Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College,

Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

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

1. Details of the Institution

1.1 Name of the Institution

ANAND VIHAR COLLEGE FOR WOMEN

1.2 Address Line 1

LINK ROAD NO.-1

Address Line 2

74, BUNGLOWS, TULSI NAGAR

City/Town

BHOPAL

State

M. P.

Pin Code

462003

Institution e-mail address

anand.vihar@yahoo.co.in

Contact Nos.

0755-2761133, 2765294

Name of the Head of the Institution:

DR. (MRS.) MADHU MISHRA

Tel. No. with STD Code:

0755-2765294

Mobile:

09425605834

Name of the IQAC Co-ordinator: DR. (MRS.) SANDHYA GUPTA

Mobile: 09993610399

IQAC e-mail address: iqacavcw@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* MPCONG 19550

1.4 **NAAC Executive Committee No. & Date:** Ec (Sc)/19/A&A/50.1 dt. 02.12.2016
     (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: www.anandviharcollege.com

Web-link of the AQAR: www.anandviharcollege.com./iqac/aqar.pdf

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	1st Cycle	B+	2.9	2016	2021
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY 08.11.2013

1.8 AQAR for the year *(for example 2010-11)* 2016-17

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 _____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

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 [-]

(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)* [BARKATULLAH UNIVERSITY]

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 [-]

2. IQAC Composition and Activities

2.1 No. of Teachers [04]

2.2 No. of Administrative/Technical staff [03]

2.3 No. of students [-]

2.4 No. of Management representatives [02]

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 [02]

2.9 Total No. of members [13]

2.10 No. of IQAC meetings held [02]

2.11 No. of meetings with various stakeholders: No. | - | Faculty | 02 |

   Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 02 |

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

> 1. Students feedback on teachers, curriculum & campus
>
> 2. IQAC motivates research publication
>
> 3. Newsletters of college were published
>
> 4. Motivational seminars & films shown to students
>
> 5. Infrastructure & green campus are continuously improved.
>
> 6. Placement done through placement cell.

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. To conduct Induction programme of the fresher	Induction Programme was conducted to welcome all the new enrolled students
2. To prepare Academic Calendar of the Department as well as college	Detail Academic Calendar of the department has been planed along with the detail academic plan of the college.
3. To Cater the needs of the slow learners	Remedial Classes were conducted to help the slow

through remedial classes	learner to improve their academic performance
4. Active working of Research cell	Motivation & Monitoring the Quality Research Publication through college Research multidisciplinary National Journal 'SPECTRA'
5. Active working of other cells for the student support & progression	Different cells like Guidance & Counselling Placement, Anti Ragging etc. are working efficiently for student support & progression.

* *Attach the Academic Calendar of the year as Annexure I.*

2.16 Whether the AQAR was placed in statutory body   Yes √   No -

Management √   Syndicate -   Any other body -

Provide the details of the action taken

AQAR submitted for the approval of statutory body & approved.

Annexure I.

ANAND VIHAR COLLEGE FOR WOMEN

ACADEMIC CALENDAR

2016-17

Sr.No.	Month	Week	Details
1.	July 2016	I	• Admission process in B.Ed., D.El.Ed., Commerce and Management. • Commencement of teaching session in B.Ed. • Regular classroom teaching in B.Ed. • Publication of Journal (spectra) vol.2-issue3-
		II	• Admission process in B.Ed., D.El.Ed., Commerce and Management • Commencement of teaching session in Commerce and Management • Orientation program of admitted students in B.Ed., Commerce and Management • Micro teaching in B.Ed. • Observation of schools by student-teachers (B.Ed) • Regular classroom teaching in B.Ed. and Commerce and Management

		III	• Admission process in B.Ed., D.El.Ed., Commerce and Management • Celebration of Foundation Day • Micro teaching in B.Ed. • Observation of schools by student-teachers (B.Ed) • Regular classroom teaching in B.Ed. and Commerce and Management
		IV	• Admission process in D.El.Ed. • Micro teaching in B.Ed. • Observation of schools by student-teachers (B.Ed) • Regular Class room teaching. • Tutorial Seminar.
2	August 2016	I	• Admission process in D.El.Ed. • Micro teaching in B.Ed. • Observation of schools by student-teachers (B.Ed) • Regular Class room teaching
		II	• Admission process in D.El.Ed. • Practice Teaching in school of B.Ed. students • Mehandi & Rangoli Competition. • Regular Class room teaching
		III	• Admission process in D.El.Ed. • Practice Teaching in school of B.Ed. students • Celebration of Independence Day. • Orientation of B.Ed. students. • Regular Class Room Teaching
		IV	• Admission process in D.El.Ed. • Practice Teaching in school of B.Ed. students • Regular Class Room Teaching. • Tutorial Seminar
3.	September 2016	I	• Orientation program of admitted students in D.El.Ed • Practice Teaching in school of B.Ed. students
		II	• Celebration of Hindi Diwas. • Practice Teaching in school of B.Ed. students • Regular Class room teaching • Student Union Elections.
		III	• Regular Class room teaching • Practice Teaching in school of B.Ed. students • Extension Activity
		IV	• SUPW Workshop in B.Ed • Practice Teaching in school of B.Ed. students • Regular Class room teaching • Monthly test. • Tutorial seminar
		I	• Wild life Conservation Week. • Practice Teaching in school of B.Ed. students • Micro teaching in D.El.Ed • Regular Class room teaching.

4.	October 2016	II	• Micro teaching in D.El.Ed • Practice Teaching in school of B.Ed. students • Youth Festival.
		III	• Practice Teaching in school of B.Ed. students • Micro teaching in D.El.Ed • Practical Examination • CTC Training Camp in Arushi and Parvarish of B.Ed. students. • Regular Class room teaching
		IV	• CTC Training Camp in Arushi and Parvarish of B.Ed. students. • Micro teaching in D.El.Ed • Regular Class room teaching. • Tutorial Seminar. • Monthly Test.
5.	November 2016	I	• Practice teaching in schools of D.El.Ed. students. • Monthly test. • Regular Class room teaching.
		II	• Practice teaching in schools of D.El.Ed. students. • Preparation Leave
		III	• Semester Examination • Practice teaching in schools of D.El.Ed. students.
		IV & V	• Semester Examination • Practice teaching in schools of D.El.Ed. students.
6.	December 2016	I	• Semester Examination. • Semester break for B.Ed. students • Practice teaching in schools of D.El.Ed. students.
		II	• Semester Examination. • Semester break for B.Ed. students • Practice teaching in schools of D.El.Ed. students.
		III	• Practice teaching in schools of D.El.Ed. students. • Semester Examination. • Beginning of new semester for B. Ed.
		IV	• Semester Break. • Orientation of B.Ed. • Craft Activities in D.El.Ed. • Community Programme. • Regular Class room teaching
7.	January 2017	I	• Beginning of new semester for Commerce and Management. • Regular class room teaching.
		II	• Inter Collegiate Essay writing & Debate Competition. • Regular Class Room teaching
		III	• Publication of Journal (Spectra) vol.2-issue4-Dec2016 • Regular Class room teaching. • Excursion

		IV	• Celebration of Republic Day. • Annual Sports Day. • Regular Class Room teaching. • Tutorial Seminar
8.	February 2017	I	• Regular class room teaching
		II	• Regular Class room Teaching. • Preparation of Annual Function.
		III	• Preparation of Annual Function.
		IV	• Annual Function Week. • Annual Function Day
9.	March 2017	I	• Ceremony of Magazine release. • Regular class room teaching
		II	• Women's Day Celebration. • Regular class room teaching
		III	• Regular class room teaching. • Tutorial Seminar
		IV& V	• Practical Examination for commerce students. • Monthly Test • Regular class room teaching.
10.	April 2017	I	• Regular class room teaching
		II	• Regular class room teaching
		III	• Practical Examination for B.Ed. students. • Preparation for final practice teaching in D.El.Ed. • Regular class room teaching
		IV	• Assignment submission in D.El.Ed. in craft activities. • Preparation Leave • Semester Examination.
11.	May 2017	I	• Semester Examination. • Regular class room teaching
		II	• Semester Examination. • Regular class room teaching
		III	• Semester Examination • Regular class room teaching
		IV&V	• Semester Break. • Preparation leave for D.El.Ed students
12.	June 2017	I	• Semester Break. • Preparation leave for D.El.Ed students • Regular class room teaching
		II	• Admission process in B.Ed, D.El.Ed., Commerce and Management • Theory and Practical Examination for D.El.Ed.
		III	• Theory and Practical Examination for D.El.Ed. • Admission process in B.Ed, D.El.Ed., Commerce and

			Management
		IV	• Admission process in B.Ed.,D.El.Ed., Commerce and Management.

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	01	-	01	-
UG	04	-	04	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	01	-	01	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	06	-	06	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	05
Trimester	-
Annual	01

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers ☐   Students √
(On all aspects)

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

Attached annexure - II

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

Anand Vihar College For Women ,Bhopal   Page 18

Revision and update of syllabi of BBA I & II sem. according to the Instruction of Higher Education & Barkatullah University

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

No

Annexure- II

Feedback from the students regarding teachers are analyzed & than directly communicated to the principal and necessary actions are taken. Feedback from the students regarding curriculum are taken & on the basis of that the & suggestions are discussed with the senior members of curriculum review & advisory committee. So that it can be communicated to the Board of studies and their valuable suggestion are used for effective implementation of curriculum.

Feedback from the students regarding campus is discussed with maintenance committee headed by Professor In charge maintenance committee. Feedback from the alumni association is taken care by the professor in charge of alumni association. Feedbacks from the Parents is discussed with the Head of Department and suggestions are implemented for the overall discipline of the college.

Feedback from the Practice Teaching Schools are taken & discussed with the departmental head & necessary changes are implemented.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	20	-	-	04

2.2 No. of permanent faculty with Ph.D.

09

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
6	9	-	-	-	-	1	1	7	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	-	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	02	-
Presented papers	-	01	-
Resource Persons	01	-	-

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

- Seminars, Tutorials, Group Discussions, Interactive session for the students.
- ICT enabled teaching learning process followed
- Student centred teaching strategies were introduced
- Book Bank facility introduced
- Suggestion from students & faculty are implemented for quality improvement

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

General Courses - 163	B. Ed. & D. El. Ed. - 220

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

-

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

01	01	

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Com.(Plain & Comp.)-I Sem	84	1.19	19.05	64.29	13.1	97.63
B. Com.(Plain & Comp.)-III Sem	76	-	17.11	81.58	-	98.69
B. Com.(Plain & Comp.)-VI Sem	74	25.68	62.16	12.16	-	100
B. C. A. - I Sem.	11	-	45.45	54.55	-	100
B. C. A. - III Sem.	6	-	50	50	-	100
B.C.A.-VI Sem	14	35.71	50	14.29	-	100
B. B. A. - I Sem.	6	33.33	66.67	-	-	100
B.B.A.-IV Sem	4	-	100	-	-	100
B.B.A.-VI Sem	12	83.33	16.67	-	-	100
M.Com-I Sem	23	4.35	34.78	60.87	-	100
M.Com-III Sem	20	5	25	65	5	100
B. Ed. I Sem.	52	1.93	76.92	21.15	-	100
B. Ed. III Sem.	94	100	-	-	-	100

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

❖ By implementing the academic plan

❖ By conducting the remedial classes

❖ By adopting the latest Technology in Teaching Learning

❖ IQAC encourages the faculty to participate in Conferences, Seminar to enhance their knowledge.

❖ IQAC organize expert lectures/Workshop for Teachers & Students for quality enhancement and Learning system.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	04

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	01	-	-	03
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Framed research monitoring & proposal assessment committee.

2. Faculty members are encouraged to participate in seminars, conferences & workshops related to research.

3. Motivated staff members to apply for minor research projects.

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	7	-
Non-Peer Review Journals	-	9	-

e-Journals	-	-	-	
Conference proceedings	01	-	-	

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
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   [Nil]

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 `01`

3.13 No. of collaborations   International `-`   National `-`   Any other `09`

3.14 No. of linkages created during this year   `04`

3.15 Total budget for research for current year in lakhs :

From Funding agency `-`   From Management of University/College `50000`

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   `-`

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

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 `-`   State level `02`

National level `01`   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	11		
NCC	-	NSS	11	Any other	-

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

➢ Plantation drive was organized in college premises to keep the campus green.

➢ **'B' certificate** examination was organized for the students of N.S.S. unit of the college. Former Programme incharge of Shri Satya Sai Girls College invigilated the examination. A meeting was conducted with District Coordinator, Programme Convenor, Open Unit Coordinator, Principal, Programme Officer and members of the committee on this occasion.

➢ On the occasion of successful completion of 70 years of Independence **'Yaad Karo Kurbani'** fort night was incepted with recitation of patriotic songs. The programme was continued with **'Poster Making and Slogan Writing Competition'.**

➢ AIDS awareness programme was organized on the occasion of **International Youth Day**. Students were addressed by **Mrs. Savita Thakur, Director M. P. State Aids Control Society**.`

➢ **'Yad Karo Kurbani'** fortnight was fulminated with **Essay Writing Competition**. The topic of the essay was : **'70 Years of Independence : Expectation of the country from the youth'.** In which Vandana Bajaj stood First, Bhawna Kulhade stood Second and Ranjana Mukherjee stood Third.

➢ Eleven students along with programme officer participated in one day workshop on **'Digital India'** a special programme by government of India organized by Barkatullah University.

➢ A number of competitions were organized in the college under **Youth Festival** of Barkatullah University in which students participated in almost every event to perform their best. The competitions were Rangoli, Solo Dance & Group Dance Competition,

Poster Making, Solo Song, Group Song, Debate and Speech Competition, Cartooning, Mime, Mimicry, Skit and One Act Play.

➢ The students participated in various competition in Youth Festival at Intercollegiate Level.

Poster Making	-	Third Prize
Skit	-	Second Prize
Rangoli	-	Third Prize

➢ On the occasion of **'World Self Willed Blood Donation Day'** an inspiring seminar on topic **"Raktdan-Mahadan"** was organized in the college in which teachers and students shared their views.

➢ N.S.S. students attended inauguration of **'Shourya Smarak'** by **PM Shri Narendra Modi**. Around 60 students and 9 faculty members participated in the programme. On the occasion of **AIDS Day** an awareness programme was organized in the college in which **Dr. Brajendra Mishra, (Chirayu Medical College)** and **Dr. Suneela Raja Sharma (MP Aids Control Society)** explained the importance of AIDS awareness and precautionary measures of the disease.

➢ A Training Programme on Cashless Transaction was organized in college by **SBI** for college students and teachers.

➢ On the occasion of **'Youth Day'** (Birth anniversary of Swami Vivekanand) an inspiring seminar was organized in the institute in which teachers and students shared their views.

➢ All India Women conference organized various competitions on the topic "Global Warming" in which **Aishwarya Shukla (B.Com. III Sem.) stood 1st in Poster Making, Shivangi Matholiya (B.Com. III Sem.) 1st in Slogan Writing and Poorva Dubey (B.Ed. III Sem.) stood 1st in Model Making Competition.**

➢ Completion of six months **'Beautician Course'** sponsored by **AIWC** and distribution of certificate to the students. AIWC official and members gave away certificates to 30 students.

➢ MP Govt. organized a rally on **'Voters Awareness Day'** in which 10 students of college participated with full enthusiasm.

➢ Two N.S.S. cadets **Manisha Awzekar** and **Bhawna Kulhade** got selected for 7 days

State Level Camp at Raheli, Sagar.

➢ Four N.S.S. cadets **Manisha Awzekar**, **Bhawna Kulhade, Ayushi Chaturvedi & Nancy Narware** got selected for 07 days District Level Camp at **Hinotiya Sadak**.

➢ On the occasion of World Health Day N.S.S. unit of the college in collaboration with ASG Hospital organized free eye checkup camp. In which 100 students & staff members participated.

- On the occasion of Earth Day with the massage of 'Save Eearth' N.S.S. unit organized workshop in Godh Basti on making of paper bag.

- Nukkad Natak was presented by the students of N.S.S. on the 'Ill effects of intoxicants' on the occasion of World Tobacco Day.

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	2.15 Acrs.	-	-	2.15
Class rooms	30	-	-	30
Laboratories	8	-	-	8
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	5.72	1.23	-	6.95
Others	-	-	-	-

4.2 Computerization of administration and library

Semi Automated Library Soul Software- 2.0

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5719	719044.00	1129	115560.00	6848	834604.00
Reference Books	1818	497900.50	-	-	1818	497900.50
e-Books			N-List			5750.00
Journals	18	23308.00	-	23910	18	23910.00
e-Journals	N-List	-	N-List	-	N-List	5750

Digital Database	-	-	-	-	-	-
CD & Video	21	39260	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	46	02	02 Department., Library & Office	02 Browsing Centres with the facility of Printer & Scanner		Semi Computeri zed	02	
Added	05	-	-	-	-	-	-	-
Total	51	02	02 Department., Library & Office	02 Browsing Centres with the facility of Printer & Scanner		Semi Computeri zed	02	-

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

The faculty of computer organized workshop for the students to upgrade their knowledge based on Internet & its security.

A Training Programme on Cashless Transaction was organized in college by **SBI** for college students and teachers.

4.6 Amount spent on maintenance in lakhs :

i) ICT   -

ii) Campus Infrastructure and facilities   -

iii) Equipments   0.36

iv) Others   -

Total :   0.36 (till 31.12.2016)

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Various Committees are formed for support services on the recommendation of IQAC

2. N.S.S. officer makes the students aware about the benefit of joining N.S.S. & motivated them to join.

3. Induction classes are organized at the beginning of the session about the rules & regulation of the college/university & student support services

4. Committees help & coordinate for student support & mentoring in academic, sports & cultural activities.

5. Expert lectures are organized to enhance the teaching learning process.

6. Students are provided motivation & career counselling by various teachers & placement officer/Students participate in university level, zonal & state level competitions.

7. College provide Departmental Library & Book Bank facilities to the students.

5.2 Efforts made by the institution for tracking the progression

1. The college make earned effort at every level to ensure the maximum students may get benefit from support services offered by the college.

2. Feedback are taken and is used for tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
436	46	-	100

(b) No. of students outside the state

03

(c) No. of international students

Nil

	No	%			No	%
Men				Women		

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
295	54	18	180	2	549	309	63	23	186	01	582

Demand ratio   Dropout % = 8.97

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

1. College Library has books for coaching & competitive exams.

2. Students discuss topics related to competitive exams with faculty members.

3. Different workshops & seminars are organized on the topic related to competitive exam, Group Discussions & Interview.

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 01

5.6 Details of student counselling and career guidance

1. Career guidance & counselling is provided by the placement cell to the final year students of the various programmes.

2. Various placement & campus placement are organized in the college.

No. of students benefitted   118

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
5	118	13	01

5.8 Details of gender sensitization programmes

01

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	11	26904
Financial support from government	163	-
Financial support from other sources	01	19960
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: Grievances cell was active in the college. No major grievances are reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**
>
> A unique combination of Indian ethos and modern ways of teaching to make a person fit to face modern day challenges
>
> **Mission Statement**
>
> To offer quality education and develop a new generation of teachers and students aspirants equipped with the best knowledge, skills and human values.

6.2 Does the Institution has a management Information System

Online admission & latest updates and information through websites.

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

6.3.1 Curriculum Development

1. Curriculum Development is undertaken by Higher Education & Affiliating University.

2. College has a committee name CRAC (Curriculum Review Advisory Committee) with all the eminent & senior professors of the concerned subject to take the suggestions and proper implementation of curriculum and convey the suggestions

6.3.2 Teaching and Learning

1. The college provide infrastructural and technical support to improve teaching learning process.

2. Computer & Internet facility is available in every department.

3. Remedial classes for slow learners.

4. Experts lectures are organized for complex & latest topics.

5. Inflibnet facility available.

6.3.3 Examination and Evaluation

College follows the rules & regulation regarding examination & evaluation as per Barkatullah University.

6.3.4 Research and Development

College published its bi-annual Multidisciplinary National Journal 'SPECTRA' with ISSSN: No. 2454-4469

The College administration support research & development for encouraging the faculty to participate/present paper in Seminar/Conference/Workshop.

College also encourages various departments to organize research related events.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has semi-automated library having a number of Journals, E-Journals and Reference Books besides a large number of Text Books. Timings are 11:00 to 05:00 p.m. All the Teaching department have Internet access to augment the knowledge of the faculty members.

6.3.6 Human Resource Management

All the faculty members are provided access to N-list. Departments has well equipped lab & Resource centres. The college office is fully updated

The college recruits faculty members and staff as per guidelines provided by higher education/University/NCTE/M.P. Board. There is an effective system of appraisal of performance of teachers in the college. There are many staff welfare schemes.

6.3.7 Faculty and Staff recruitment

Permanent faculty is recruited under college code-28 according to Barkatullah University norms after duly notifying the vacant posts in number of national/regional newspapers as per the eligibility conditions laid down by UGC/University. The Expert committee is constituted by the University. Temporary or Guest faculty is recruited on adhoc basis at college level.

6.3.8 Industry Interaction / Collaboration

The students of final semester of UG & PG visit & do Internship at Industry, Companies and organization. College has signed MOU with ITDP, Anantdrishti, NIIT, IFL, Aarushi, Parvarish, Shakti Venture, Family Planning, IGNOU.

6.3.9 Admission of Students

Admission in General Courses & B. Ed. is carried out according to the norms set by the department of MP Higher Education & University. In D. El. Ed. admission is done according to the norms of M. P. Board of Secondary Education & Rajya Shiksha Kendra. The whole process of admission is transparent.

6.4 Welfare schemes for

Teaching, Non Teaching, Students	➢ The College has adopted the contributory provident fund scheme where the management contributes its share equal to the share of the employee every month. ➢ Study leaves are provided to encourage the faculty to enhance their knowledge. ➢ Medical leave benefits to the employees during their job period. ➢ Maternity leave benefits up to three months with pay. ➢ Duty leave is given, if applicable. ➢ Providing loan facility against PF for medical treatment, marriage of their wards, construction of house etc. ➢ Every year two sets of uniform, raincoats are given to class IV workers at the college expense. ➢ All staff is appointed on a scale after completion of satisfactory probation period of one year and the pay scale is revised from time to time. ➢ Organizing Health awareness programmes for students and staff. Arrangement in the near by hospital is made in case of emergency. ➢ Counselling is provided to the staff in order to help them to improve their professional aptitude.

6.5 Total corpus fund generated

13780349.65 (As on 31.12.2016)

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				

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?

Semester system has been followed in all the under graduate & post graduate programme. Syllabus of BBA has been revised.

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

University helps the affiliated colleges interested in status of autonomous Institution.

6.11 Activities and support from the Alumni Association

Alumni meet is conducted twice in a year to take suggestion to improve the functioning of the college.

6.12 Activities and support from the Parent – Teacher Association

Parents meet is organized once in every semester and regular verbal feedback is obtained from parents. Their views help the institution to improve the teaching learning process & all discipline in the college.

6.13 Development programmes for support staff

The support staff is provided two sets of uniform and raincoats every year. Loan facility against P.F. for Medical treatment, marriage of their wards, construction of houses etc.

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

1. All the important days like world Environment Day, Earth Day etc. are celebrated.

2. Plantation is organized from time to time.

3. Proper green potted plants are maintained in the corridors of all the floors of college.

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.

- Students of the college are provided password of college account to access N-list in the college.

- Students of the college were provided the Information & facilities of National Digital library of India.

- Teacher after attending Training Programmes & Orientation give presentation to other staff members.

- N.S.S. students who attended State/National Camp motivate students for social work.

- Skill development training was provided to the students along with their course.

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

- Students were provided proper training for their Internship.

- Placement were organized.

- Publication of college National level research Journal 'SPECTRA'.

- Number of books were purchased in the library.

- Latest & updated computers & psychology apparatus have been purchased to update the Labs.

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

Attached Annexure III.

7.4 Contribution to environmental awareness / protection

Students of U.G. classes study the subject of Environmental studies. N.S.S. unit organize Seminar, Rallies, different Competition and Nukkad Natak for environment protection. Plantation are done on regular basis to make the embience green. Important days are celebrated like World Environment Day, Earth Day etc. Cleanness programme are conducted by the students of N. S. S. unit in the college campus, nere by area & Godh Basti to enlighten the students & society to make the environment clean.

7.5 Whether environmental audit was conducted?   Yes | - | No | √ |

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

Swot Analysis

Strength
- Experienced and dedicated staff
- Energetic, Enthusiastic and highly motivated students.
- Good Reputation
- Centrally Located
- Research Orientation staff

Weakness
- Lack of funds
- Students from backward regions
- Fluctuation in the job market

Opportunities
- There is a good opportunity to the college to start UGC funded skill development courses
- There is a great scope for teachers to avail of UGC funded research projects

Threats
- More and more students opting for professional courses & colleges.
- Threat from mushrooming of new Institutions.
- Co-education in other colleges which lures the student.

Annexure-III

Title of the Practice:

"Faculty @ 24 x 7 for Students"

Faculties are available after regular classes and college hours which includes mentoring. Mentoring is the pairing of an experienced or skilled person (Mentor) with a person who would like to improve her skills. The Mentor acts as a role model and supports the mentee by sharing knowledge, resources and advice to help them to improve their skills.

Goal:

The Practice "FACULTY @ 24×7 FOR STUDENTS" was introduced with an aim

- To improve the results
- To facilitate close bond among faculties, students and their families
- To prepare young women to be architects of ideal families
- For the overall development of the students.

The context:

Despite the efforts by the concerned faculty, it was not reaching the students due to:

- Participation of the students in professional and competitive coaching classes and other activities.
- Negligence of the students for the purpose.
- A number of B. Ed. and D. El.Ed. students are married or in service teacher and their divided preferences are cause of the problem.

So an initiation was taken up to improve the student's progress.

- Every day One hour mentoring class is held after regular session.
- Revisions are made and unsolved question papers are discussed.
- Class response is sought.
- Faculty is also available on telephone after college hours.
- Extra remedial classes are organized for the students who missed the regular classes because of participation in cultural and other activities.

The practice:

- The concerned subject teachers are required to analyze the students regarding their ability to gross the context.
- After the analysis, lists of weak students are finalized. The weak students are advised to attend the mentoring classes after the regular hours of college. Faculty also provides notes on E-mail, if required.
- In mentoring session, question papers revision, discussion on important topics, assignments on expected questions and problem solving are given importance. Also a forum is provided for students to speak/ Debate on practical subjects. Students are motivated to achieve high through different examples.

Evidence of success:

Faculty @ 24x7 has helped in success of mentoring class up to some extent. Results have become quite better from the previous semester. Efforts are taken to extend the practice to its best. Power Point presentation has been prepared to catch the attention of the students regarding the practice.

Problems encountered and resource required:

In the beginning, mentoring classes showed a slow turn out as some of the students shows lack of interest in such session. So there was a need for motivation along with some additional efforts to grasp the interest hence Power Point Presentation was done. Classes were made more interesting by relating the topics to current affairs. Attendance was made mandatory.

There was a need for motivation along with some additional effort to grab the interest. Some interactions were made with the Alumni students to know their difficulties and problems which they have undergone to achieve success.

Resources required:

- Power point presentation
- Additional preparation
- Up gradation of knowledge about the subject
- Previous year question papers
- Expert guidance.

Notes:

Based on the analysis of the students an additional interest and attention was taken

- Power Point Presentation augmentation is seen.
- The faculty needs to be student friendly by giving examples relating to the current topics.
- Healthy Interaction among students to create the spirit of competitiveness.

Title of the Practice:

"Automation of Library "

Goal:

The goal of computerization the library is:-

- Performing the work systematically.
- To save time.
- To reduce human errors.
- Information of students and books on single click.
- Accessing of library from any location of college.
- Providing online journal access through INFLIBNET.

The Context:

Computerized work is the need of modern scenario. The record storage needs the maximum computerization. In colleges the records required to be maintained are:

- Office records that includes information of staff, students and result of students
- Records of books in library (Issue/return)

The college has an automated library management system which is operated using OPAC software of KOHA. Computerization makes the work more systematic and easier .Information of numbers of books, date of issue and date of return and information of staff

and students can be fetched on a single click. The librarian can tell the location of book from her seat which makes it easier to locate the book in the shelf. The computerization saves time, energy and thus the work efficiency has increased. The library is connected with a computer lab through LAN which also allows staff and students to access the OPAC software of library from the computer lab. This reduces workload on librarian as the work is disbursed. Computerization is good practice that has helped the college for organizing the work and information efficiently.

The Practice:

The computerization of the library is accomplished using KOHA software and OPAC is used for cataloging (online public access catalog)

KOHA is open source integrated software for the automation of library Features of KOHA are:-

- Union catalogue facility.
- Customizable search.
- Circulation and borrower management.
- Serials system for magazines or newspapers reporting.
- Reading list of members.

It is an online database of materials held by a library or a group of libraries. Using this software, we can search library catalog to locate books and other material available at a library.

The classification is performed with the help of DDC norms which makes subject wise classification easier. The cataloging of the book is done with the help of DDC numbers and accession number of books .Barcode is implemented on all the books of library and issue and returning of book is done using barcode reader. The digital material is also made available for the students whenever required. The membership of online journal is provided to the staff of the college .A range of thousand journals is provided with the help of INFLIBNET. All these activities have made successful library automation.

Evidence of Success:

Computerization has made library work efficient and fast. Previously, it took time for issue and return of books, Searching information of books and students. No dues during examination were also a time consuming task as librarian has to refer to various registers. Now detail of issued books and returned books as well as dues can be generated on a single click of mouse. Report generation is also an easy task after computerization. The increased efficiency in work is the evidence of success.

Problems Encountered and Resources Required:

The whole task of computerization was tedious as it was to be done through the root level.

The DDC classification was to be allotted to approximate five thousand books. The library work was affected as issue and return of book was minimized for a small period of time. The cataloging was also time-consuming and entry of details of books for staff and student was

also time-consuming.

For computerization a high speed broadband connections was also required which was provided with a LAN connection from the computer lab of the college .The whole connection tasks required new modem switches and cables. But despite of all problems, the outcome was a successful library automation system.

Notes:

The library automation is a practice that should be adopted by all the institutions for making the functioning of library efficient and effective.

8. **Plans of institution for next year**

> ➢ To conduct more faculty development programmes
>
> ➢ To organize conferences and seminars and other research related activities.
>
> ➢ To make smart ID cards of all the students of the college.
>
> ➢ To apply to Barkatullah University for further additional courses.
>
> ➢ To develop e-content and increase role of technology in teaching methods.
>
> ➢ To enhance intake of students

Name DR. (MRS.) SANDHYA GUPTA_____   *Name DR. (MRS.) MADHU MISHRA_____*

_____   _____

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

_____***_____