

# **The Annual Quality Assurance Report of the IQAC**

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**2014-2015**



**Banwari Lal Jindal Suiwala College**  
(Affiliated to MDU, Rohtak)  
Tosham, Distt. Bhiwani, Haryana  
Pin 127040  
Website: [www.bljcollege.org](http://www.bljcollege.org)



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

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Banwari Lal Jindal Suiwala College,

1.2 Address Line 1

Sagwan Road, Tosham

Address Line 2

Bhiwani, Haryana

City/Town

Tosham

State

Haryana

Pin Code

127040

Institution e-mail address

bljsgcollege@gmail.com

Contact Nos.

01253 - 258101, 259122

Name of the Head of the  
Institution:

Dr. Ashok Kumar Saini (Officiating)

Tel. No. with STD Code:

01253 - 258101, 259122

Mobile:

09896699705



Banwari Lal Jindal Suiwala College, Tosham AQAR, 2014-15

Name of the IQAC Co-ordinator:

Dr. Shailja Sharma

Mobile:

09416336411

IQAC e-mail address:

bljsiqac@gmail.com

1.3 NAAC Track ID

HRCOGNI0268

1.4 NAAC Executive Committee  
No. & Date:

1.5 Website address:

www.bljscollege.org

Web-link of the AQAR:

[www.bljscollege.org/Files/AQAR](http://www.bljscollege.org/Files/AQAR%202014-15.pdf) 2014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72%	2003	5
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

01/07/2011

1.8 AQAR for the year

2014-15



1.9 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 2011-2012 04/05/2013 (DD/MM/YYYY)  
ii. AQAR 2012-2013 30/09/2013 (DD/MM/YYYY)  
iii. AQAR 2013-2014 30/09/2014 (DD/MM/YYYY)  
iv. AQAR 2014-2015 30/09/2015 (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 ☒

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. Certificate/ Diploma in Web designing and office Automation,  
2. BCA

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

Maharshi Dayanand University,  
Rohtak (Haryana)



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

Autonomy by State/Central Govt. / University	<div>No</div>		
University with Potential for Excellence	<div></div>	UGC-CPE	<div></div>
DST Star Scheme	<div></div>	UGC-CE	<div></div>
UGC-Special Assistance Programme	<div></div>	DST-FIST	<div></div>
UGC-Innovative PG programmes	<div></div>	Any other ( <i>Specify</i> )	<div></div>
UGC-COP Programmes	<div></div>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<div>07</div>		
2.2 No. of Administrative/Technical staff	<div>0</div>		
2.3 No. of students	<div>0</div>		
2.4 No. of Management representatives	<div>01</div>		
2.5 No. of Alumni	<div>0</div>		
2. 6 No. of any other stakeholder and community representatives	<div>0</div>		
2.7 No. of Employers/ Industrialists	<div>0</div>		
2.8 No. of other External Experts	<div>02</div>		
2.9 Total No. of members	<div>10</div>		
2.10 No. of IQAC meetings held	<div>03</div>		
2.11 No. of meetings with various stakeholders:	No.	<div>06</div>	Faculty
			<div>03</div>
Non-Teaching Staff Students	<div>02</div>	Alumni	<div>01</div>
		Others	<div></div>



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

**Themes of Workshop**

1. Fine Arts workshop in in September 2014
2. Theatre and Dance workshop in October 2014
3. Personality development workshop in January 2015

2.14 Significant Activities and contributions made by IQAC

1. Various co curricular and social activities.
2. Monitoring and regular follow up of implementation of academic calendar and teaching plan.
3. Timely updation of college website.
4. Review and follow up of the detailed action plans for the institution.
5. Encouragement to the faculty members for various research activities as well as participation in career development programmes.
6. Drew attention to the areas where there is scope for quality improvement especially environment protection, cleanliness, security and networking.

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
<p>*Preparation of Educational /Cultural/Co-Curricular activity calendar of the institution for quality enhancement</p> <p>*Preparation of subject wise teaching and departmental activity plan</p> <p>*Installation of CCTV cameras for security</p> <p>*Timely updation of college website</p> <p>*Updation of the College Merit Boards and various Display boards</p> <p>*Encouraging teaching faculty for their participation in more research activities and career development programs.</p> <p>* Initiatives for introducing PG (Hindi)</p>	<p>*Prepared Educational /cultural/co-curricular activity calendar and also published in prospectus to intimate the students and monitored progress as per schedule</p> <p>*Monitoring actual implementation through progress reports from departments</p> <p>* 16 CCTV cameras installed on different points.</p> <p>*College website is being updated time by time.</p> <p>*All the Display boards are updated with the latest inputs.</p> <p>*Continuous motivation resulted in better participation in research activities such as participation and paper presentation in seminars/ conferences and more publications in reputed journals.</p> <p>*Proposal has been submitted to the affiliating university for further action.</p>

*\* Please see Annexure. (i)*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No

Management

☒

Syndicate

☐

Any other body

☐

2.15 Provide the details of the action taken

The governing body of the college approved the AQAR 2014-15 and recommended it for sending to the NAAC. The governing body further directed the principal to execute all the plan of action proposed by the IQAC.



## 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	02	-	02	-
UG	06	-	04	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			
Others				01
<b>Total</b>	<b>09</b>			
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective<sup>✓</sup> option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	-
Annual	01

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

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

\* Please See Annexure (ii)

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

No, as the syllabus is prepared & revised by the affiliating university itself.

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

No





## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	14	04	09	-	01

2.2 No. of permanent faculty with Ph.D.

07

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	5	-
Presented papers	3	6	-
Resource Persons	-	-	2

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

1. Preparation and regular assessment of teaching plan for each subject.
2. Routine analysis of student's performance, attendance in class, library issue/attendance register.
3. IQAC in coordination with other cells interact with the industry professionals, peer teachers and renowned personalities from society regarding latest trends.

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

166

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

None

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

01



2.10 Average percentage of attendance of students

80%

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.A.	222		3.6%	16.21%	20.7%	41%
B. Com.	38		-	10.5%	63.5%	74%
B.Sc.	75		27.8%	57.3%	6.7%	89%
BCA	-		-	-	-	-
M.A.(History)	30		16.7%	80%	3%	100%
M.Com	30	1	90%	10%	-	100%

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

- At the beginning of the academic year each teacher has to prepare a teaching plan and submit it to principal, thus the coverage of syllabus is periodically reviewed.
- To monitor progress of syllabus regular class tests are conducted.
- Appraisal of staff by students at the end of the term for each subject is assessed in a consolidated format.
- IQAC motivates different subjects societies to organise extension activities in their subjects
- Faculty members are encouraged to adopt various innovative teaching methods such as PPT presentations, field tours, seminars etc.

2.13 Initiatives undertaken towards faculty development

<b><i>Faculty / Staff Development Programmes</i></b>	<b><i>Number of faculty benefitted</i></b>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	-



## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	02	-	02
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Provides information to the faculty members regarding the upcoming seminar, workshops and conference etc.
2. Regularly assist the faculty members by passing information about funding agencies like UGC, ICHR, CSIR etc. that invite proposals for research funding.

#### 3.2 Details regarding major projects Nil

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

#### 3.3 Details regarding minor projects Nil

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	4	-
Non-Peer Review Journals	3	2	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS



## Banwari Lal Jindal Suiwala College, Tosham AQAR, 2014-15

3.6 Research funds sanctioned and received from various funding agencies, industry and other Organisations : Nil

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 None

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	-	-	-	-	-
	Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year



3.15 Total budget for research for current year in lakhs :

NA

From Funding agency

-

From Management of University/College

-

Total

-

3.16 No. of patents received this year

None

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

03

01

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

0

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

JRF

0

SRF

0

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level

7

State level

-

National level

5

International level

-

3.22 No. of students participated in NCC events:

District level

64

State level

-

National level

-

International level

-



3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	3	International level	-

3.24 No. of Awards won in NCC:

District level	2	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	04	College forum	46	
NCC	9	NSS	15	Any other -

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

- Two Blood donation camps on different occasions.
- Jan Chetna rallies by NCC, NSS and Youth red cross units to make the society aware about social issues like- Women Education, Female Foeticide, Voting, Waste Management, Road Safety and Save Water etc.
- Health check up and AIDS awareness program by Red Ribbon Club.
- Fine arts workshop and competitions by Women cell and General lecture regarding problems of adolescent girls.
- Tree plantation programme on different occasions, Cleanliness programmes initiated by NCC and NSS units inside and outside the campus.
- Extension lectures and other curricular activities for better understanding of the subject and its applicability.
- Personality development and communication skill workshops for the students.
- Promoted the students for active involvement in Legal Literacy Cell activities to make them aware about their legal rights, duties, remedies available
- Remedial classes for weak students.

For details please see **annexure (i)**



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12 acres	-	Management	-
Class rooms	24	-	Management	-
Laboratories	07	-	Management + Self Financing Scheme	-
Seminar Halls	01	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	1.29 lakhs	-	-	1.29 lakhs
Others	-	-	-	-

#### 4.2 Computerization of administration and library

1. We have fully computerized library with ICT facilities and all the records are maintained in a very meticulous way.
2. Administrative office is also fully computerised. University has adopted online admission and fees submission so all the related work are done online. Besides, different records such as Stock, attendance, admissions, leaves, and college accounts are also maintained on computer.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11547	1635642/-	295	73105/-	11842	1708747/-
Reference Books	5728	981912/-	85	21250/-	5813	1003162/-
e-Books	-	-	-	-	-	-
Journals	26	47827/-	22	25465/-	48	73292/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others - Magazines	3533	85803/-	342	14439/-	3875	100242/-



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	61	Lab -I = 21 Lab -II = 08 Lab -III = 18	15	Library for Students	Nil	05	02	Principal-01 Vice Principal-01 Librarian - 01
Added	-	-	-	-	-	-	-	-
Total	61	47		04		05	02	03

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

- Computer and Internet access is available for the students and staff in college during the working hours of the library.
- Basic Computer training is provided to newly admitted students of the college.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	.28
ii) Campus Infrastructure and facilities	.87
iii) Equipments	.95
iv) Others (sports material)	.34
<b>Total :</b>	<b>2.44</b>





## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The institution publishes its updated prospectus annually. The information content is disseminated to students at the beginning of every academic year.
- Students are well informed by IQAC in collaboration with other units and committees of the college about functioning of different cells for their welfare and various schemes implemented by the college, university and govt. They are also acquainted about other facilities available for them time by time.
- Various programmes and activities are organized frequently to enrich them and make them aware.
- Financial assistance extended to economically weaker students and personal counseling given by teachers help to minimize the dropout rate in the college.

#### 5.2 Efforts made by the institution for tracking the progression

- Regular vigilance by subject teacher
- Consolidated reports of Alumni meetings
- As Reported by the students
- Departments are insisted to document, compare and discuss the performance and progress of the students in their exams and other academic activities.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1573	122	-	-

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

No	%
1363	80.4%

Men

Women

No	%
332	19.6%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1140	188	-	255	02	1585	1040	284	-	369	02	1695

**Demand ratio - 100:90.3**

**Dropout % - 6 %**



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

- Interested and willing aspirants are helped by the faculty members in terms of providing subject material as well as necessary guidance to help them out.
- Guidance & Counselling Bureau also guides the students for the preparation of competitive exams
- Give references of the persons who can help them for their goal.

No. of students beneficiaries

159

#### 5.5 No. of students qualified in these examinations

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

(\* SSC. Banking , Army, BSF, PGT etc.)

#### 5.6 Details of student counselling and career guidance

- From the very beginning, at the time of admission students are helped by the faculty members.
- Guidance & Counselling cell provides psychosocial counselling as well vocational guidance.
- Subject societies invite experts and arrange other programmes to guide them for career options

No. of students benefitted

74

#### 5.7 Details of campus placement

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

#### 5.8 Details of gender sensitization programmes

- We have women cell in our college, which regularly address different issues related to women time by time
- Girls are encouraged and supported for taking initiatives in extracurricular activities.



### 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 (Fee concession)	4	1680
Financial support from government (Scholarships)	363	2653450
Financial support from other sources (Trust Awards for merit in academics, sports, NCC, NSS, Cultural activities, Sport kits etc.)	73	66000
Number of students who received International/ National recognitions	01	6100

#### 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:

Timely updation of the college website with regard to information of deadline of form submission.



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Our vision:**

The college envisions to provide Quality Higher Education to the young boys & girls of this highly backward & rural region to meet the demand of industry, state & society through excellence in arts, commerce & vocational education: to remain as a source of pride to Haryana & to the Country.

##### **Our mission:**

Apart from imparting higher educational qualifications, we are greatly concerned with enriching our youth with knowledge and skills in a chosen discipline. For us teaching is greatly concerned with building a positive attitude, preparing young generation for the challenges of life and work, fulfilling their intellectual and personal potential in a way that it significantly contributes to each and every role that they play in society, and arming young boys and girls with a set of values that they as a person and as a professional will need throughout their life. We seek to develop in each member of BLJS college family the ability and passion to work wisely, creatively and effectively for the betterment of mankind.

##### **Our goals:**

- To set-up and create an institution of excellence in higher education with high intellectual standard.
- To nurture the culture of:
  - o Academic integrity and accountability
  - o Respect for the views of one and all.
  - o Appreciation of intellectual excellence and creativity.
  - o Tutors as friend, philosopher and guide.
  - o Good relationship with neighbouring industries and education institution repute.
- To provide congenial and healthy environment of research and training to faculty for improving their quality.
- To design and develop student-centric learning environment.
- To generate and create resources for various extracurricular and sports activities and programmes for better overall development of students.
- To generate and create resources for running Value Added Programmes for overall curricular and personality development of students.
- To invite experts from industry and premier institutions on a regular base to deliver extension lectures on topics of current interest.

Above all, we are also motivated to create Leaders who inspire ; Winners-who set positive paradigms of actions and Achievers-who have the will and the strength to make a difference-even if small-to the larger cause of humanity.



6.2 Does the Institution has a management Information System Yes

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

6.3.1 Curriculum Development

Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement

6.3.2 Teaching and Learning

Apart from class room lecture method Group discussions, field studies, seminars are used for teaching. Peer learning is promoted in and outside the class. Study tours are organised for making learning more effective as per requirement.

6.3.3 Examination and Evaluation

- 20% of the marks are evaluated by the college & rest 80% is evaluated by the university.
- Class assessment tests are conducted on frequent intervals and the teachers make an analysis of the performance of students after every internal test.

6.3.4 Research and Development

- As far as the research is concerned there is very less scope because we have only two PG courses in the college. Still the faculty is very much aware and actively involved in the research work. The college also encourages the teachers for their involvement in research activities. The college is already having seven PhD degree holders as faculty and some are pursuing their PhDs.
- We have Centre for Innovation in Research and Development (CIRD) with the aim to motivate the faculty and maintain and promote the research environment.
- The college also has a Research Committee of five members to monitor and assess the proposal of Research Projects. The project Proposals are evaluated by external subject experts recommended by the research committee before sending it to the funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is regularly updated and upgraded. New books and journals are added every year. We are in process to convert it as E- library.
- An effort for fully automation of administrative activities is also being made.



#### 6.3.6 Human Resource Management

The institution recruits faculty members and staff based on the guidelines provided by the University. Effective system of appraisal of performance of teachers is there. Member of Faculty get all service benefit, different allowances, pension etc. The governing body also take care of its employee. Shortage in manpower is regularly intimated to the governing body for necessary action.

#### 6.3.7 Faculty and Staff recruitment

Permanent staff and faculty is recruited against sanctioned posts as per university and state govt. rules & policies. Temporary faculty is appointed at management level as per university norms.

#### 6.3.8 Industry Interaction / Collaboration

Though there is no collaboration with any industry presently, college allows its faculty members & students to interact with them through extension lectures of the executives & experts from different areas.

#### 6.3.9 Admission of Students

- For admissions the college follows rules & regulations of affiliating university.
- Admissions are done purely on merit basis and according to reservation policy of the state govt.

#### 6.4 Welfare schemes for

Teaching	Leaves, pension gratuity, loan etc as per Govt. Rules, opportunities for career development
Non teaching	Leaves, pension, gratuity, loan etc as per Govt. Rule, opportunities for career development
Students	Scholarships, Remedial classes, Welfare schemes implemented by govt and university, free counselling and internet facility, study tours, sport and gym facilities, subject societies , concessional bus passes, Trust and college cash awards.

#### 6.5 Total corpus fund generated

Rs. 432435/-

#### 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/ <del>No</del>	Agency	Yes/ <del>No</del>	Authority
Academic	✓	University	✓	Principal & Management
Administrative	✓	Govt/University	✓	Principal & Management

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

N/A

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

The college has an Alumni Association & one formal meeting is held at least once in a year. Members of alumni participate and give suggestions for various programs/ developmental activities of the college.

6.12 Activities and support from the Parent – Teacher Association

We do not have Parent-Teacher Association as such but Parents are encouraged for decision making and giving advice and suggestions for college betterment.

6.13 Development programmes for support staff

The members of support staff are encouraged to make use of the avenues & welfare schemas of govt. and college management for their welfare. They are also provided assistance for economic facilities such as pension schemes/loans, different leaves like earned leaves/extra ordinary leaves in accordance with govt/university norms.

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

- Water harvesting unit & waste water management
- Tobacco and smoke free zone.
- Tree plantation inside & around the campus and regular maintenance of beautiful landscape.
- Best efforts are made to keep the campus plastic free.
- Initiatives like lectures and rallies for environment awareness.



## 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.

- Installation of CCTV cameras for monitoring various activities as well as for security purpose.
- Centralized record keeping system
- Library & Administrative office automation.
- Green audit and water harvesting

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

- At the very beginning of the session an academic calendar is provided by the affiliating University that includes schedule for teaching days, examination, vacations and admissions. In accordance with this the IQAC prepared Month-wise Calendar for Educational/ Cultural/ Co-curricular Activities for the session 2014-15 and progress was also monitored.
- IQAC suggested all the departments to prepare academic and extracurricular activity plan for the session and they were motivated to follow these plans.
- For personality grooming of students different workshops on Personality development/ Dance/Theatre/Music were organized which resulted in remarkable positions in Zonal Youth Festival, Inter Zonal Youth Festival and other competitions on various platforms.
- The IQAC also planned to have extracurricular and social activities for the session. The college organized a good number of academic as well as extracurricular activities in its premises. Besides, the college students also participated in various activities and competitions organized at other platforms and brought laurels.
- As proposed, CCTV cameras have been installed in the campus at various points for monitoring and security purpose and installation of solar system is under consideration.
- SSR has been submitted to NAAC as proposed for Accreditation and Assessment purpose.
- Teaching faculty has been continuously motivated for participation in research activities which resulted in better participation in research activities such as participation and paper presentation in seminars/ conferences and more publications in reputed journals.
- As planned various display boards have been updated and some new are added too.





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

- Theatre, Music, Dance and Literary workshops for over all development of the students.
- Unique book keeping system with monthly internal audit.

*\*Please See annexure (iii)*

7.4 Contribution to environmental awareness / protection

- Regular tree plantation in and around the college campus.
- Water harvesting, waste water management and Green audit are some healthy practices followed by college for environmental awareness and protection.
- Removal of unwanted plants and maintenance of the landscape
- Awareness drives such as rallies and lectures for the students and society.

7.5 Whether environmental audit was conducted?

Yes



No



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

**Strengths-**

- Well qualified, dedicated and hard working staff.
- Imparting value based quality education.
- Eco friendly campus with a beautiful landscape
- Annual publication of college magazine 'Sumegha' consisting inputs from students and staff.
- Regular publication of wall magazines in the subjects of Mathematics, Psychology, Geography, Hindi, English and Science.
- Regular annual function and prize distribution ceremony, which is a platform of reviewing achievements for the year and honouring students who excelled in the field of academics, cultural activities, NCC, NSS and sports in the form of BLJS Trust Awards.
- We always welcome innovative and constructive ideas from our stakeholders.

**Weaknesses-**

- Most of the students belong to rural background and have problems of language and communication skills.
- Strength of permanent faculty is lesser in comparison to demand of workload as state govt. is not sanctioning new posts .



### Opportunities-

- The college has emerged as a learning hub since its inception. Every year with more strengths and more achievements its going on. It can provide more facilities and learning environment to the students to enhance their communication skills and overall personality so that they can meet the demands of the society and industries and can emerge as responsible citizen of the country.

### Challenges-

- To motivate socially and economically backward students with low aptitude in language and communication skill for higher education.
- To enable students for appreciating and imbibing the societal relevance of the subjects that they study in the class room through innovative teaching methods.

## 8. Plans of institution for next year

- College assessment and accreditation by NAAC for Cycle 2.
- Installation of the Solar system as alternative source of energy.
- Establishment of E-learning centre in the college library.
- To introduce an unit of PG (Hindi)
- Renovation of the college campus buildings.
- Construction of 4 new rooms.
- Creation of additional labs in the subjects of Physics and Computer Science (one each)
- Enrichment of ICT equipment.
- To make campus fully Wi-fi enabled.
- To Strengthen Alumni Association.

( Dr Shailja Sharma )

**Coordinator, IQAC**

(Dr. Ashok Saini)

**Chairperson, IQAC**

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