

**The Annual Quality
Assurance Report (AQAR) of
the IQAC
Of
Ranchi Women's College,
Ranchi

'2015-16'**

The Annual Quality Assurance Report (AQAR) of the IQAC of RWC

Part – A

AQAR for the year (for example 2013-14)

2015-2016

1. Details of the Institution

1.1 Name of the Institution

Ranchi Women's College, Ranchi

1.2 Address Line 1

Circular Road

Address Line 2

Lalpur

City/Town

Ranchi

State

Jharkhand

Pin Code

834001

Institution e-mail address

ranchiwomenscollege@gmail.com

Contact Nos.

09507617312

Name of the Head of the Institution:

Prof. (Dr.) Manju Sinha

Tel. No. with STD Code:

0651-2542221

Mobile:

09507617312

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (New Track ID after LOI)

OR

1.4 NAAC Executive Committee No. & Date:
(of first cycle)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | 78.75 | 2004 | 2009 |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- (i) AQAR for year ...**2011-2012** on **04.05.2016**
- (ii) AQAR for year ...**2012-2013** on **04.05.2016**
- (iii) AQAR for year ...**2013-2014** on **04.05.2016**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

(Constituent Autonomous College)

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BBA, BSC, IT, BCA, CND, Biotechnology, FD

1.11 Name of the Affiliating University (*for the Colleges*)

Ranchi University, Ranchi

1.12 Special status conferred by Central / State Government/ UGC :

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

28

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

06

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

02

2.9 Total No. of members

52

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. Yes Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year ? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Workshop on Stress Management for Teaching & Non-teaching
- Workshop on Traffic rules & regulations for students

2.15 Plan of Action by IQAC and Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|--|
| Completion of construction of new Academic & Administrative building in Art's Block | New Academic & Administrative building in Art's Block was ready by December 2016. |
| Workshop for Teachers & Non-teaching Staff for preparation of NAAC | Workshops & Meetings conducted for preparation of NAAC and criterion-wise preparation allotted. |
| Proposal for starting Certificate Yoga course | Course structure was formulated following UGC guidelines and framework and approved by the meeting of the Academic Council . |
| Skill Development Programme in Spoken English and Personality Development | Classes are held regularly for the students since 2015 |

| | |
|--|--|
| Counselling on mental stress by the Department of Psychology | Department of Psychology constituted a Student Counselling Centre in 2015 and named it SCC . They have organized 5 workshop |
| Workshop on Moral Ethics by Department of Philosophy | Dept of Philosophy started workshop and gave it the name of Sadbhavna ‘ |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

IQAC (Steering Committee)

Provide the details of the action taken

Suggestions of students, parents and Alumni given by feedback are executed.
 Departments & Teachers suggest for improvement in teaching-learning method and examination process
 Job oriented curriculum initiated
 Department of Chemistry upgraded their syllabi to make it employment friendly .

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | Nil | | | |
| PG | 10 | | | |
| UG | 21 | | 06 | |
| PG Diploma | Nil | | | |
| Advanced Diploma | Nil | | | |
| Diploma | Nil | | | |
| Certificate | Nil | | | |
| Others (B.Ed.) | Nil | | 01 | |
| Total | 31 | | 07 | |
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 38 |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Regular meetings of Board of Studies in Departments

1.5 Any new Department/Centre introduced during the year. If yes, give details.

| |
|--|
| |
|--|

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 96 | 54 | 38 | 02 | |

2.2 No. of permanent faculty with Ph.D. 77

| | | | | | | | | | | |
|---|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| | R | V | R | V | R | V | R | V | R | V |
| | 0 | | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty 33 21 74

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 11 | 45 | |
| Presented papers | 09 | 15 | |
| Resource Persons | | | |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of LCD Projector to teach.
- Project works are mandatory for all UG and P.G courses.
- Seminar presentation is a part of curriculum in some subjects
- .Dissertation is compulsory for P.G students

2.7 Total No. of actual teaching days

during this academic year 218

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Grading System introduced in B.Ed. Course

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop All Faculty Members

2.10 Average percentage of attendance of students 78%

2.11 Course/Programme wise distribution of pass percentage :

Under Graduate

| Title of the Programme | Total no. of students appeared | Pass | Fail | Pass % | 1st | 2nd |
|-------------------------------|---------------------------------------|-------------|-------------|---------------|------------|------------|
| Bengali | 1 | 1 | 0 | 100.00 | 1 | 0 |
| Economics | 86 | 38 | 48 | 44.19 | 29 | 9 |
| English | 96 | 87 | 9 | 90.63 | 32 | 55 |
| Geography | 88 | 72 | 16 | 81.82 | 70 | 2 |
| Hindi | 94 | 72 | 22 | 76.60 | 27 | 45 |
| History | 86 | 51 | 35 | 59.30 | 43 | 8 |
| Home Science | 21 | 10 | 11 | 47.62 | 10 | 0 |
| Philosophy | 16 | 10 | 6 | 62.50 | 9 | 1 |
| Political Science | 88 | 64 | 24 | 72.73 | 35 | 29 |
| Psychology | 53 | 28 | 25 | 52.83 | 21 | 9 |
| Sanskrit | 3 | 0 | 3 | 0.00 | 0 | 0 |
| Sociology | 35 | 19 | 16 | 54.29 | 10 | 9 |
| Nagpuri | 4 | 3 | 1 | 75.00 | 3 | 0 |
| Mundari | 1 | 1 | 0 | 100.00 | 1 | 0 |
| Khortha | 1 | 0 | 1 | 0.00 | 0 | 0 |
| Urdu | 21 | 19 | 2 | 90.48 | 16 | 3 |
| Botany | 39 | 31 | 8 | 79.49 | 31 | 0 |
| Chemistry | 72 | 53 | 19 | 73.61 | 53 | 0 |
| Physics | 74 | 57 | 17 | 77.03 | 57 | 0 |
| Math | 100 | 78 | 22 | 78.00 | 75 | 0 |
| Zoology | 51 | 41 | 10 | 80.39 | 41 | 0 |
| Biotechnology | 43 | 34 | 9 | 79.07 | 34 | 0 |
| CND | 24 | 19 | 5 | 79.17 | 19 | 0 |
| IT | 102 | 86 | 16 | 84.31 | 86 | 0 |
| BBA | 129 | 92 | 37 | 71.32 | 92 | 0 |
| Computer Application | 90 | 74 | 16 | 82.22 | 72 | 2 |
| FD | 32 | 23 | 9 | 71.88 | 23 | 0 |
| B.Com. | 402 | 340 | 62 | 84.58 | 321 | 19 |

Post Graduate

| Subject | Appear | Pass | Fail | Pass % | 1st | 2nd |
|-------------------|---------------|-------------|-------------|---------------|------------|------------|
| Economics | 46 | 25 | 21 | 54.35 | 20 | 5 |
| English | 23 | 14 | 9 | 60.87 | 11 | 3 |
| Hindi | 84 | 52 | 32 | 61.90 | 41 | 11 |
| History | 73 | 62 | 11 | 84.93 | 62 | 0 |
| Home Science | 10 | 8 | 2 | 80.00 | 8 | 0 |
| Political Science | 56 | 39 | 17 | 69.64 | 37 | 2 |
| M.Com | 64 | 55 | 9 | 85.94 | 55 | 0 |
| Botany | 6 | 3 | 3 | 50.00 | 3 | 0 |
| Zoology | 27 | 18 | 9 | 66.67 | 17 | 1 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Feedback from students and Workshops

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 08 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | - |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | - |
| Others | - |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 51 | 28 | Nil | 18 |
| Technical Staff | 07 | 10 | Nil | 11 |

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC tries to chalk out programmes for initiation of professionalism, ethical and moral honesty, good behavior among teaching and support staff and students as well.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | 01 | | |
| Outlay in Rs. Lakhs | | | 953800.00 | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | 02 | 01 | | |
| Outlay in Rs. Lakhs | 1,83,000 | 3,25,000 | | 1,83,000 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | 01 | UGC | 9,53,800 | |
| Minor Projects | 03 | UGC | 5,08,000 | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | | | 14 |
| Sponsoring agencies | | | | | |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | |
| | Granted | |
| International | Applied | |
| | Granted | |
| Commercialised | Applied | |
| | Granted | |

3.17 No. of research awards /recognitions received by faculty and research fellows of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| | | | | | | |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

| |
|----|
| 19 |
| 33 |

3.19 No. of Ph.D. awarded by faculty from the Institution

| |
|---|
| N |
|---|

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

| | | | | | | | |
|-----|--|-----|--|-----------------|--|-----------|--|
| JRF | | SRF | | Project Fellows | | Any other | |
|-----|--|-----|--|-----------------|--|-----------|--|

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|----|---------------------|--|
| University level | 12 | State level | |
| National level | 01 | International level | |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|-----|---------------------|----|
| University level | 124 | State level | 54 |
| National level | 25 | International level | |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----|---------------------|--|
| University level | | State level | |
| National level | 04 | International level | |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|----|---------------------|----|
| University level | | State level | 01 |
| National level | 07 | International level | |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|--|---------------|----|-----------|--|
| University forum | | College forum | 04 | | |
| NCC | | NSS | 02 | Any other | |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation camp
- Special Camps in villages

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|------------|---------------|------------------------------------|-------|
| Campus area | 12.35acres | | | |
| Class rooms | | | | |
| Laboratories | 13 | 01 | University, UGC & State Govt | 14 |
| Seminar Halls | 02 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | 02 | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 2.5cr | 10,18,159 | University, UGC & State Govt | |
| Others | | | | |

4.2 Computerization of administration and library

| |
|--|
| College website : www.ranchiwomenscollege.ac.in |
| Computerized Office & Examination Cell. Wi fi Zone & Computer Lab |

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|--------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 38756 | 6200000 | 1918 | 603663 | 40674 | 6803663 |
| Reference Books | 4800 | | 1204 | | 6004 | |
| e-Books | | | | | | |
| Journals | | | | | | |
| e-Journals | | | | | | |
| Digital Database | | | | | | |

| | | | | | | |
|------------------|----|--|----|--|----|--|
| CD & Video | 10 | | 78 | | 88 | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 117 | 04 | Yes | | | | | |
| Added | 15 | 01 | Yes | | | | | |
| Total | | | | | | | | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

| |
|---|
| Internet access in Library. Computer training & awareness workshops conducted for non-Teaching & Teaching staff |
|---|

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-------------------|
| i) ICT | 5,81,808.00 |
| ii) Campus Infrastructure and facilities | 84,000.00 |
| iii) Equipments | 1018159.00 |
| iv) Others | - |
| Total : | 1683967.00 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Provides regular counseling to the students and guidance for various competitive exams

5.2 Efforts made by the institution for tracking the progression

All the activities and support programs are supervised from time to time to create and sustain optimum learning ambience.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 6444 | 884 | 0 | 100 |

(b) No. of students outside the state

16

(c) No. of international students

Men

| No | % |
|----|---|
| | |

Women

| No | % |
|----|---|
| | |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|------|------|-----------------------|-------|-----------|-----|------|------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 2520 | 684 | 1996 | 2437 | 04 | 7637 | 2401 | 710 | 1992 | 2511 | 03 | 7614 |

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career counseling programme for students, Remedial Classes.
Special classes for slow learners.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Grievance Cell headed by Principal
- Placement Cell
- Career Counselling classes

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 04 | 312 | 31 | 82 |

5.8 Details of gender sensitization programmes

Gender Sensitization done through Seminars and by having workshops

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|-------------|
| Financial support from institution | | |
| Financial support from government | 2870 | 17540240.00 |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The College aims at its vision and mission to lead girl students to march successfully towards knowledge, enlightenment and empowerment through various curricular, co-curricular & extracurricular activities. Our vision is translated through our mission to create such an atmosphere in which girls can march ahead towards overall development of personality.

6.2 Does the Institution has a management Information System

We manage all the data of students and teachers through MIS. We have Chief Information Officer and Chief Technology Officer who are known as Senior System Administrator (Mr A A Azad) and System Administrator (Md Parvez Akhter)

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum development/modification is proposed in the departmental Council meeting , consisting of all faculty members and student representatives and forwarded to the Board of Studies. Each department has its own Board of Studies. The Meeting of the Board is held annually to make changes in the syllabus

6.3.2 Teaching and Learning

Teaching and learning is a two way process. To make teaching innovative and interesting there are smart classes and group discussion. Lecture series by eminent scholars are organized for students for quality enhancement. Educational tours and excursions are arranged by deferent department. Teachers use modern teaching aids to make the learning process interesting. Regular tests and seminars are conducted.

6.3.3 Examination and Evaluation

Examination and evaluation are done on semester basis. Between each semester two mid semester are internally conducted and evaluated. Examination system are fully computerised. Timely examination are conducted. Evaluation work is done out side the college and the whole process is confidential. Timely publication of final semester exams is beneficial for the students going outside to pursue higher study.

6.3.4 Research and Development

Faculty development programme are encourage. Various minor and major research projects are under taken by the faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has two central library located in each block. Both the libraries are automated. There is internet and Xerox facility in the library for the staff and the students. It has all types of reference book, text books, journals, report, magazine and news papers

6.3.6 Human Resource Management

Human Resource is the most required factor. The Teachers , Principal and all stake holder contribute in their own way.

6.3.7 Faculty and Staff recruitment

There are three types of faculty recruitment. Firstly there are faculties who are appointed by the commission, secondly there are faculties who are appointed on contractual basis. Thirdly there are guest teachers who are either retired teachers or teachers approved by the University.

6.3.8 Industry Interaction / Collaboration

College has done MOU with some industries where girls go for training. Mou is done with different companies like Pidlite , Health Point Hospital. Girls have Industry Interaction by visiting various industries like Sudha Dairy, Apollo Hospital, GuruNanak Hospital, MEDICA

6.3.9 Admission of Students

There is well built admission system in the college. An admission committee for each department which takes all the necessary decisions regarding admission as per regulations of the college. The college has an information system which works very effectively for providing information to the parents, guardians and students seeking admission in the college.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | |
| Non teaching | |
| Students | ✓ |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | No | Yes | Academic Council |
| Administrative | No | No | No | |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

College adopts many reforms from time to time. Students can see the photocopy of answer sheets through RTI. Students can apply for scrutiny/ re totalling of answer sheets . Fully automated examination cell works with dedicated staff.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University has always been very supportive for taking positive steps towards development of the college. It helps in recruitment of contractual and Guest Faculties whenever needed. It helps in organizing various workshops, seminars, conferences from time to time which helps in enhancing the quality of faculty, staff and students.

6.11 Activities and support from the Alumni Association

The college has a good and strong Alumni Association. Many faculties are alumni of the college itself. They have regular meetings. Alumni Association helps many needy students.

6.12 Activities and support from the Parent – Teacher Association

By holding regular parents teachers meeting the college is able to get valuable feedback and suggestions for the development and upliftment of the college.

6.13 Development programmes for support staff

Support staff are an important and necessary pillar of the college. For their development the college arranges various short term programme like computer literacy, office practise etc. IQAC also arranges workshops and seminars for support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plastics are prohibited on the campus. The students are made aware of environmental ethics by having seminars and workshops. Cleanliness is inculcated in the students by organizing cleanliness drive under NSS wing of the college. Botanical garden is well developed plus there are many trees in the campus.

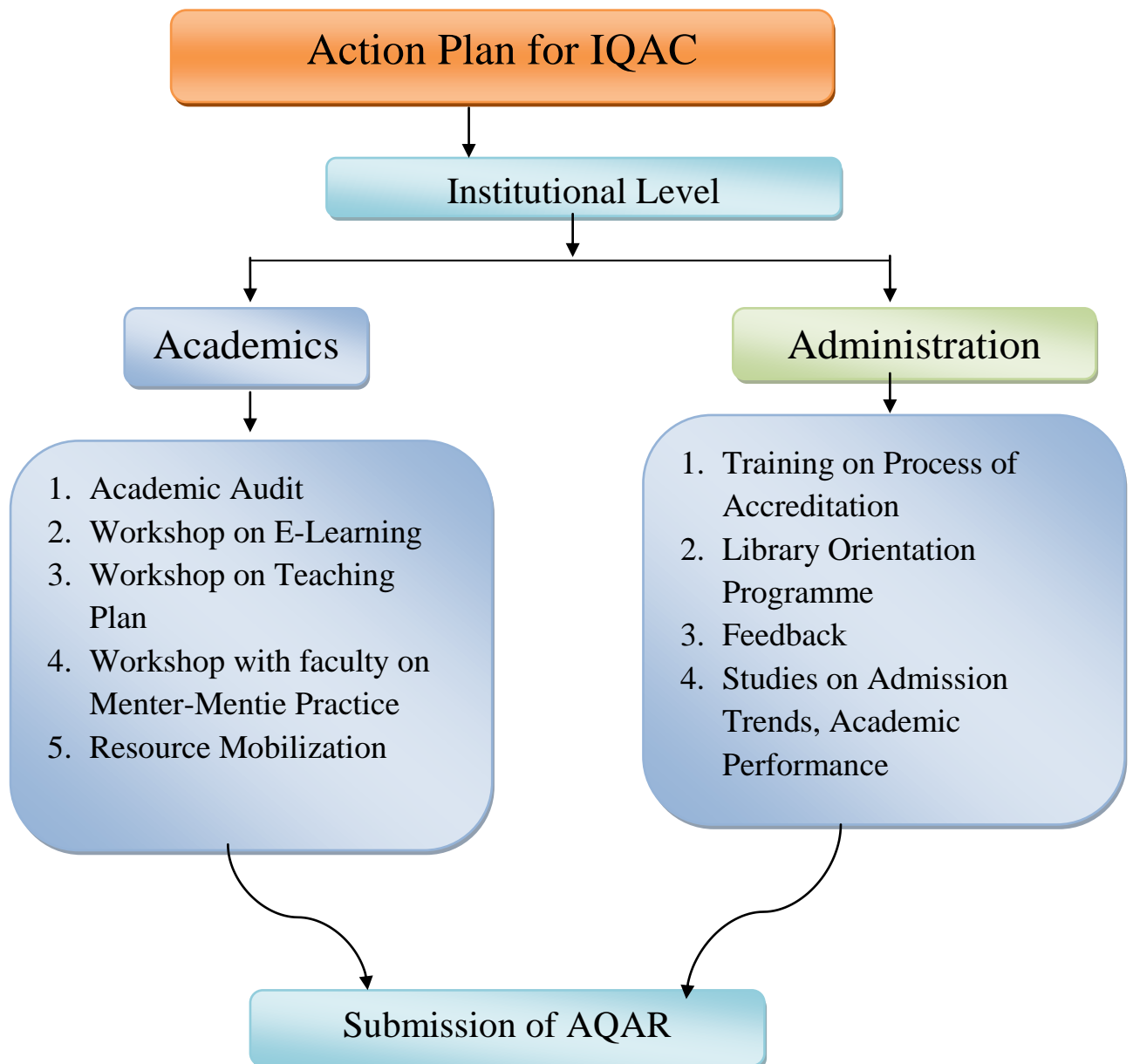
Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The College has constituted a Green Audit Team headed by a revered Botanist, Environmentalist and Former Vice Chancellor Prof K.K.Nag. Eco friendly practises are promoted in the college by conducting “No Plastic Drive “. Students are made aware of environmental laws through curricula, NSS programmes and Seminars

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year



7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Extension activities are organized to develop the personality and character of students through voluntary community services . Besides inculcating spirit of social responsibility among students it also aims at developing their confidence and leadership quality .
2. Mentor-Mentee practise in vogue. Under this practise each faculty member has a small group of students of their department under them. The concerned Mentor studies the cases of the Mentees and provides personal support whenever required. This has benefited the students by providing a support system to them and hence reducing the drop out rate.

7.4 Contribution to environmental awareness / protection

Eco friendly practises are promoted in the college by conducting regular seminars and creating awareness among the students by conducting “No Plastic Drive “, promoting energy conservation, tree plantation drive, gifting of potted plants in place of flower bouquets.

UG students have compulsory Environmental Studies paper in their curriculum

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Effective mentoring by teachers and various students support system helps to cater to the diverse needs of students. Various job oriented courses like BCA, B.Sc (IT) , BBA, Clinical Nutrition and Dietetics, Biotechnology, Fashion Designing and B.Ed helps the students in job placement.

The institutional Internal Quality Cell (IQAC) has some primary functions that are carried out by the above mentioned mechanism for quality enhancement of the institution :

- a) **Planning** : Teaching plan creates a distinct plan of progression of the course
- b) **Monitoring**: Work progress register is used to keep a tab on the progress made by individual teachers.
- c) **Review** : Meetings at the end of each term helps in deciding future course of action.
- d) **Corrective action** : In case of absence of one teacher, another teacher takes up the course.
- e) Feedback from all stake holders through feedback is a regular feature of the College.
- f) **Execution** : The Dean and HOD’s monitor the implementation of the objectives.

8. Plans of institution for next year

- 1) More **Smart classrooms** to be set up.
- 2) **Post graduate courses** in Clinical Nutrition and Dietetics and Fashion Designing to be started.
- 3) **Placements** to be increased.
- 4) **MoU's** with more industries.
- 5) Library Up gradation-- **INFLIBNET** facility to be introduced in the library.

Dr. Meena Sahay



Signature of the Coordinator, IQAC

Dr. Manju Sinha



Signature of the Chairperson, IQAC

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |
