Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad

Annual Quality Assurance Report

(2013-14)

Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad. 431001. (M.S.)

(www.vivekanandcollege.edu.in)

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad

1.2 Address Line 1

> Samarth Nagar

City/Town

> Aurangabad

State

> Maharashtra

Pin Code

> 431001

Institution e-mail address

> principal@vivekanandcollege.edu.in

Contact Nos.

> 02402365802

Name of the Head of the Institution:

> Dr. Shirsath S.T.

Tel. No. with STD Code:

> 02402365900

Mobile:

> 9422209420

Name of the IQAC Co-ordinator:

> Adhyapak M.S.

Mobile:

9823820454

IQAC e-mail address:

naac@vivekanandcollege.edu.in

1.3 NAAC Track ID

EC/56/RAR/86, 16/09/2011

1.4 NAAC Executive Committee No. & Date:

EC/56/RAR/86, date: 16/09/2011

1.5 Website address:

www.vivekanandcollege.edu.in

Web-link of the AQAR:

www.vivekanandcollege.edu.in/IQAC

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	80.70 (out of 100)	2004	16/02/2004-15/02/2009
2	2nd Cycle	A	3.36	2011	16/092011-15/09/2016

1.7 Date of Establishment of IQAC:

02/08/2004

1.8 AQAR for the year

2013-14

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

   i.   AQAR 2011-12 submitted to NAAC on 07-11-2012
   ii. AQAR 2012-13 submitted to NAAC on 21-04-2018

1.10 Institutional Status

University   State   NA 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 ☐

1.11 Type of Faculty/Programme

    Arts [√]   Science [√]   Commerce [√]   Law ☐   PEI (Phys Edu) ☐

    TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

    Others   (Specify)   [--]

1.12 Name of the Affiliating University *(for the Colleges)* | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

    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 | 03 (e-commerce, e-banking, Plant Biotechnology) |

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

--

2.4 No. of Management representatives

01

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

01

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders: No.   02   Faculty   01

   Non-Teaching Staff Students   --   Alumni   --   Others   01

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

   If yes, mention the amount   3 L

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 | NA

2.14 Significant Activities and contributions made by IQAC

> 1. Feedback on teaching was collected from students.
>
> 2. Interdepartmental Group Discussion for the faculty were arranged.
>
> 3. Grievances of students were taken and communicated to the concerned authority.

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
To form various annual committees	The annual committees were formed.
To prepare Plan of Actions for Teachers and HODs	Plan of Actions for Teacher and HOD were prepared.
To prepare Academic Calendar	The Academic Calendar was prepared.
To arrange Unit Tests and Tutorials	Unit Tests and Tutorials were arranged.
To promote research activities	Student GD and Student seminars were arranged.
To arrange student GD, Student seminars	
To conduct feedback on teaching from students	Feedback on teaching from students was collected.

* 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

> The AQAR was discussed with the authority and shortcomings in the work was analysed.

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	04	01	-	-
PG	16	-	16	-
UG	05	-	02	-
PG Diploma	02	-	02	-
Advanced Diploma	01	-	-	01
Diploma	01	-	-	01
Certificate	03	01*	-	04
Others	-	-	-	-
Total	32	02	20	06

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

(*Certificate Course in Management and Soft Skill, under Tata Institute of Social Sciences scheme)

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

Pattern	Number of programmes
Semester	All UG and PG
Trimester	Nil
Annual	Nil

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.

    BA first year syllabus changed. Additional topics introduced.

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
50	37	13	--	58

2.2 No. of permanent faculty with Ph.D.

29

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
--	17	--	--	--	--	58	--	58	17

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	58

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	51	19
Presented papers	12	35	07
Resource Persons	-	-	01

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

> Student Seminar, Student Group Discussion, Study Tours, Use of PPT

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

186

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

> Examination and Evaluation
> reforms comes under
> University Jurisdiction

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

05	--	--

2.10 Average percentage of attendance of students

78

2.11 Course/Programme wise distribution of pass percentage:

Sr. No.	Title of the Programme	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
1	B.A.	216	02	118	53	07	83.33
2	B.Sc.	281	09	59	41	23	46.97
3	B.com	188	68	103	03	10	97.87
4	M.A. English	80	-	20	15	05	50
5	M.A. Marathi	84	14	66	-	-	95.23
6	M.A. Hindi	64	-	23	31	-	88.52
7	M.A. Psychology	37	03	14	14	01	86.48
8	M.A. Economics	100	05	33	44	-	82.00
9	M.A. History	73	06	31	30	--	91.78
10	M.A. Pub. Admin.	35	03	24	04	02	97.14
11	M.A. Pol. Science	105	-	51	42	--	91.00
12	M.A. Sociology	107	08	42	33	-	99.51
13	M.Com	54	-	36	01	-	66.6
14	M.Sc. Chemistry	11	-	-	01	-	09
15	M.Sc. Mathematics						
16	M.Sc. Biotechnology	11	-	-	03	-	27.27
17	M.Sc. Comp. Science	60	15	09	05	07	60

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

IQAC asks the faculty members to prepare annual teaching plan, obtains feedback reports on teaching from students and directs the teachers to take corrective actions, if any.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	03

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	99	03	--	-
Technical Staff	04	04	--	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has formed Research Promotion Committee, through which, list of research funding agencies were communicated to the faculty; also, it guides for submission of proposals for research projects.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	--	-
Outlay in Rs.	60000	85000	--	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	21	15	-
Non-Peer Review Journals	01	06	02
e-Journals	01	-	-
Conference proceedings	05	20	-

3.5 Details on Impact factor of publications:

Range   0.654 – 1.17   Average   0.912   h-index   07   Nos. in SCOPUS   07

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				
Minor Projects	02	UGC	145000	122500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	02		145000	122500

3.7 No. of books published   i) With ISBN No.   03   Chapters in Edited Books   --

ii) Without ISBN No.   05

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   --

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		ICSSR			

(National seminar- Department of Sociology, 18-19, Jan, 2014)

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{03}$

3.13 No. of collaborations International $\boxed{--}$ National $\boxed{--}$ Any other $\boxed{--}$

3.14 No. of linkages created during this year $\boxed{02}$

3.15 Total budget for research for current year:

From funding agency $\boxed{122500}$ From Management of University/College $\boxed{--}$

Total $\boxed{122500}$

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
02	(01) Dr. A.S. Khojre				01	

3.18 No. of faculty from the Institution
who are Ph. D. Guides $\boxed{07}$
and students registered under them $\boxed{31}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{11}$

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

JRF $\boxed{--}$ SRF $\boxed{--}$ Project Fellows $\boxed{--}$ Any other $\boxed{--}$

3.21 No. of students Participated in NSS events:

University level $\boxed{37}$ State level $\boxed{14}$

National level $\boxed{01}$ International level $\boxed{--}$

3.22 No. of students participated in NCC events:

University level	53	State level	--
National level	04	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	01
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	01
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	02		
NCC	06	NSS	09	Any other	--

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

(Organized workshop by Dr. A.S. Khojre for Primary AMC Teachers on Scientific Attitude at Bansilalnagar AMC School on 8 February 2014;

Organized workshop for NSS College Boys & Girls by Dr. A.S. Khojre at SBES Society, Aurangabad on 1 February 2014)

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	4 acres	--	--	4 acres
Class rooms	35	--	--	35
Laboratories	21	--	--	21
Seminar Halls	01	--	--	01

No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01			01
Value of the equipment purchased during the year	1802241			1802241
Others	--			--

4.2 Computerization of administration and library

The office administration is computerized with the software-CMS-8. The Central Library is automated. Issue- return of the books, bar coding is completed. The library administration runs on the software SOUL 2.0.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15399	3073261	470	143448	15869	3216709
Reference Books	8584	1541866	439	191201	9023	1733067
e-Books	97000	--	25000	--	--	--
Journals	35	--	05	70000	40	70000
e-Journals	6000				6000	
Digital Database	02				02	
CD	748				748	
DVD	12				12	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	124	06	02	01KRC	--	--	--	
Added								
Total	124	06	02	01				

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

Computer and internet access has been provided to all departments. For students, a separate computer and internet access is made available in the Central Library.

4.6 Amount spent on maintenance:

i) ICT

43,885

ii) Campus Infrastructure and facilities	580509
iii) Equipments	860
iv) Others	26994+109365
Total:	761613

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Various add-on courses are made available for students.
> Language laboratory is functional in the department of English.
> Psychological Counselling cell helps in solving the issues of needy students.

5.2 Efforts made by the institution for tracking the progression

> Teachers are directed to track and record the students admitted to higher studies, i.e., PG and PhD.
> The Placement cell guides and helps the students for their further progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2981	2181	31	00

(b) No. of students outside the state

02

(c) No. of international students

14

	No	%		No	%
Men	3097	59.996	Women	2065	40.003

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2181	786	136	1323	00	4426	2409	956	225	1572	00	5162

Demand ratio: Demand ratio: The College has adopted direct admissions policy to majority of the courses.

Dropout %: 13.62

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

No. of students beneficiaries | -- |

5.5 No. of students qualified in these examinations

NET | 04 | SET/SLET | 06 | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Counselling services to students were imparted for selection of course and optional subjects; psychological counselling by Psychology department and career guidance through placement cell.

No. of students benefitted | 14 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			NA

5.8 Details of gender sensitization programmes

1. A booklet regarding women safety was issued among women staff of the college to create awareness about the law 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)'.
2. A lecture was organized by Adv. Archana Gondhalekar on the topic 'Women Empowerment and the Laws'.

5.9 Students Activities

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

State/ University level | 36 | National level | -- | International level | -- |

No. of students participated in cultural events

State/ University level | 91 | National level | -- | International level | -- |

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

Sports: State/ University level | 11 | National level | -- | International level | -- |

Cultural: State/ University level | 23 | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	28800
Financial support from government	2981	3794214
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 | 02 |

5.13 Major grievances of students (if any) redressed: 03

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Education from roots to fruits

Mission

1. To transform students to noble human being

2. To motivate student for self reliance

3. To impart advanced learning programmes to make student excel in the modern world

Objectives

1. To provide quality education for student with minimum cost

2. To promote education for the upliftment of unprivileged rural youth

3. To develop youth into ideal citizen of our nation

4. To enrich the student with range o f personal and cognitive skills

5. Value inculcation and citizenship development

6. Tapping and channelizing potentialities

6.2 Does the Institution has a management Information System

The College administration runs on the software CMS (College Management System).

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

6.3.1 Curriculum Development

Curriculum development mainly comes under the university jurisdiction, but to add in it, College seeks feedback on curriculum from students and teachers for helping effective development in curriculum. Also, few faculty members are working on board of Studies of affiliating University

6.3.2 Teaching and Learning

Activities like Student group discussion, seminars, study tours, use of ICT in teaching have been incorporated in college planning.

6.3.3 Examination and Evaluation

Examination and evaluation comes under affiliating university jurisdiction; in addition to this, college has introduced unit tests in all subjects.

6.3.4 Research and Development

Central Research facility, network resource centre and SPSS software are made available to the faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is made computerized; adequate ICT infrastructure is provided, like, portable DLPs, language laboratory, commerce computer laboratory, etc.

6.3.6 Human Resource Management

Adequate human resource have been managed during specific period and specific fields, such as, admission process in the month of June-July; and also, university examinations at the end of each semester.

6.3.7 Faculty and Staff recruitment

The required faculty for both, undergraduate and postgraduate courses was recruited as per the guidelines of state government.

6.3.8 Industry Interaction / Collaboration

The college has framed External linkages committee, through which, and in association with relevant faculty, linkages with industries have been established.

6.3.9   Admission of Students

Admission and counselling committee has been   constituted faculty wise in the beginning of the year which counsels students about suitable course and subjects. Also, the admissions are given as per the university and state government guidelines.

6.4 Welfare schemes for

Teaching	Credit cooperative society is facilitated for teaching staff for their financial needs
Non teaching	Above facility is also made available for non-teaching staff.
Students	Various scholarships and fellowships, Student Aid Fund

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Integrated quality certification Pvt. Ltd.	Yes	College ISO committee
Administrative	Yes	Integrated quality certification Pvt. Ltd.	Yes	College ISO committee

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

For UG Programmes   Yes NA   No NA

For PG Programmes   Yes NA   No NA

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

NA (The College comes under affiliated college category)

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

> Suitable support from members of Alumni Association has been sought; interaction with alumni has been mostly in informal way.

6.12 Activities and support from the Parent – Teacher Association

> Feedback on courses, College activities and suggestions has been obtained from parents for improvement of college functions.

6.13 Development programmes for support staff | -- |

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

> Tree plantation, campus clean mission, awareness through poster presentations, etc

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 gives Best Teacher Award, Best Student Award and Best Administrative Employee Award to encourage the efficient staff.
>
> This year, Cultural Training Camp was organized for potential students.
>
> Central Library gives Excellent Reader Award and Book-friend award to the best library user students.

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

> Action Taken Report (ATR) based on the plan of action:
>
> In the beginning of the academic year, month wise Plan of Action for faculty and HOD was prepared. Annual committees were formed for smooth conduction of various co-curricular and extracurricular activities. Unit tests, Tutorials, Student Group Discussion and Student seminars were arranged.
>
> Feedback on teaching from students was collected.

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

> 1. Pre-knowledge test for first year UG students
>
> 2. Interdepartmental group discussion for faculty

*Provide the details in annexure

7.4 Contribution to environmental awareness / protection

> 1. Clean campus mission was carried through NSS unit.
> 2. Road safety mission was also arranged through NSS unit.

7.5 Whether environmental audit was conducted?   Yes   [--]   No   [√]

7.6 Any other relevant information the institution wishes to add.

> 1. Student projects, study tours, guest lectures, etc, had been arranged during the current   academic year.
>
> 2. The College has taken membership of N-LIST and DELNET Consortium.
>
> 3. Book-Bank facility is available for students in the Central Library.
>
> 4. The College has adopted ISO system for quality management.

8. Plans of institution for next year

> To form various annual committees
>
> To prepare Plan of Actions for Teacher and HOD
>
> To prepare Academic Calendar
>
> To arrange Unit Tests and Tutorials
>
> To promote research activities
>
> To arrange student G.D., Student seminar
>
> To conduct feedback on teaching from student

Name: Dr. Adhyapak M.S.   Name: Dr. Shirsath S.T.

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

Annexure I

Academic Calendar (2013-14)

Date	Activity
21/06/2013	First Term Opening Day
24/06/2013	Preparation of Annual Teaching Plan
25/06/2013	Commencement of Teaching & Learning
July/2013	Pre-knowledge Test (Content Test) (HOD)
Aug/2013	Unit Test and Tutorial
Sep/2013	Student seminars
Sep/2013	Unit Test and Tutorial
Oct/2013	Interdepartmental G.D. for faculty (HOD)
Oct/2013	Feedback on teaching by students (IQAC)
26/10/2013	Last Working Day of First Term
18/11/2013	Second Term Opening Day
Jan/2014	Unit Test and Tutorial
Feb/2014	Interdepartmental G.D. for faculty (HOD)
Feb/2014	G.D. for students
19/04/2014	Last Working Day of Second Term

Annexure II

Feedback from parents (2013-14)

(Summary)

1. Arrange more extra activities
2. Arrange student seminars
3. Computer lab is good
4. Include students of BSc in various activities
5. Arrangement of spacious canteen
6. Improve function hall
7. Increase security in campus
8. All types books should be kept in the library
9. The teachers are experienced
10. Please guide the students on their problems
11. Please guide the students about available fields in future for their career

Best Practice 1

Title of the Practice

Pre-knowledge test for newly admitted students

Objectives of the Practice

To evaluate knowledge of the students at course entry level

The Context

The students admitted to UG course, i.e., first year of the course, may or may not have required basic knowledge of a particular subject. Also, the class could have a mixed type of students, i.e., some could be advanced learners, some could be slow learners and some, average learners. This information is necessary for the concerned teachers, so that, they can then teach accordingly. To get such information, pre-knowledge test was arranged in the College.

The Practice

Subject wise question papers (having objective multiple choice questions) were prepared, based upon basic knowledge of that particular subject. The question papers were distributed among the students of first year class of B.A., B.Com. and B.Sc. The students were allowed to write the answers in specific time period. Later, after evaluation, analysis of the results was done.

Evidence of Success

From the analysis of the results, we got information about range of student's subject knowledge levels, which found helpful for the department and the teachers during teaching practices.

Problems encountered and resources required

This assessment system may not be applicable to the students who come from other disciplines. No significant resources are required to run this practice.

Best Practice 2

Title of the Practice

Interdepartmental group discussion for faculty

Objectives of the Practice

To exchange knowledge among the faculty

To encourage interdisciplinary research

The Context

Generally, teachers make advancement in their knowledge related to their subject only. They take little efforts to gain the same of other subjects. This creates gap between two subjects having some relevance.

The Practice

To overcome above lacuna, the activity, interdepartmental group discussion for faculty was arranged. For this, the teachers were asked to make pairs of departments having some relevance in their subjects; like, Botany and Biotechnology, Public administration and Political science, etc. Teachers were asked to discuss and exchange their knowledge within group of subject pairs.

Evidence of Success

Practically, it is difficult to measure the exact degree of success in a short period, but this activity would help not only to upgrade their knowledge of other subjects having some relevance but also would helpful to bring interdisciplinary approach in their research.

Problems encountered and resources required

Some subjects have no direct relevance with other subjects. Resources for updating of subject knowledge are the requirements to conduct this activity.