The Annual Quality Assurance Report (AQAR) of the IQAC, 2008-09

Part – A

1. Details of the Institution

1.1 Name of the Institution

GOKHALE MEMORIAL GIRLS'COLLEGE

1.2 Address Line 1

1/1, HARISH MUKHERJEE ROAD

Address Line 2

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700020

Institution e-mail address

gokhale_college@vsnl.net

Contact Nos.

(033)2223-8287/2223-2355

Name of the Head of the Institution:

SM MANIDIPA RAY (TILL 31.10.2008)

DR. CHITRITA ROY CHOWDHURY (From 1.11.2008)

Tel.No. with STD Code:

(033)2223-8287

Mobile:

9831109087 (Sm Manidipa Ray)

9830463444 (Dr. Chitrita Roy Chowdhury)

Name of the IQAC Co-coordinator:

DR. JHUMA BANDYOPADHYAY (Till 25.09.2008)

DR. ELIZABETH SUSAN PAUL(from 26.09.2008)

Mobile:

9830638991(Dr. Jhuma Bandyopadhyay)

9432595606 (Dr. Elizabeth Susan Paul)

IQAC e-mail address:

gokhale_college@vsnl.net

1.3 **NAAC Track ID** (**For** ex. MHCOGN 18879)

EC/PCA/46/121 dt. 16.09.08

1.4 **NAAC Executive Committee No. & Date:**

EC/PCA/46/121 dt. 16.09.08

1.5 Website address:

www.gokhalecollegekolkata.com

Web-link of the AQAR:

http://www.gokhalecollegekolkata.edu.in/AQAR-IQAC/AQAR_2008-09.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.62	2008	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: 01-09-2008

1.8 AQAR for the year 2008-2009

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR __NOT APPLICABLE__

   ii. AQAR __NOT APPLICABLE__

   iii. AQAR __NOT APPLICABLE__

   iv. AQAR __NOT APPLICABLE__

1.10 Institutional Status

University   State [—]   Central [—]   Deemed [—]   Private [—]

Affiliated College   Yes [√]   No [ ]

.

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

. (E.g. 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			

1.11 Type of faculty/Programme

Arts	√	Science	√	Commerce		Law		PEI (Phys Edu)	
TEI (Edu)		Engineering		Health		Management			

Others   (Specify)   VOCATIONAL

1.12 Name of the Affiliating University (for the Colleges) —   UNIVERSITY OF CALCUTTA

1.13 Special status conferred by Central/State Government – UGC/CSIR/DST/DBT/ICMR etc.   NA

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   40

2.2 No. of Administrative/ Technical staff   —

2.3 No. of students   —

2.4 No. of Management representatives   —

2.5 No. of Alumni   —

2.6 No. of any other stakeholder and
    Community representatives   —

2.7 No. of Employers/ Industrialists   —

2.8 No. of other External Experts   —

2.9 Total No. of members   40

2.10 No. of IQAC meetings held   14

2.11 No. of meetings with various stakeholders: No.   14   Faculty   14

Students   —   Non-Teaching Staff   —   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 No.	—	International	—	National	—	State	—	Institution Level	—

(ii) Themes | — |

2.14 Significant Activities and contributions made by **IQAC**

IQAC took a strong step in maintaining the discipline of the college by enforcing strict attendance norms in accordance with the university regulations. The IQAC took initiative to maintain conducive academic environment.

2.15 Plan of Action by IQAC/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
❖ Timely completion of syllabi by all departments ❖ Taking of supplementary classes as a preparatory measure for students to fare better in University examinations	❖ The successful implementation of the plan was evident in the improvement of students' overall performance in the University examinations.

* Academic Calendar of the year is attached as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | any other body | √ |

Provide the details of the action taken

- Special Lectures
- Supplementary Classes
- Preparatory Tests
- Tutorials
- Home assignments
- Class presentations
- Emergency Teachers' Council meetings were held to tackle students' indiscipline and strict action was taken

Part – B

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				
PG				
UG	20	NIL	4	3
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			1
Others				
Total	21		4	4

Interdisciplinary	1 (computer)			
Innovative				

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

ii) Pattern of Programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual √	21

1.3 Feedback from stakeholders*   Alumni — Parents — Employers — Students —

(*On all aspects*)

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

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38+2	17	21	—	2 (contractual lecturers)

2.2 No. of permanent faculty with Ph.D.   15

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**
1	16							1	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty-31	Visiting Faculty-—	Temporary Faculty-7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National level	State level
Attended	05	8	15
Presented papers	-	02	–
Resource Persons	–	–	01

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

- Student presentations
- Wall presentations
- Shift to ICT – enabled teaching
- Parent-Teacher interface.

2.7 Total No. of actual teaching days during this academic year

190

2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Examinations, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

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

03		

2.10 Average percentage of attendance of students

79.84%

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I%	II %	III %	Pass %
BNGA	8		—	8		100
ENGA	35		1	33	1	100
ECOA	14		2	6	6	100
ELTA	6		5	1		100
MTMA	7		—	5	2	100
CNDV	5		5	—	—	100
PSYA	36		18	18	—	100
EDCA	7		—	7	—	100
PLSA	11		—	11	—	100
PHIA	—	—	—	—	—	—
HISA	10			10		100
ASPV	17		8	9		100
CMEV	7		3	4		100
HINA	3			3		100
GEOA	32		4	25	3	100
TOTAL	198		46	140	12	100

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

1) Academic Calendar prepared at the beginning of the Academic Session, 2) Regular internal examinations, specially Selection Test 3)Evaluation of students through-i) Tutors' meeting, ii) preview of results by Teachers' Council, iii) Departmental Meetings, iv) Parent- teacher interface, 4) Teacher -supervised student access to checked answer scripts, 5) Supplementary classes, 6) Timely publication of Examination results.

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC –Faculty Improvement Programme	01
HRD programmes	–
Orientation programmes	04
Faculty exchange Programme	–
Staff training conducted by the University	–
Staff training conducted by other institutions	–
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Position	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative staff	10	6	NIL	NIL
Technical Staff	12	2	NIL	NIL

Criterion –III

3. Research, Consultancy and Extension

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

Teachers were encouraged to involve themselves in research work through taking up research projects. Several departmental projects were undertaken by students as well.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	–	-	–	–
Outlay in Rs. Lakhs	–	-	–	–

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	—	—	1(one)	—
Outlay in Rs. Lakhs	—	—	Rs. 62,500/-	—

3.4 Details on research publication

	International	National	Others
Peer Review Journals	2	–	2
Non-Peer Review Journals	–	2	8
e-Journals	1	–	–
Conference proceedings	—	2	2

3.5 Details on Impact factor of publications: DATA NOT AVAILABLE

Range   ( )   Average   ( ) h-index   ( )   Nos. in SCOPUS ( )

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	—	—	—	—
Minor Projects	2008-2011	UGC	Rs. 1,00,000/-	Rs. 62,500/-
Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/College	—	—	—	—
Students research projects (Other than compulsory by the University)	—	—	—	—
Any other (Specify)	—	—	—	—
Total				Rs. 62,500/-

3.7 No. of books published   i) With ISBN No. (1) Chapters in Edited Books   (1)

ii) Without ISBN No. (4)

3.8 No. of University Departments receiving funds from

UGC-SAP (NA)   CAS (NA) DST-FIST (NA)

DPE   (NA)   DBT Scheme/funds (NA)

3.9 For colleges   Autonomy (−)   CPE (−)   DBT Star Scheme (−)

INSPIRE   (−)   CE (−)   Any other (specify) (−)

3.10 Revenue generated through consultancy   Rs. 33,852/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	−	−	−	−	−
Sponsoring agencies	−	−	−	−	−

3.12 No. of faculty served as experts, chairpersons or resource persons (1)

3.13 No. of collaborations   International (1) National   (—) Any other (1)

3.14 No. of linkages created during this year (2)

3.15 Total budget for research for current year in lakhs :

From Funding agency (UGC) From Management of University/College (−)

Total   (Rs. 62,500/-)

3.16 No. of patents received this year

Type of Patent		Number
	Applied	−
National	Granted	−
	Applied	−
International	Granted	−
	Applied	−
Commercialized	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
1	–	–	–	1	–	–

3.18 No. of faculty from the Institution

Who are Ph.D. Guides | 1 |

And students registered under them | 1 |

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

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

JRF | – | SRF | – | Project Fellows | 1 | Any other | – |

3.21 No. of students Participated in NSS events:

University level | – | State level | – |

National level | – | International level | – |

3.22 No. of students participated in NCC events:

University level | – | State level | – |

National level | – | International level | – |

3.23 No. of Awards won in NSS:

University level | – | State level | – |

National level | – | International level | – |

3.24 No. of Awards won in NCC:

University level   —   State level   —

National level   —   International level   —

3.25 No. of Extension activities organized

University forum   —   College forum   1

NCC   —   NSS   —   Any other   1

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

- ❖ Memorial Service for Founder Principal of the College held on 18.11.2008
- ❖ Blood Donation Camp held in association with West Bengal Voluntary Blood Donors Association on 18.11.2008

Criterion – IV
4. Infrastructure and Learning Resources
4.1Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.33 acres	–	–	–
Class rooms	22	–	–	–
Laboratories	12	–	–	–
Seminar Halls	4	–	–	–
No. of important equipments purchased (> 1-0 lakh) during the year.	Data not available	14	UGC & College	
Value of the equipment purchased during the year (Rs. In Lakhs	–	Rs. 40,395/-	UGC & College	–
Others	–	–	–	–

4.2 Computerization of administration and library

Partial Computerization of Administration and Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24,919	4,44,911.80	486	63,146.50	25405	5,08,058.30
Reference Books	757		203	71,393.02	960	71,393.02
e-Books	−		−	−	−	
e-Journals	−	−	−	−	−	−
Journals	7	6245	−	−	7	6245
Digital Database	−	−	−	−	−	−
CD & Video	−	−	−	−	−	−
Others (specify)	−	−	−	1,34,539.52	−	5,85,696.32

4.4 Technology up gradation (overall)-

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others(Library, Staff rooms)
Existing	17+1 laptop (from MRP)	0	5	1(UGC Network Resource Centre in Library)	1	Computer-5 Printers-4 LAN-5 Photocopier-1	Computer-7 Printers-3 Scanner-1 Multimedia-3 Software-02 (Geography-01, Maths-01) Headphone with Mic-2	Computer-5 Printers-1 Softwers-1(Library-LIBSYS Starter)
Added	0	0	0	0	0	0	0	0
Total	17+1 laptop (from MRP)	0	5	1	1	Computer-5 Printers-4 LAN-5 Photocopier-1	Computer-7 Printers-3 Scanner-1 Multimedia-3 Software-02 (Geography-01, Maths-01) Headphone with Mic-2	Computer-5 Printers-1 Softwers-1(Library-LIBSYS Starter)

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

- ❖ Internet access for all through UGC Network Resource Centre
- ❖ Computer facility for some departments
- ❖ Computer training for students in collaboration with Brainware
- ❖ Computerized database for Office
- ❖ Internet facility in the Office

4.6 Amount spent on maintenance in lakhs:

i) ICT | Rs. 2,07,431/-

ii) Campus Infrastructure and facilities | Rs. 19,26,257/-

iii) Equipments | Rs. 38,400/-

iv) Others | Rs. 23,77,410/-

Total: | **Rs. 45,49,498/-**

Criterion – V

5. Student support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Tutorials are held
- ❖ Special lectures are arranged
- ❖ Preparatory tests are held
- ❖ Class assignments given regularly
- ❖ Class presentations given by students
- ❖ Library upgraded

5.2 Efforts made by the institution for tracking the progression

- ❖ Departments meet regularly to assess the progress of the students
- ❖ Discussion of Selection Test results by the Tutors Committee and Teachers Council
- ❖ Meetings with guardians to apprise them of their wards' progress
- ❖ Tutorials are held for continuous evaluation of students
- ❖ Supplementary classes are taken after completion of Selection Tests
- ❖ Selection of Class Representatives and meetings of Student Welfare Subcommittee to discuss their needs and requirements

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
748	—	—	—

(b) No. of students outside the state   04

(c) No. of international students   —

Men	No	%	Women	No	%
	NIL			748	100

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
659	49	07	–	–	715	690	50	8	–	–	748

1765:486

Demand ratio   3.63   Dropout %   0

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

The college does not have any formal coaching centre but it provides adequate support to prepare students for competitive examinations. The faculty provides inputs through class room lectures. The library provides support by stocking books relevant for such studies. UGC Network Resource Centre provides access to e-resource for such preparation.

No. of student beneficiaries: All those who sought help

5.5 No. of students qualified in these examinations

NET   4   SET/SLET   –   GATE   –   CAT   4

IAS/IPS etc   –   State PSC   1   UPSC   –   Others   19

5.6 Details of Student counselling and career guidance

Though the college does not have a formal counselling system but teachers informally guide the students in their academic pursuits and also help them cope with social challenges and stress as and when required. Informal career guidance facility is also provided.

No. of students benefitted:

Majority

5.7 Details of campus placement

On Campus			Off Campus
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
—	—	—	12

5.8 Details of gender sensitization Programmes

Gender studies form part of the curricula of several departments. Each Department in its own way sensitizes students on gender issues, through observance of Women's Day, debates, projects, etc.

5.9 Students Activities

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

Data not available

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   5   National level   1   International level   0

5.10 Scholarships and Financial Support

	Numbers of Students	Amount
Financial support from institution	—	—
Financial support from government	01	5000/-
Financial support from other sources	—	—
Number of students who received	—	—
International/National recognitions	—	—

5.11 Student organized/initiatives

Fairs: Sports: State/University level   —   National level   —   International level   —

Exhibition: Sports: State/University level   —   National level   —   International level   —

5.12 No. of social initiatives undertaken by the students   2

5.13 Major grievances of students (if any) redressed :No major grievance noted, so issue of redressal did not arise

Criterion – VI

6. Governance, leadership and Management

6.1 State the Vision and Mission of the institution

The vision of Gokhale Memorial Girls' College is:

To develop and empower women through education that fosters knowledge and skills, promotes values of equality, secularism and national integration, moulds character through discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West.

The mission statements of Gokhale Memorial Girls' College aim at translating its vision into action plans through:

- ❖ Dissemination of knowledge leading to academic excellence and personal growth.
- ❖ Stimulation of the academic environment of the Institution for promotion of quality in teaching-learning
- ❖ Maintenance of a balance between education that promotes knowledge per se and training that imparts skills for employability
- ❖ Broadening the base of women's education in keeping with the framework of a pluralistic society
- ❖ Inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty , discipline, courage, compassion, self-respect as well as respect for others
- ❖ Promotion of all-round development of the students to face the emerging and futuristic challenges arising from complexities of the rapidly changing national and international scenario

6.2 Does the Institution have a Management Information System

Though the College does not have a formal MIS, yet it does have a functional database to serve academic and administrative purposes which leads to enhancement of quality in governance in areas such as :

- ❖ Administrative procedures including finance
- ❖ Students' admission
- ❖ Students' record
- ❖ Evaluation and Examination Procedure, etc

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

6.3.1 Curriculum Development

- ❖ The Institution encourages Faculty members to participate actively in UG Board of Studies meetings
- ❖ Faculty members attend workshops on curriculum restructuring/modifications
- ❖ The faculty provide suggestions to teachers who are members of UG Board of Studies

6.3.2 Teaching and Learning

- ❖ Class Presentations, Special Lectures, Debates , Wall presentations
- ❖ Student research projects
- ❖ Library upgradation
- ❖ Field visit, ICT-enabled teaching and learning
- ❖ Workshop for students

6.3.3 Examinations and Evaluation

- ❖ Selection tests are held to evaluate students for University Examinations
- ❖ Regular tutorials are taken to assess students' comprehension ability
- ❖ Tutors' Committee and Teachers' Council meet to assess students' performance
- ❖ Parent -Teacher interface to apprise the guardians of their wards' performance
- ❖ Review of results in Teachers' Council Meetings

6.3.4 Research and Development

- ❖ Teachers are encouraged to take up Major and Minor Research Projects
- ❖ Faculty is encouraged to go for Faculty Development Programmes
- ❖ Teachers are motivated to participate in seminars/workshops
- ❖ Teachers are sent to Orientation/ Refresher Courses
- ❖ Students research projects are undertaken under departmental guidance

6.3.5 Library, ICT and physical infrastructure/instrumentation

- ❖ Regular purchase of books and journals to upgrade the library
- ❖ ICT facilities in a few departments
- ❖ Partial computerization
- ❖ Regular maintenance of library
- ❖ Upgradation of laboratories

6.3.6 Human Resource Management

- ❖ NAAC Accreditation of the College
- ❖ Staff records including Salary, PF, Leave etc. maintained.
- ❖ Staff upgradation through FDP, \Refresher courses and Orientation programmes and other seminars and workshops, etc

6.3.7 Faculty and Staff recruitment

- ❖ Faculty are appointed on College Service Commission(CSC) recommendation
- ❖ Vacancies are intimated to CSC and necessary follow- up measures taken
- ❖ Contractual and Guest Lecturers are appointed to fill up the existing vacancies
- ❖ Casual staff appointed against non-teaching vacancies

6.3.8 Industry Interaction / Collaboration

- ❖ Students interned in various public/private sector organizations
- ❖ Students participate in Entrepreneurship Development programmes and Business Plan competitions organized by I-Create Foundation, an NGO
- ❖ College computer centre in collaboration with Brainware

6.3.9 Admission of Students

- ❖ Strictly in accordance with Government/ University norms
- ❖ Partial ONLINE admission procedure
- ❖ Direct Admission for all departments except English, Geography and Psychology Honours courses in order to increase student strength
- ❖ Admission strictly according to merit

6.4 Welfare schemes for

Teaching	02
Non teaching	02
Students	0

6.5 Total corpus fund generated   Rs. 29,65000/-

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	
Authority	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	Higher Education Department, Government of West Bengal	Yes	College

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

For UG Programmes	Yes		No	√	
For PG Programmes	Yes	NA	No	NA	

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

NA

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

NA

6.11 Activities and support from the Alumni Association

NA

6.12 Activities and support from the Parent – Teacher Association

Such an association does not exist. However Parent-Teacher interfaces are organized by all departments in the interest of the students and suggestions are sought from the guardian for the betterment of the Institution.

6.13 Development Programmes for support staff

NIL

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

❖ The college promotes an eco friendly environment by planting seasonal variations. ❖ Maintenance of a hygienic underground and overhead water reservoir. ❖ Special varieties of trees planted to minimize air pollution. ❖ Maintenance of clean 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 institutions. Give details.

> ❖ Efforts to implement the recommendations of NAAC Peer Team.
> ❖ Gradual shift towards online admission by distributing application forms online

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

> ❖ Strict enforcement of disciplinary norms leading to the issuing of Transfer Certificates to unruly discollegiate students for violating code of conduct.
> ❖ Attendance records published after every two months.
> ❖ Internal examinations were held and results published as per schedule.
> ❖ Parent-Teacher Meeting held to apprise guardians of their wards' performance.
> ❖ Strict adherence to Academic Calendar for completion of syllabus.
> ❖ Optimum Utilization of college space through efficient Time table management.
> ❖ Online distribution of forms as a gradual move towards complete online admission procedure
> ❖ Initiative taken to reclaim unused space occupied by Primary Teacher Training Institute

7.3 Give two Best Practices of the institution

> ❖ Encouragement to faculty to avail of FIP facilities to complete Ph. D programmes for quality enhancement.
> ❖ Commitment to maintenance of discipline in accordance with the College code of conduct.

7.4 Contribution to environmental awareness / protection

> ❖ Tree-planting ceremony was organised to mark the NAAC Peer Team visit and the Team members planted saplings
> ❖ Regular landscaping to maintain College lawn
> ❖ College campus cleaned regularly and hygienic conditions maintained

7.5 Whether environment audit was conducted?   Yes [   ]   No [√]

7.6 Any other relevant information the institution wishes to add.

S — Maintenance of student discipline Good profile of students Effective teaching-learning process by qualified and motivated teachers **W—** In spite of sincere efforts by the authority, space constraint not removed Faculty positions vacant **O—** Urban location of the College Student strength may be increased Excellent connectivity, with adjacent districts as well **T—** Resource mobilization for expansion Space constraint preventing introduction of courses currently in demand

8. Plans of institution for next year

❖ Maintenance of academic standards as reflected in the performance of students in University Examinations ❖ To increase student strength ❖ To constitute Anti-Ragging Cell

Name   Name

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Dated: 12.09.2014

Annexure 1

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**