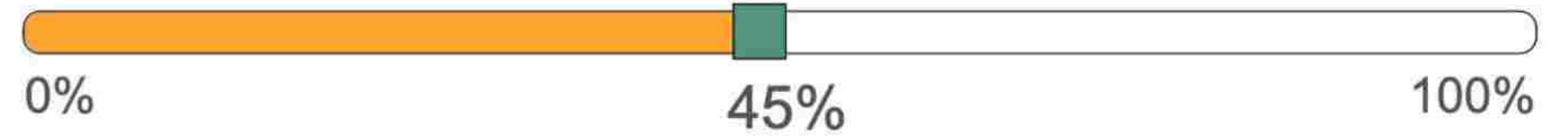
20



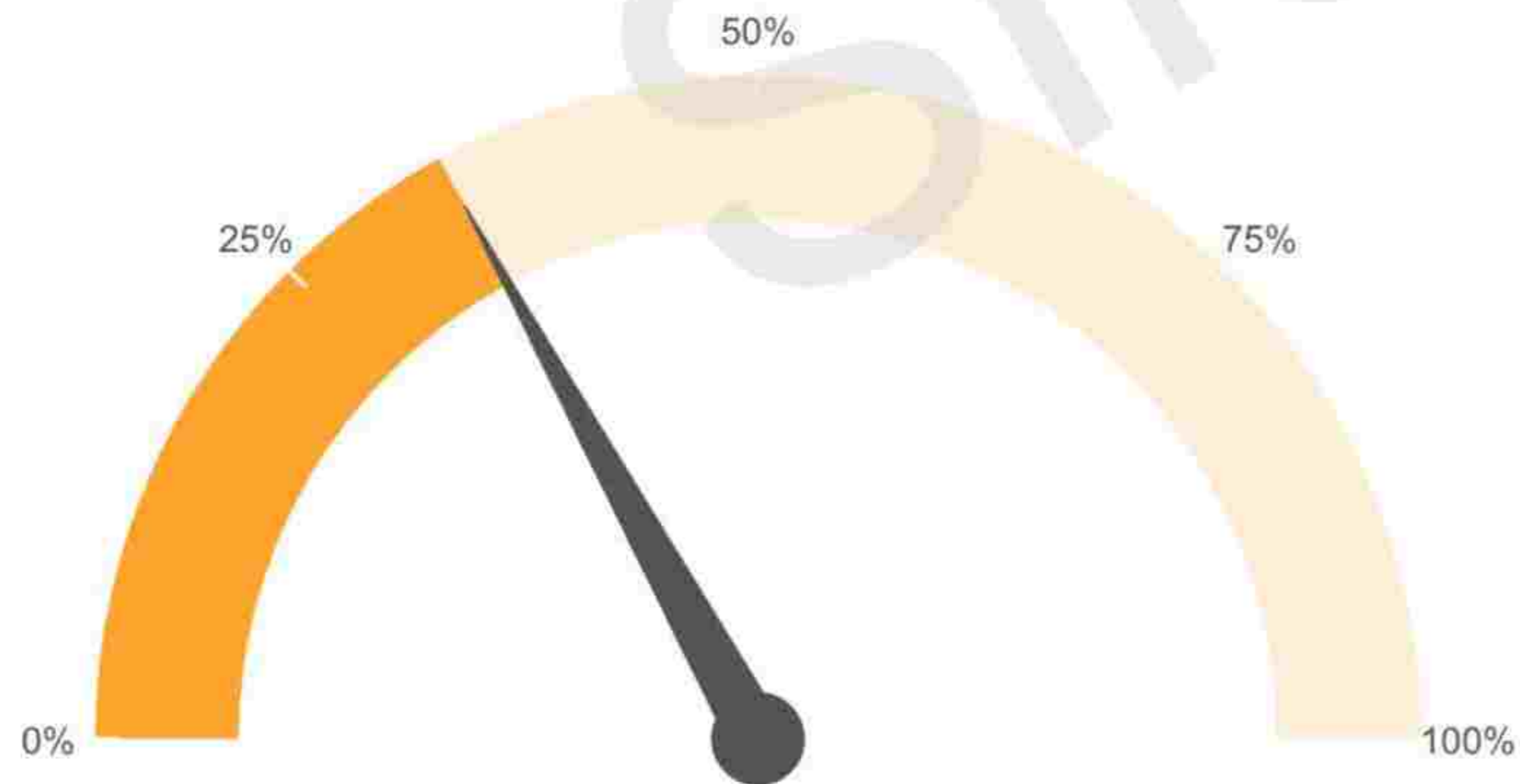
Students Distribution



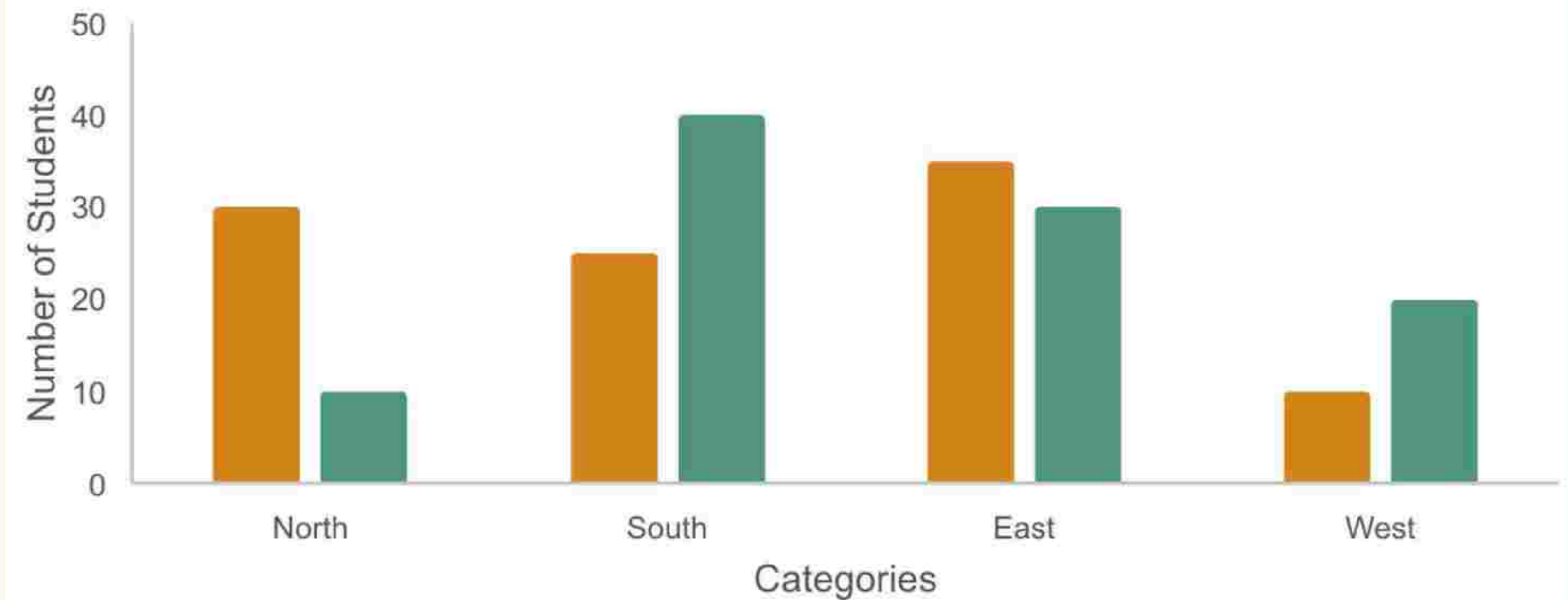
Gender Ratio



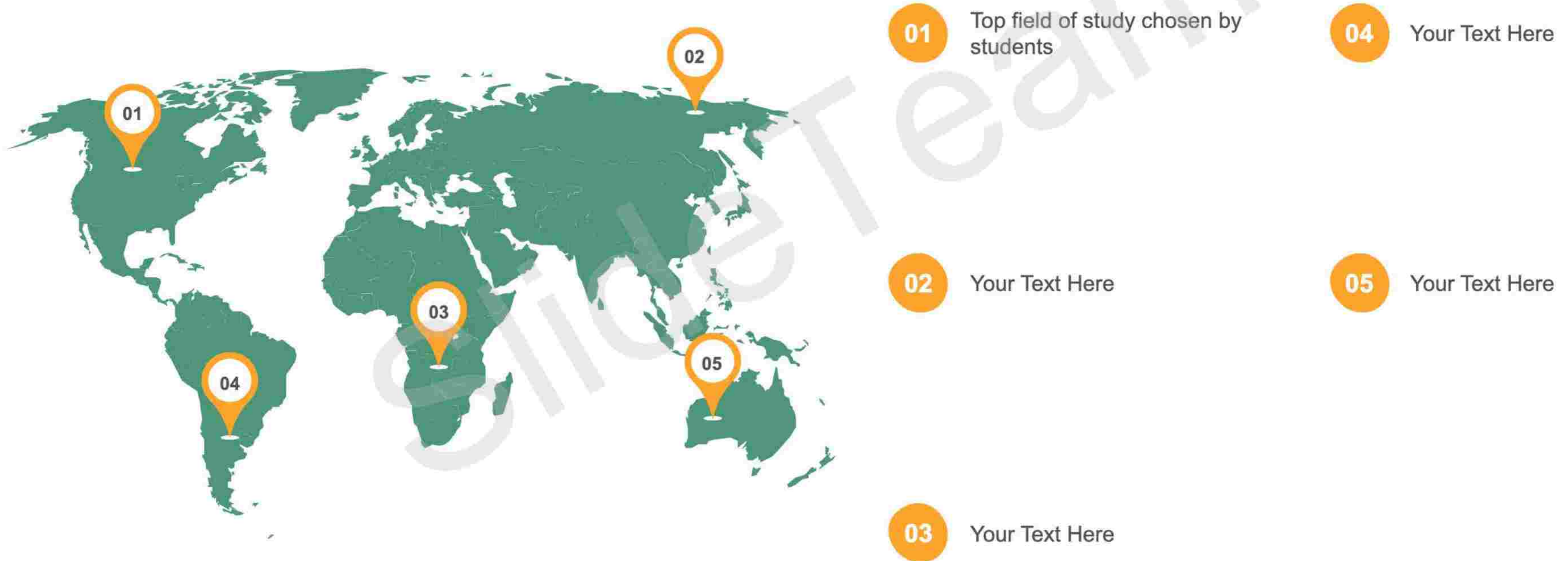
Overall Admission Rate



Enrollment Statistics



Demographic Breakdown of Students



This is a sample way to show your message. Please edit and move the pins above according to your message

Academic Background of Students

	Total	Percentage	Top Major	Average GPA
Undergraduate	50	50%	Computer Science	3.5
Graduate	30	30%	Business Administration	3.7
Diploma	15	15%	Engineering	3.4
Certifications	5	5%	Data Science	3.8

Insights

01

Diverse Background

40% from varied educational fields.

02

High Averages

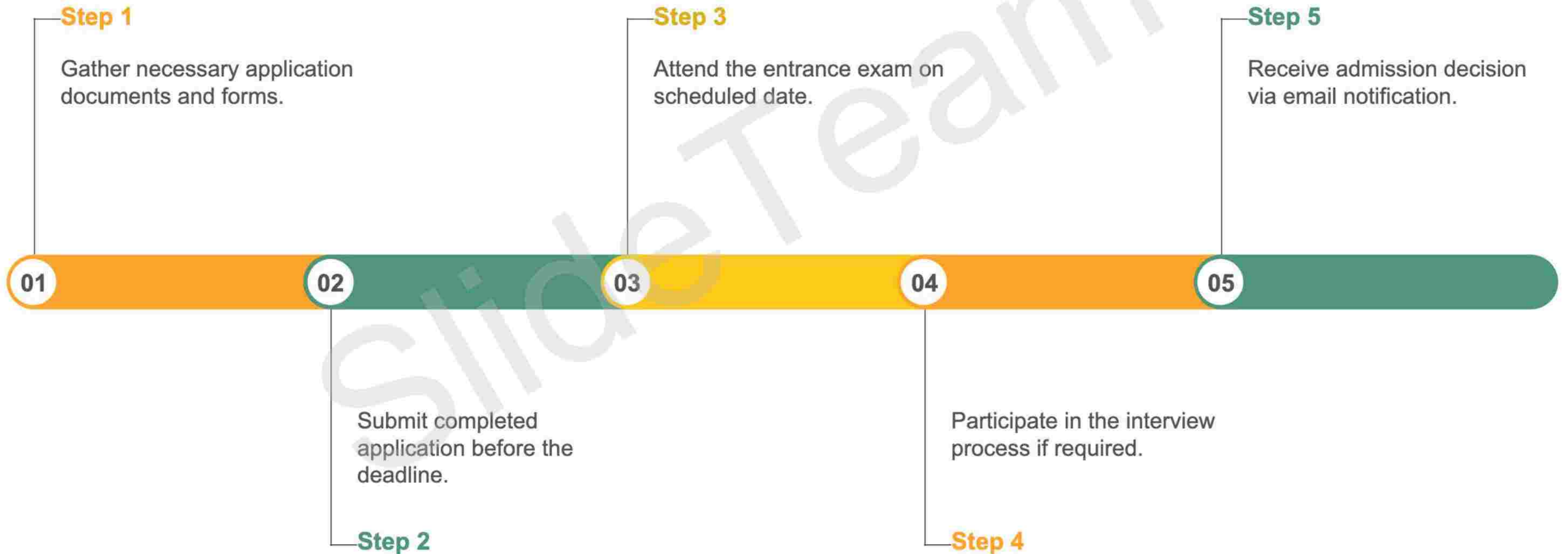
Most students GPA above 3.5.

03

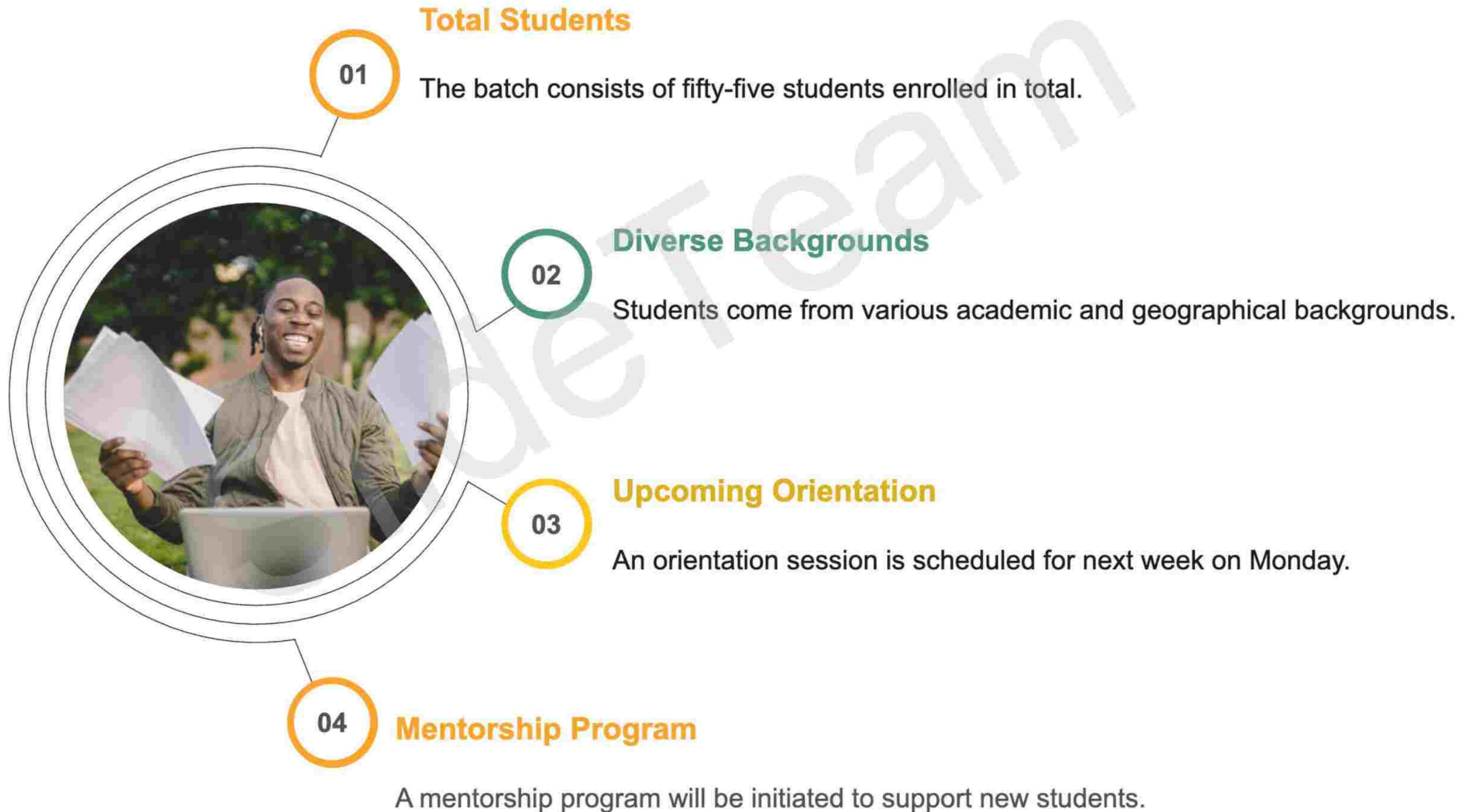
Popular Major

Computer Science attracts highest enrollments.

Admission Criteria and Process



Additional Information and Highlights



Challenges in Admission Process



Problem 1

Limited resources leading to application processing delays

Staff shortages affect processing speed

High volume of applications overwhelms teams



Problem 2

Potential bias in admission decision-making process

Subjective evaluations can skew results

Diversity issues arise from bias tendencies



Problem 3

Inconsistent criteria for evaluating student applications

Different standards lead to confusion

Unclear guidelines affect fairness and outcomes

Future Admission Trends and Outlook

