

NAAC B GRADED



MARWARI COLLEGE

[AN AUTONOMOUS COLLEGE OF RANCHI UNIVERSITY, RANCHI]

COLLEGE WITH POTENTIAL FOR EXCELLENCE



**THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR):2015-2016
TO
INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015-16

1. Details of the Institution

1.1 Name of the Institution

Marwari college

1.2 Address Line 1

Near Bada Talab

Address Line 2

Lake Road, Hindpiri

City/Town

Ranchi

State

Jharkhand

Pin Code

834001

Institution e-mail address

marwaricollegeranchi@gmail.com

Contact Nos.

9431114453

Name of the Head of the Institution:

Dr. Ranjit Singh

Tel. No. with STD Code:

06512213134

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

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++	80.65	3 May 2004	5 Years
2	2 nd Cycle	B	2.85	16 Sep 2011	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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 __2011-12_____ (16/19/2012)
- ii. AQAR __2012-13_____ (16/11/2013)
- iii. AQAR __2013-14_____ (23/08/2014)
- iv. AQAR __2014-15_____ (10/12/2015)

1.9 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

(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)

Job Oriented Courses

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

Ranchi University Ranchi

Autonomy by State/Central Govt. / University

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

14

2.2 No. of Administrative/Technical staff

12

2.3 No. of students

02

2.4 No. of Management representatives

2

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

nil

2.9 Total No. of members

33

2.10 No. of IQAC meetings held

01

2.11 No. of meetings with various stakeholders: No. 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

Held Meeting to discuss the suggestions given by autonomy extension team, monitored the steps taken for academic enhancement and preparation of plans for better academic performance in future

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
1. Four Rooms bearing No 14,15,16,17 of boy section to be converted in to smart rooms. 2. One computer lab consisting of 40 computers approximately to be established in girl section of the college . 3. To construct ladies toilet in girls section of the college 4. Repair of Administrative Block and to seek fund from HRD, Govt. of Jharkhand for the purpose. 5. Monitoring of Academic calendar and publication of result of Mid and End Semester examination in due time.	1. Room No .23 converted as computer lab with 50to 60 desktops with Internet connection to impart latest education to students and conduct online Test. 2. Two classes to be converted into smart classes equipped with latest teaching- learning kits. 3.CPE fund from received from UGC under 11 th 5 year plan used accordingly and utilization certificate submitted . 4. Academic Calendar for the year 2015-16 was strictly followed and Mid and End Semester examination in held . 5. Monitoring of Academic calendar and publication of

<p>6. To organize Annual Function of the college.</p> <p>7. To participation of students in Inter college Athletic and culture events organized by Ranchi university.</p> <p>8. To organize seminars and counselling session for the students for preparing them for campus placement</p> <p>9. To hold regular meetings Finance and Building Committee for infrastructure development of the college wherever it is necessary as to carry on follow up action.</p> <p>10. To organize “ Swachhta Abhiyan” in the campus as suggested by the Prime Minister of India.</p> <p>11. IQAC meeting be organized to review the academic activities of different department from time to time, particularly at the end of three months.</p> <p>12. To add new books and journals in the library for the year 2015-16 to upgrade the knowledge of the students.</p>	<p>result of Mid and End Semester examination were conducted in due time.</p> <p>6. Annual Function of the college was organised as proposed.</p> <p>7. As decided, Inter college Athletic and culture events were organised in the college and students participated in these events.</p> <p>8. Counselling sessions of the students were held from time to time and students were given proper directives</p> <p>9. Meetings of Finance committee and Building committee were held from time to time to cater the needs of the college so that smooth functioning may not be disturbed .</p> <p>10. “ Swachhta Abhiyan”as suggested by Hon’ble Prime Minister was carried on in college campus and staff as well as students took initiative part in it .</p> <p>11. Meeting of IQAC was held and problems were discussed. It was also observed that follow up actions were being taken up effectively and future plans were also drawn up.</p> <p>12. As per the proposal latest books and Journals were purchased for the libraries for the year 2015-16 so that the students could have latest knowledge and upgrade themselves.</p>
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** 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

Provide the details of the action taken

As mentioned above

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	04	Nil	03	03
UG	10	Nil	07	07
PG Diploma	NIL			
Advanced Diploma	Nil			
Diploma	Nil			
Certificate	Nil			
Others	Nil			
Total	14	Nil	10	10
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	12
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.

For overall development of the students, So that they can compete with changing world the syllabi of the different courses are upgraded from time to time and latest changes are tried to be incorporated, This helps the students to keep up themselves in pace with changing world .

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
75	35	18	1	21

2.2 No. of permanent faculty with Ph.D.

46

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
NIL	Nil	Nil	02	Nil	Nil	Nil	Nil	Nil	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	10	02
Presented papers	08	09	02
Resource Persons	02	02	02

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

Smart classes in few classes of science and deptt. of Geography have been started .

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

211

2.8 Examination/ Evaluation Reforms initiated by the Institution, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Assignment marks added as a part of internal marks evaluation • • Bar-coding is done in answer books of honours students. Centralized evaluation of answer books are being carried on in UG courses for prompt publication of results. In few courses objective questions have been included in question papers.

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

All faculties' members are members of board of studies

- 2.10 Average percentage of attendance of students

92%

- 2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
Arts	984	14	490	311		815
B.Com	677	146	414	71		631
SCIENCE	195	64	104	16		184
UG- Vocational	287	68	177	35		280
PG- Vocational	289	72	201	1		274

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

The feedbacks of the students are presented before the IQAC Cell from time to time and evaluation of teaching process is made on this basis.

- 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	
HRD programmes	3
Orientation programmes	6
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	05
Others	11

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	31	Nil	05	63
Technical Staff	2	Nil	Nil	2

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are inspired to undertake minor and major research projects and to conduct research program for Ph.D. scholars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	02	02
Outlay in Rs. Lakhs	05	03	05	01

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	02	02
Outlay in Rs. Lakhs	01			01

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	46	
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	2015-16	UGC	Nil	Nil
Minor Projects	2015-16	UGC	298250.00	298250.00
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			298250.00	298250.00

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	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

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

N/A

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

22

47

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

NIL

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

JRF SRF Project Fellows 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
NCC NSS Any other

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

Activity Date	Activity	Participants	Associates	Place	No.of Students
22-08-2015	Blood Donation Camp	52 bottles of blood collected	Red Cross	Marwari college	64
11-09-2015	Eye checkup champ	402 Students of final year	Eye Vision	Marwari college	665
14-09-2015	Distribution of Old clothes & toys to needy persons	31 students and two faculties	NGO SwarnSikhkha	Lalkutuwa	32
28-09-2015	Tree Plantation	42 Students and two faculties and 600 saplings were planted	Village Panchayat	Nagddi village	42
27-01- 2016	Gram yatra	64 students were sent in villages of Anand District	Vinay Bharat	14 Villages	64
09,10,11-03-2016	Students Club	Awareness Program	Marwari college	City Ranchi	260

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	5 acres (Approx)	Nil	Nil	Nil
Class rooms	65	Nil	Nil	Nil
Laboratories	14	02	Internal	16,00000
Seminar Halls	03	Nil	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

Administration:80%

Library: Automation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	737	653867	347	122873	64500	776740
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	550-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Magazine & News Paper	11	720	8	490		1210

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	210	05	03	02	03	5	02	Nil
Added	90	01	01	Nil	Nil	Nil	Nil	Nil
Total	300	06	04	02	03	05	02	Nil

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

- Teaching of the help of LCD projectors ,smart board and latest technology
- Online ERP for all
- Library internet facility
- Wireless network for whole college compose
- Internal Result calculation software for faculty

4.6 Amount spent on maintenance in lakhs :

i) ICT	15,29,073
ii) Campus Infrastructure and facilities	48,38,627
iii) Equipments	26,87,960
iv) Others Electronics items and furniture's etc	63,15,125
Total :	1,53,70,785

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The role of IQAC is planning various activities and preparing a mechanism for disseminating the information to the students through circulars, notice boards meeting, website and internal educational prospectus and academic Calendar.

5.2 Efforts made by the institution for tracking the progression

1. Counseling of Students is organized from time to time.
2. Alumni meet is managed is every year to discuss how efficiency can be increased.
3. Feedback of students are always taken to chalk out the shortcoming of faculties and to take step for improvement .
4. Regular study of trend of the result to assess the capability of the outgoing students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
8328	703	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

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

Placement cell of the college holds remedial classes for the students from time to time to support the students so that they can get employment after competing competitive examination.

No. of students beneficiaries

250 approx

5.5 No. of students qualified in these examinations ---- **Information not available** .

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	40

5.6 Details of student counselling and career guidance

The corporate bodies like Wipro,TCS, IBM etc hold pre placement talks with the students. This helps in counselling and career guidance for the students.

No. of students benefitted

1084 (approx)

5.7 Details of campus placement

Number of Organizations Visited	Number of Students Participated	<i>On campus</i>	<i>Off Campus</i>
		Number of Students Placed	Number of Students Placed
20	2170	701	02

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	Nil	Nil
Financial support from government	6061	Fund Transfer for student A/c
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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:

1. Increase in No of class rooms
2. Appointment of teaching staffs
3. Appointment of Non Teaching staffs
4. Increase in banking facilities
5. Management of Playground

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To Enhance standard of living of surrounding through quality education, innovation and value augmentation.

Mission: To build up a competitive edge amongst the students by fostering a stimulating learning environment and to upgrade the standard of knowledge of the students specially belonging to tribal community

6.

Yes, the college has MIS.

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

6.3.1 Curriculum Development

From time to time departmental meetings are held by the HODs with the faculties to discuss on the different aspects of curriculum so that up to date development can be ensured

6.3.2 Teaching and Learning

Apart from traditional method of teaching new technology such as LCD Projector, Laptop ,Tab etc is also followed to impart lectures. Smart classes have been started in few wings of the college so as to impart education based on latest technology.

6.3.3 Examination and Evaluation

Students are given assignment from time to time so that their performance can be evaluated. Tutorial classes are held so that the students can discuss their the problems with the teachers and can solve the problems. Apart from it ,Mid term and end term examinations are held to evaluate the performance of the students class attendance is also considered for examination purpose . In few courses, there is preparation of project report followed by Viva voce examination. This helps the students to face the interview in future.

6.3.4 Research and Development

Teachers are inspired always to take minor and major research projects of UGC. Besides pre placements talks are regularly held for helping students in recruitment process. Career advancement workshops are held from time to time. Along with all these things, Teachers of the college are guiding Ph.D. programs of the research scholars of the Ranchi University, Ranchi.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Automation has been implemented in different libraries of the college. This has made the work of library very easy and smooth. Apart from it Bar-coding of the books has been done and this has made the work of finding out a book easily. Attention has been made towards the development of infrastructure of the college

6.3.6 Human Resource Management

For Human Resource Management industrial tours have been organized from time to time. Skill development programs and FDP Programs have been held. Teaching staffs have been allowed duty leave for joining orientation and refresher course programs. Besides they are also granted D/L for attending and presenting paper in different national and international seminars, workshops, conferences, symposiums etc.

6.3.7 Faculty and Staff recruitment

III rd grade and IV Grade employees in job oriented courses are appointed by the Principal after taking proper interview for this. For this purpose services of experts are taken. This panel of recruitment is produced before the members of Board of Management for their final approval. The Principal can also appoint guest lecturers on period wise basis. However guest lecturers are engaged by Ranchi University for the college on honorarium basis for the college. The staff and the teachers are inspired to undergo refresher courses programs from time to time. Apart from it they are given computer training so that their computer literacy can be enhanced

6.3.8 Industry Interaction / Collaboration

Students of job oriented courses are sent to different industries for industrial training every year. Besides education tours are also organized for them. Resource persons from industries are also invited to deliver lectures among students to enhance their job skill and to get better job opportunities.

6.3.9 Admission of Students

Admission of students is strictly done on reservation policy of the Jharkhand Govt. It is purely based on merit basis. Different committees for different faculties are organized for admission process. These committees scrutinize the forms and prepare the selection lists following the reservation policy and merit strictly. Under BPL quota students are taken admission with any fee as per the norms of Govt.

6.4 Welfare schemes for

Teaching	01
Non teaching	03
Students	02

6.5 Total corpus fund generated

637500.00

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				
Administrative	<input checked="" type="checkbox"/>	AG	RU	R.U

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?

The college has a separate examination wing. This is examination cell of the college which is under the control of controller of examination assisted by one deputy controller and two assistant controllers. Midterm and end term examinations are held as per the examination calendar prepared by the examination cell and results are timely published. For evaluation answer books of Honours courses and PG courses, Bar-coding is done so that security can be maintained and fair evaluation can be ensured . Supplementary examination is held for given chance to failure students of last semesters only.

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

From time to time the Ranchi University holds meetings with the Principals of different affiliated and constituent colleges and ask them to upgrade them selves by improving infrastructure , academic structure and co-curricular activities. Where autonomy has been granted , pressure is made to follow up the suggestions given by the peer team and to apply for re-autonomy as and when the time is likely to expired. The Ranchi University also provides financial assistance for autonomy and its renewal. It also gives direction and necessary action s where required.

6.11 Activities and support from the Alumni Association

Alumni of the college meets from time to time. They discuss the problems the college is facing and try to give suggestions to over come them. They also discuss how the suggestions of the peer team can be implemented. Moreover they also render financial aids and render physical services as required . They try to give full support for the overall development of the college.

6.12 Activities and support from the Parent – Teacher Association

There is in the college teachers association. However some parents are contacted if it is necessary for the sake of the students.

6.13 Development programmes for support staff

Staffs are also advised to undergo practical training to time to time so as to keep pace with changing scenario of the economy . They are granted duty leave accordingly. Workshops are also held to give them training and computer literacy programs are organized. The Head of the institution always observes their performance and guides them properly where deviations occur.

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

The institution always praises the work of laboureous staffs and rewards them accordingly. The problem of an indivisual staff is always considered on Mass basis and it is tried to help his/her as far as possible. Similarly the problems of students are also considered and stepes are taken to solve them. This create an eco friendly atmosphere in the campuse.

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 students are allowed to record the lectures delivered by experts if they wish so.
- Class seminars are organized in PG courses in weekend .
- Workshops are held from time to time
- Students are provided with Xerox copies of a few answers in some courses
- Steps have been taken to provide old questions to the students so that they can make preparation accordingly for the coming examinations

- Bio-matrix system has been introduced for teaching and Non teaching staff of the college for record of attendance .

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

1. Fire safety evacuation drills have been established
2. Computer operating systems has been upgraded from Microsoft XP to Windows 7.
3. During the year many corporate bodies have been invited for placement drive and more than 800 students have been recruited in different organizations
4. Natinal tours for department of geography and biotechnology have been organized for the purpose of educations
5. Some workshops have been organized on current issues

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

1. Introduction of the smart classes in UG and PG courses of some departments
2. Stress on environmental study and ethics

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Tree plantation programs
- . Insist students to carry on cashless transaction to avoid paper stationary
- . Cleanliness of nearby places
- Use of more and more dustbins and inspire people to do so.

7.5 Whether environmental audit was conducted? Yes No

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

- 1) The faculties are highly qualified. Some of them are Gold medalists and most of the teachers are Ph.D. holders. They have also guided many research scholars for Ph.D. and still some many research scholars are been guided by them
- 2) Lectures are prepared with the help of laptops and Pen drives and are delivered among students in few departments.
- 3) Latest instruments are in use in science faculties
- 4) Automation in examination department, A/c Deptt, and libraries
- 5) Sound computers labs for students have been established

<p>STRENGTH</p> <ul style="list-style-type: none"> ❖ Automation in Different department ❖ Establishment of Grievance redresal cell ❖ Establishment of computers Labs ❖ Introduction of new and latest books in the libraries ❖ Increase in no of journals 	<p>WEAKNESS</p> <ul style="list-style-type: none"> ❖ Lack of proper infrastructure ❖ Lack of fund ❖ Inability to access the Government grants. ❖ Long gestation time for introducing new courses.
<p>OPPORTUNITY</p> <ul style="list-style-type: none"> ❖ Corporate training and placement ❖ Consultancy 	<p>THREATS</p> <ul style="list-style-type: none"> ❖ Coping up with frequent changes in academic rules by the university. ❖ Inability to increase fees to cover cost ❖ Restriction on expansion of building due to lack of land

8. Plans of institution for next year

- Construction of new class rooms
- . Increase in computer labs and computer literacy
- Insist on cashless transactions among the students
- To hold national seminars in different department
- Submission of IQAR to NAAC for the re-accreditation of the college for the year 2017.
- To invite different corporate bodies for campus recruitment
- Up gradation of computer operating system from to Windows 8 to Windows 10.
- To insist teachers to take more and more minor and major research projects.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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