

SHREE GANESHAY NAMAH

**B.N. DEGREE COLLEGE**

**SAHABAD, HARDOI**

(A MINORITY INSTITUTION)

AFFILIATED TO

CHHATRAPATI SHAHU JI MAHARAJ

UNIVERSITY, KANPUR

**SELF STUDY REPORT**

JUNE 2015

**Submitted to:-**

**National Assessment and**

**Accreditation Council, Bangalore**

### PREFACE

B.N. Degree College, SHAHABAD, HARDOI is a self-financed, degree college of minority nature in accordance with the provisions of Article 30 (1) of the Constitution (rights of minorities to establish and administer educational institutions) of India. The College is affiliated to the University of Kanpur. It was established in 2000. B.N. Degree College, SHAHABAD, HARDOI aims at providing quality education to the youth of HARDOI in a healthy and peaceful atmosphere of intellectual and academic pursuit. College offers 4 UG Courses and 3PG Courses. The college has secured permanent affiliation from the University for these Courses, also 2(f) and 12(B) of UGC.

Ilyas Azmi, founder of the college Awad Muslim Educational and Welfare Society come in existence since 1996. The society was establish to meet the ever increasing demand of quality and man-power in the technical field created as a result of the economic liberalization in the most essential ingredient to economic development of the country.

### THE COLLEGE AT A GLANCE

B N DEGREE COLLEGE a premier institution of learning is situated at Shahabad in Hardoi Nagar district. The college is situated at the heart of Shahabad city, adjacent to the main bus stop at the distance of 3 Km. from Anjhi Shahabad railway station, hence one can have easy access to the college campus for pursuing various UG and B. Ed courses being run by the institution for the promotion of knowledge and professional abilities urgently required in the competitive world of today. **Affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur (earlier Kanpur University, Kanpur)**, Looking back through the gallery of time, the college was founded in the memory of Badrun Nisa in year 2000. The Kanpur University, Kanpur (Now **Chhatrapati Shahu Ji Maharaj University, Kanpur**) granted affiliation to the college for running the Faculty of Arts, and Science for undergraduate classes in Hindi, English, Urdu, Economics, Political Science, and Geography came into existence. The college was granted permission for running B. Sc undergraduate classes in the subjects of Physics, Chemistry, Maths, Zoology and Botany under self financed scheme by **Chhatrapati Shahu Ji Maharaj University, Kanpur**.

The year 2004 with leaf in the growing body of the college when the college was granted recognition/permission for the B.Ed. Degree programme was also granted by **National Council for the Teacher, Regional Office Jaipur** in March 2004. The affiliation for the B.Ed was granted by **Chhatrapati Shahu Ji Maharaj University, Kanpur** in the month of, 2004 and Art Faculties respectively. In B.Ed classes are being run since July 2004. At present the overall student strength of the college is about 1700. The most promising feature of this college can be seen in its earnest efforts to make the female population of the society educated. More than 1150 (about 64%) girl students at present pursuing various courses in different streams.

The geographical location of this institution makes it more serviceable to the general people. Well linked by roadways and railways. The college attracts a large number of students from the districts of the state Uttar Pradesh especially in UG and B.Ed programmes.

The campus of the college is proliferated on a wide area of land. It has a vast playground, a well- maintained botanical garden and a huge agricultural land located about 10 km from college campus. The college is very safe and secure, as it is situated on State high way and very near to police station of Shahabad , B N DEGREE COLLEGE is thus a golden institution of learning striding ahead decisively towards a resplendent future in helping with the farsightedness of its founder SHRI ILYAS AZMI. The college is very rich in its infrastructure. It has a big and well-maintained library, which stocks a large number of old/new and Reference books. The college library displays a large number of magazines and newspapers, newsletters and journals for the benefit of students and learned teachers. Separate library for handicap and below poverty line students is also there. There are more than twenty lecture/ classrooms in the college besides a big Auditorium, Committee room, Seminar room and a Computer Center which are being used for different purposes. There is a separate Administrative Block attached to the principal's office. The college is also proud of its laboratories, which are well maintained by the qualified staff. The

Laboratories are attached to the departments of Chemistry, Physics, Zoology and Botany. In addition, Science laboratory, Psychology laboratory and Language laboratory are being maintained in the B.Ed department. There are also separate Common rooms (with the washroom facilities) for teachers, girls and boys separately in each floor.

### **Other Academic Activities**

Besides regular graduate and teaching at UG levels, the college is providing knowledge of environmental science and computer application. The college is providing remedial coaching for SC/ST/Minority and poor boys (BPL) students for entry into competitive examination. The college organizes a national level conference/seminar/symposium every year on the burning issue of environment and other subjects also as of PG programmes.

### **Extra curricular activities in the college**

1. College has applied for a sub-unit of NCC.
2. The college celebrates its foundation day on 22<sup>nd</sup> August every year. Distribution of merit awards to the students, Cultural programs by students and Kavisammelan are the major activities of the celebration.
3. Science Exhibition is also organized every year for making the awareness about scientific knowledge to the rural and Non-Scientific persons.
4. A trained teacher has been appointed for the training of students in different athletics and out and indoor games. These activities are run in the morning and evening.

5. Debate, Essay writing, Quizz etc. are arranged from time to time.
6. Cultural programmes by the students are performed on different occasions.
7. Institute is also running Job oriented courses.
8. Guest faculty members are also invited to deliver special lecture to the PG students.

### Achievement of the College

1. The College has always given outstanding results.
2. There is a congenial atmosphere for academic activities.
3. The students participate in academic as well as other extracurricular activities like sports, Essay writing, Debates, and other competitions.
4. The College has an outstanding garden for conservation of rare and endemic species.
5. The College is proud to have talented faculty members, who have innumerable distinctions to their credit.

### MANAGEMENT COMMITTEE

SN	NAME	DESIGNATION
1	Mr.Shabaz Alam	Trustee
2	Mr.Arshad Ahmed Siddiqui	President
3	Mr.Abdul Qadir	Vice-president
4	Dr.Touheed Khan	General security
5	Mr.Aslam Abdul Aziz	Security manager
6	Mohd.Saqib	Member
7	Dr.Nasreen	Member
8	PRINCIPAL	Honery post
9	Teacher (serial wise)	Member
10	Teacher(serial wise)	Member
11	Teacher(serial wise)	Member

**GENERAL BODY OF MANAGEMENT COMMITTEE**

<b>SN</b>	<b>NAME</b>	<b>DESIGNATION</b>
1	Mr. Ilyas Azmi	Member
2	Mr.Arshad Ahmed Siddqui	Member
3	Dr. Aleem Ahmed Siddiqui	Member
4	Dr. Shakeel Ahmed Siddiqui	Member
5	Mr. Aslam Abdul Aziz	Member
6	Dr. Touheed Khan	Member
7	Mr. Faisal Siddiqui	Member
8	Mr. Fahad Siddiqui	Member
9	Naseem Ahmed Ansari	Member
10	Mr. Saad Faruqui	Member
11	Badre Alam	Member
12	Malik Liyaqat	Member
13	Sayyed Akhtar Husain Rizvi	Member
14	Irfan	Member

**PART – I: INSTITUTIONAL DATA****1. Profile of the Affiliated / Constituent College**

1. Name and Address of the College:

Name :	B N Degree College	
Address :	AZMI VIDYA NAGRI, SHAHABAD HARDOI	
City : HARDOI	Pin :241124	State :UTTER PRADESH
Website :	<a href="http://www.bndcollege.com">www.bndcollege.com</a>	

2. For Communication:

Designation	Name	Telephone	Mobile	Fax	Email
Principal	DR. JALAMAL SINGH MOTI SINGH	O: 05853 261897 R:			bndcollege@gmail.com

3. Status of the Institution:

Affiliated College - AFFLIATED COLLEGE

4. Type of Institution:

a. By Gender- CO-EDUCATION

b. By Shift- DAYS

5. It is a recognized minority institution. **-YES** \_\_\_\_\_If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. - **MUSLIM**6. Sources of funding: **SELF-FINANCING**7. a. Date of establishment of the college: **22/08/2000**

. University to which the college is affiliated /or which governs the college (If it is a constituent college)

## CHATRAPATI SAHUJI MAHARAJ KANPUR UNIVERSITY, KANPUR

## c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	<b>14/11/2007</b>	The college is not eligible to receive Central assistance under section 12(B) of the UGC Act,1956 as the UGC has not yet finalized the details to provide financial assistance to "Self Financial College"
ii. 12 (B)		As the college is charging fee as per university form and certificate in this regard has been received in UGC . The college would also be eligible to get grant for all UGC schemes related to teacher and student only as per the decision of the commission detail 1 july 2011. Approval letter of UGC for 2(f) and 12(B) at <b>Annexure I.</b>

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC  
(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	<b>AICTE</b>		<b>2015-16</b>	
ii.	<b>NCTE</b>		<b>2015-16</b>	
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

No

If yes, has the College applied for availing the autonomous status?

No

9. Is the college recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

**No**

If yes, date of recognition: ..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

**No**

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	<b>SEMI URBAN</b>
Campus area in sq. mts.	<b>14000</b>
Built up area in sq. mts.	<b>7000</b>

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities

- Sports facilities

- \* PLAY GROUND - YES
- \* SWIMMING POOL- NO
- \* GYMNASIUM- YES

- Hostel

- \* Boys' hostel

- i. Number of hostels - ONE
- ii. Number of inmates - ONE
- iii. Facilities (mention available facilities)

- \* Girls' hostel

- i. Number of hostels - ONE
- ii. Number of inmates
- iii. Facilities (mention available facilities)

\* Working women’s hostel

- i. Number of inmates
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) – YES (10)
- Cafeteria — YES
- Health centre – YES

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....  
Health centre staff –

Qualified doctor		Part-time	<input type="text"/>
Qualified Nurse		Part-time	<input type="text"/>

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house- **YES**
- Biological waste disposal- **YES**
- Generator or other facility for management/regulation of electricity and voltage
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	BA	3	10+2	HINDI	480	
		B.SC	3	10+2	ENGLISH	380	
		B.COM	3	10+2	HINDI	180	
		B.ED	1	GRADUATION	HINDI	100	

	Post-Graduate	M.SC	2	GRADUATION	ENGLISH	20	
		MA	2	GRADUATION	HINDI	60	
		MBA	2	GRADUATION	ENGLISH	60	
	Integrated Programmes PG						
	Ph.D.						
	M.Phil.						
	Ph.D						
	Certificate courses						
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

14. Whether new programmes have been introduced during the last five years?

NO

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	PHYSICS, CHEMISTRY, ZOOLOGY, BOTANY, MATHEMATICS	B.SC	M.SC	
Arts	HINDI, ENGLISH, URDU, GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE	BA	MA	
Commerce	COMMERCE	B.COM		
Any Other (Specify)	TEACHER EDUCATION MANAGEMENT	B.ED	MBA	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system- 6
- b. semester system -1
- c. trimester system- NO

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specifies and provides details)

6. Does the college offer UG and/or PG programmes in Teacher Education?

Yes UG

If yes,

a. Year of Introduction of the programme(s)...2004 (04/08/2004)

and number of batches that completed the programme b.

NCTE recognition details (if applicable)

Notification No.: ..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

No

19. Does the college offer UG or PG programme in Physical Education?

No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: ..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately

No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	NOT APPLICABLE									
<i>Yet to recruit</i>										
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>										
<i>Yet to recruit</i>										

\*M-Male \*F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.					0	0	0
Ph.D.					32	5	37
M.Phil.					0	0	0
PG					8	3	11
Temporary teachers							
Ph.D.					2	1	03
M.Phil.					0	0	0
PG					7	2	9
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

6

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 2014-15		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	36	39						
ST	0	0						
OBC	210	240						
General	182	250						
Others								

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	957	62	0	0	1019
Students from other states of India	0	0	0	0	0
NRI students	0	0	0	0	0
Foreign students	0	0	0	0	0
Total	957	62	0	0	1019

25. Dropout rate in UG and PG (average of the last two batches) UG  
PG 5.6%

26. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)*

**(a) Including the salary component**

Rs. 3088.00

**(b) Excluding the salary component**

Rs. 1158.00

27. Does the college offer any programme/s in distance education mode (DEP)?

NO

If yes,

a) is it a registered centre for offering distance education programmes of another University

No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

No

28. Provide Teacher-student ratio for each of the programme/course offered

29. Is the college applying for?

accreditation : Cycle 1

*(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)*

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: ..... (dd/mm/yyyy) Accreditation Outcome/Result..... Cycle 2:  
 ..... (dd/mm/yyyy) Accreditation Outcome/Result..... Cycle 3:  
 ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

**\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

238

32. Number of teaching days during the last academic year

*(Teaching days means days on which lectures were engaged excluding the examination days)*

222

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC- NOT APPLICABLE

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to

NAAC.- NOT APPLICABLE

AQAR (i) ..... (dd/mm/yyyy)

AQAR (ii) ..... (dd/mm/yyyy)

AQAR (iii) ..... (dd/mm/yyyy) AQAR

(iv) ..... (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

## 2. Criteria - wise Inputs

### CRITERION I: CURRICULAR ASPECTS

#### Curriculum Planning and Implementation

2.1.1-State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

##### 1 Vision:

The vision of B.N. Degree College is –To become an institution of excellence which provides quality education to the youth in order to form responsible, committed, morally upright and socially acceptable citizens.

##### 2 Mission:

To give our students the best possible intellectual formation in their various fields of specialization. Provide them with the most modern lab and library facilities as per the guidelines of the University. Build up a team of teachers who would be the role models for our students through curricular, extra-curricular and co-curricular activities. Provide the students with ample opportunities to grow physically healthy through sports and games. Help the students to attain emotional and personal maturity through guidance and counseling. Finally promote the college into an institution of excellence which will provide the rural youth of HARDOI access to quality higher education and better job opportunities.

##### 3 Objectives:

We have the following objectives to fulfill the vision and mission of the college.

To serve the students from all sections of the society by making quality higher education accessible and affordable in this area.

To provide quality education to youth of this area maintaining high ethical standards and values.

To include new scientific and technological developments in curriculum so as to promote academic advancement leading to national development.

To encourage the students to participate in seminars, conferences, placement drives in the campus, skill development programmes, competitions etc.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

In the beginning of each academic year, the staff members of all the departments prepare a lesson plan for each subject (as per the syllabus of the University). Department-wise staff meetings are conducted regularly in which the teachers present the progress of the work. Each staff member keeps a record of the progress of his/her work. Lesson plans and progress- records of teachers' work are presented to the Principal who in turn gives his comments and corrections to each teacher. He convenes staff meetings of all the staff once in three months and also attends the department meetings at times.

The college has meticulously developed an action plan for effective implementation of the curriculum. The Chief executive committee consisting of the Manager, Principal, Administrator, Vice Principal and HODs of all Departments of the college conducts review meetings to evaluate various strategies for effective implementation of the curriculum.

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Innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits and research projects apart from regular/traditional teaching methods are adopted.

According to the number of working days available, the syllabus is divided into units and working hours are allotted to each unit.

Feedback and staff evaluation reports are collected from the students and necessary actions are taken to correct failures if any.

Model examinations are conducted for the students which help the students to assess their level of knowledge and also to prepare them for the final examination.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The college is affiliated to Chatrapati Shahu Ji Maharaj University, Kanpur. The affiliating university prescribes different curriculum and syllabus which enable the teachers to follow the curriculum for each semester. Curriculum is reviewed and revised from time to time and the university sends the details to its affiliated colleges.

The College organizes departmental meetings, group discussions, orientation programs and workshops to keep the knowledge and teaching aptitude of the teachers updated. The major issues and problems are discussed in the meetings.

The College also encourages the teachers to participate in the Orientation/Refresher Courses/ Workshops/ Seminars organized by the UGC, affiliating university or any other universities in India to update the knowledge and to improve the teaching practices.

The college provides books and other teaching and reference material like Journals, Magazines, Teaching Models and software to enable its teachers to ensure effective delivery of curriculum. Also college allows additional working days for the college to facilitate the staff to complete and revise the syllabus.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

For effective curriculum delivery the college relies upon the conventional and globally trusted and followed teaching strategy, i.e., the Black board, chalks and talk method. However, the teachers have taken many initiatives for effective delivery of the curriculum. They are quite capable to use the modern technological resources, internet, LCD

projectors and OHP's etc. for their class room lectures. The college has a good range of books in the central library for the use of teachers and students wherein all the latest books are made available to the faculty for their reference.

Departments also organize special lectures by inviting experts from various fields to share their knowledge with the students. The college organizes special Personality Development and Spoken English Programs for its students. The students are taken out for educational tours to such destinations as industries/trade fairs, exhibitions and places of historical importance to provide them with knowledge of various aspects of the society.

Special and remedial classes are organized by the faculty members for our students. DELNET (E-Journal) through which around 90 thousand scientific journals are available for the use of staff and students. The campus has WiFi internet connectivity.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The college inspires the departments to take the students to Industrial visits relates to their subject which help the students to gain practical knowledge in their field of study.

The Career counseling centre and Placement cell of the college is actively working in this field

The departments organize industrial tours, visits to Botanical Gardens, Science city, Research centers etc. as a part of the academic activities which help the students to gain practical knowledge in the field of their study. The departments remain in contact with the industries and research centers in HARDOI & Lucknow.

#### **Research Bodies**

The faculty members of the college are motivated to take up their research works and in house projects with the available resources. Faculty members regularly interact with various research bodies and participate in different national and international seminars and workshops. They have conducted conference and seminars at the national and regional level. Some of the faculty members are members of various national and international professional and scientific bodies. Eminent research personalities of national status from various fields are invited to the college to motivate the students.

#### **University**

The faculty members from various departments of the college are in different panels of the University for Examinations. They are also called upon by the University for Central Evaluation of answer copies in the University

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The University prescribes different curricula to the college. Teachers give their suggestions to the university to improve the quality of syllabus. The university revised the

curriculum during the academic year 2011-12. Being a self-financed college, the staff is not invited to be the members of the University Curriculum committee.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

**Apart from the University Curriculum**, the college offers following Certificate Courses-

#### 1. Basic Knowledge in Computer Application

(Detail of syllabus in the annexure)

Curriculum development is done through a committee including external experts from academic institutions and industries taking into account the current needs.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

In the beginning of the session departmental meetings are conducted to plan for the implementation of the curricula and to achieve it within the time scheduled in the academic calendar of the college. The college has introduced the Performance Based Appraisal System (PBAS) to monitor the faculty performance and the status of syllabus completion. The meetings and discussions are carried out from time to time for monitoring it.

PBAS requires that each staff member regularly fills in a PBAS Performa, gets it counter signed by the HOD and the Principal. PBAS covers all aspects of curricular, co-curricular, academic and administrative activities in which the staff member is engaged. Any lacuna or short fall in the performance will be corrected. More over the staff member acquires credits as per his/her performance and the credits are converted to a bonus at the end of the year.

### 1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The college gives two certificate courses keeping in view of the emerging needs of the society.

#### 1. Basic Knowledge in Computer Application

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

The college does not offer any twinning programme.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses

The College is affiliated to CSJM University, Kanpur and abides by the rules and regulations of the university with regard to academic flexibility. In U.G. level CSJM University offers a combination of 3 subjects in the first two years. In the third year the students can opt for any two of the 3 subjects. In the P.G. level (M.A. Geography and M.Sc. Chemistry) a number of optional subjects are offered in each year. The Certificate courses offered by the College which are independent of the jurisdiction of the University allow flexibility. These courses are planned according to the demand and need for skill development and for increasing the potential for employability.

Range of Core /Elective options offered by the University and those opted by the college

The College offers B.Sc, B.A., B.Com, M.A. M.B.A. and M.Sc. as Core

options in accordance with the affiliating university norms.

The science students are offered two core options-B.Sc (Bio) and B.Sc (Maths).

The B.Sc (bio) students have an option for three subjects in first year i.e. Botany, Zoology, and Chemistry and the same electives are carried on to the second year. In third year, students are allowed to retain two elective subjects only. If the students are opting chemistry as one of the two subjects in B.Sc. final year then they have an option of their progression in M. Sc. Chemistry.

The B.Sc (maths) students have an option for three subjects in

first year i.e. Mathematics, Physics, and Chemistry and the same are in the second year. In third year, students are allowed to retain two elective subjects only. If the students are opting chemistry and mathematics in final year or one subject as Chemistry or Mathematics along with physics, then they have an option of their progression in two streams i.e. M.Sc. Chemistry or M.Sc. Mathematics

The students of B.Com have to opt six papers without any core option in first year and in second year seven papers are prescribed. In third year four papers are compulsory.

remaining two optional papers five specializations are provided out of which two are to be opt by the students.

The five elective options are:

- (1) Marketing
- (2) Finance
- (3) Banking
- (4) Human resource management
- (5) Management information system

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes. The college is self-financed and offers only self-financed courses. The college offers the following courses affiliated to CSJM University of Kanpur and recognized by the UGC.

**Names of the Self-Financed Courses:**

1. B.Sc. Biology (Zoology, Botany and Chemistry)
2. B.Sc. Mathematics (Physics, Chemistry and Mathematics)
3. B.A.
4. B.Com
5. B.Ed
6. M.Sc. Chemistry
7. M.A. Geography
8. M.B.A.

**Admissions procedure**

Applications are invited from prospective candidates who are qualified to apply for admission to a course as per the norms of CSJM University Kanpur. Application forms are distributed from the college office.

Applications duly filled in and eligible for admissions as per University norms and submitted with in a cut of date are accepted and the candidates are invited for an interview.

Admission is granted to a candidate based on merit as per the qualifying Examination and based on the interview. Equity and equality is achieved by admitting students following the norms of reservation laid down by the government of U.P.

**Curriculum**

The curriculum is designed by the affiliating C.S.J.M. University of Kanpur and implemented by the College. Conventional as well as modern teaching aids like black board-

chalk, LCD projectors, OHP, Computer and audio equipments are frequently used for effective planning, implementation and delivery of the curriculum.

### **Fee Structure**

Fee structure is designed by the management based on the running cost of the institution. Salaries, wages, Academic and infrastructural maintenance expenses, developmental expenses etc. are diligently considered.

### **Teachers' Qualifications**

The college has appointed well qualified, experienced faculty who can impart knowledge to the students and motivate them. The qualification of teachers as per the norms of UGC is mandatory. They are duly approved by affiliating University of Kanpur.

#### **Salary**

The teachers are paid as per the scale laid by the State Government and UGC. However DA is decided by the management depending on the income generated in the college. The college has no other income except the fee collected from the students.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The college organizes different skill oriented and talent development as well as Personality Development Programmes. These are focused on the needs of today's youth in order to help them in achieving their goals. The college also invites Guest speakers from different areas which not only provide the information regarding regional and global employment opportunities for the students but also train them to achieve the goals. A special class in Spoken English is given to the students to increase their communication skills, and Basic computer knowledge taking into considerations the rural backgrounds of the students. The Career counseling centre and Placement Cell have organized several workshops to make the students prepared for interviews, different competitive exams. College has well equipped laboratories to provide adequate practical knowledge of experiment.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combo of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

The University doesn't provide.

### **1.3 Curriculum Enrichment**

**1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?**

The academic programmes are in tune with the objective of the college and they address the needs of the society and are relevant to the global trends and development. The institution being an affiliated college to a University does not have the freedom to design and implement its own curriculum. The UG and PG level courses are relevant to the institution's goals and objectives. The college aims at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable, who will champion the cause of justice, love, truth and peace and who are open to further growth. To achieve its aim college implements its own education policy.

**1.3.2. What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

The college strictly follows the curriculum designed by affiliating University but it is enriched by the faculty members with their experiences and other activities with the help of which students become capable in achieving their degree of intellectual, professional and cultural qualities in the present challenging world for their jobs. This is made easy by different clubs and forums of the college including career counseling centre and placement cell of the college.

The institution is also using its computer lab for teaching purposes. The office and administrative work is also recorded and computerized. Computer lab and departmental computers are equipped with Internet facility. Computers, LCD Projectors and OHP are being used for effective communication and teaching. College campus is **Wi-Fi** enabled

**1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The college has co-education system. To manage the above issues, various forums and committees are formed. They take care of the students when they are in need. The cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. are addressed with different forums of the college. We have also various committees and Clubs: Anti Ragging Committee, Srishti Nature Club, Women Cell, Computer Club etc.

**Gender issues**

Women's Cell of the College is entrusted with the responsibility of looking into the specific needs of female students. The rights and privileges of women in society are asserted by the institution assuring them equal opportunity in all activities. Women's Cell takes special initiative in this regard.

**Climate Change**

Climate change is a major issue of the universe. Shristi Nature Club is functioning in collaborations with Botany and Zoology departments. It has a goal to spread awareness in

the society about environmental problems and their solutions, sustainable use of natural resources and conservation through action based educational and field programmes. Keeping this burning issue of climate change alive, the college has organized a National Conference –Challenges in Life Sciences in a Changing Environment||

Besides, the Shristi Nature Club is regularly organizing different awareness programmes by celebrating World Ozone Day, World Wild Life Week, Aids Day etc. Plantation programme is also organized by the college.

### **Environmental Education**

The College organizes different programmes and activities to increase environmental awareness. Faculty members from Botany, Zoology and Chemistry are active in this field. SNC conducts programmes related to environmental education annually by way of quiz, essay writing, slogan writing, debate, poster and model making.

### **ICT**

The College is promoting the appropriate use of ICT in most of its functional units involved in teaching, learning, research, administration and governance. Computer literacy and information communication technology (ICT) has been an integral part of almost all the Departments. Computers with inter-net facility are available in all departments and library.

### **1.3.4. What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

Classes on moral and ethical values

Talks on skill development and employability

Career guidance

#### **☐ Community orientation Programme**

With the help of some enrichment programmes, college tries to develop different talents and skills of the students along with the regular course.

**Educating village drop outs:** Volunteering students under the leadership of teachers find out and educate the dropouts of nearby villages and motivate them to continue education. They make use of video clips and other visually appealing instructional tools.

**Services at rehabilitation centres:** The students of the college offer their service to rehabilitation institutions like Jeevan jyoti for differently abled children, leprosy centre, flood rehabilitation centre etc.

**Observance of religious festivals of all sects and communities:** The college initiates celebrations of various religious and provincial festivals like Deepawali and IDD UL FITTER to promote secular ideals and religious tolerance.

**Observance of Days of National Importance:** Independence day, Republic Day, Gandhi Jayanti, Teachers day, Ozone day, World Aids day, World Wild life week, World Environment Day etc are observed with appropriate programmes.

### **Classes on Moral and Ethical Values**

The College aims at offering holistic formation to her students to all. It considers education as integral formation of the human person for the fulfillment of his/her individual and social responsibilities. The educational endeavors aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable, who will champion the cause of justice, love, truth and peace and who are open to further growth. The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, and who grow in the true vision of education. College aspires towards creating a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration is upheld, and where the poor and the marginalized are specially taken care of. The College tries to reach out to the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows, and to help them experience love and freedom so that the students realize that our educational institution is an extension of their homes. The institution is open to all students irrespective of caste and creed; they are accepted and cherished as they are and are helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have right to get acquainted with the person of Jesus Christ and His Gospel. Being an institution established by and for a minority community based on religion, it gives preference to Christians in admissions and appointments and has a special concern for the faith formation of the Christian youth.

### **Talks on skill development and Employability**

The college keeps its focus on the need of communication skills for the students for better career options. Therefore college organizes different workshops and lectures in this regard

The **Career Counseling Centre** and **Placement Cell** (CCCPC) provides awareness to students about skills required for their dream career. It also helps our students to prepare themselves for competitive exams and to face interview. Knowledge oriented programme has conducted regularly in the college contribute to preparation of competitive examinations. **Career Counseling Centre** provides free consultancy services to the students aspiring to select and enter the world of competition for careers of their choice.

### **Community Orientation Programme**

Community orientation is promoted through various social service activities like lending the hands to poor and marginalized persons of the society. College organizes Blood donation camps and Health camps, fund raising programmes for the treatment of poor, teaching classes for the weaker section of nearby villages etc. These are the means of giving

a community orientation to our students. They are also actively involved in programmes of national importance at local level. For example, drives for Eradication of Polio, Leprosy, malaria, Japanese Encephalitis etc. They are also involved in AIDS awareness camp, adult education, tree plantation, flood and drought relief. Students are also active in making aware the citizens to cast their votes.

### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

The college has the mechanism of collecting feedback from students regarding teaching and syllabus completion. The college obtains feedback from all the stakeholders as well as the academic peers. Their suggestions & feedback relating to emerging employment opportunities are given top priority in the Department meetings.

**Grievance/ suggestion box** is provided by the college to gather and address the various problems of the students. The Grievance Redressal Cell was established in accordance with NAAC recommendations to monitor this process.

#### **Alumni**

The alumni/ae association of the College holds its executive meetings once in six months and makes suggestions to the college authorities in various matters. The Alumni/ae day is celebrated on the third Sunday of November every year.

#### **Parents**

The parents' suggestions, if any, about the relevance of the curriculum to the needs of the society is always welcomed. The views of the parents help us to frame the suggestions to be forwarded to the Board of Studies of the university.

#### **Academic peers/ Guests**

The academicians who come to the college for delivering lectures and for conducting practical examinations are requested to share their views on the curriculum of the college. Their views are of utmost significance and it helps in evaluating the curriculum in a meaningful way so as to take forward the suggestions to the Board of Studies meeting at the university.

#### **Community**

The relevance of the curriculum and its use to the community is adjudged from time to time.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes ?**

The departments have their own internal mechanism to monitor and evaluate the quality of the enrichment programmes through internal tests, quiz programmes, debate competitions etc. The internal mechanism involves the Head of the Departments and other senior faculty members who are involved in these courses. Views of experts from the respective fields are taken into consideration while evaluating the enrichment programmes.

## **1.4 Feedback System**

**1.4.1 What is the contributions of the institution in the design and development of the curriculum prepared by the University?**

The institution is an affiliated college of CSJM University, Kanpur and therefore there is no scope for framing institution's curriculum on its own. However, we send regular feed back to the university regarding the curriculum organized by the University. The College can only forward the suggestions of its faculty to the university.

**1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Feedback is taken in a confidential manner from students. The institution encourages various stakeholders such as students, alumni, parents, faculty to give their feedback and communicates it to the relevant authority in the university through proper channel. The institution takes part in the curriculum development process through appropriate analysis of feedback given by the various stake holders from time to time and assimilates the suggestions in the functional style of the institution. The meeting ratifies the responses and makes suggestions for modifying curriculum. Finally, the institution represents these suggestions through various capacities to the University for appropriation of curriculum.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

Three new courses were introduced by the institution and they are as follows:

- (1.) B.Com.
- (2.) M.Sc. Chemistry
- (3.) BTC

Affiliation for the BA- Education, BA –Sociology and MA Urdu course is applied.

There is lot of demand for the M.Sc. and Commerce stream in this locality. Many of the nearby colleges do not offer the above courses.

**CRITERION II: TEACHING - LEARNING AND EVALUATION****2.1 Student Enrollment and Profile****2.1.1 How does the college ensure publicity and transparency in the college ensures publicity through the following process?**

Prospectus, Website, Advertisements – News Paper, Hoardings, Educational Fair, Notices through Newspapers.

There is absolute transparency in the admission process. There is an admission cell which manages all the queries and process related to admissions. Efforts are made to

complete the admission procedure by the end of July to ensure timely commencement of the academic session. Admission is given on the following basis:

Marks obtained in the qualifying examination

**2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

All admissions for all courses are based on the merit list prepared based on the marks obtained in the qualifying examination and the written test and the interview conducted by the college.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

sn	Course	Minimum %	Maximum %	Maximum other college G.D.C	
1	B.A	45	75	78	
2	B.Sc (BIO)	45	74	76	
3	B.Sc (math)	45	74	85	
4	B.Com	45	68	78	
5	B.Ed	50	65	-	
6	M.A.- GEOGRAPHY	55	63	-	
7	M.B.A.	45	64	-	

\* Approximate data. # Course not running in these two colleges. The candidate should have minimum 45% mark in the qualifying exam

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If \_yes\_ what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Yes. There is annual meeting of the admission committee and members of the management after the admission are over every year. The student profile is maintained and it will be helpful for promoting admission in the coming years. The students are motivated to excel in the respective areas and an assessment is done at the end of each academic year to review their achievements and growth.



M.Phil.	NA		
Ph.D.	NA		
Integrated PG Ph.D.			
Value added 1 2 3	NA		
Certificate 1 2 3	NA		
Diploma 1 2	NA		
PG Diploma 1 2 3	NA		
Any other 1 2 3	NA		

**2.2 Catering to Student Diversity**

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Class rooms and other facilities are provided in the ground floor

In the college, to facilitate the movement of the physically handicapped students with ease, students’ helpers are provided

We are planning for the construction of ramps.

2.2.2 Does the institution assess the students’ needs in terms of knowledge and skills before the commencement of the programme? If ‘yes’, give details on the process.

There is a provision for assessing students' knowledge and skills before the commencement of the programme. The strategy includes-

- i) Written test
- ii) Percentage of marks in qualifying examination

iii) Interview of the students

Bridge courses are conducted for a week at the class level to get the students acquainted with the programmes.

v) An orientation program is conducted at the Department level to educate all the enrolled students about the programme and the facilities available in the institution.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

A bridge course is conducted at the beginning of every academic year to equip the students to face the programme and the courses with confidence.

ii. Scholar Support Programme is conducted to identify weak students and their needs and we strive to cater to those requirements in a systematic way. Personal counselling also is given to the needy students to support them.

iii. The remedial teaching classes also have been useful in improving the knowledge level of the students.

iv. Peer study groups also help to bridge the knowledge divide among our students.

v. Spoken English class and basics of computer application classes are arranged for the effective performance of the students in all curricular and co-curricular activities.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

College takes special care to sensitize its staff and student on issues of gender and inclusion. The students are regularly introduced to the concept of gender equality. We invite doctors from nearby hospital for giving talks health, hygiene etc.

Women's cell, Anti-ragging Cell, Students grievance redressal cell, SNC (Srishti Nature Club) etc. undertake programmes to sensitize the students on issues of gender, inclusion, human rights, legal literacy, environment and other relevant issues.

The Srishti Nature Club sensitizes the students about the need to preserve the environment. It also takes initiative to observe days like World Environment Day, Earth Day, Aids day, Ozone day, Akshay Urja Divas and so on. The college also joins hands with the SNC to keep the campus green, clean and plastic free.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The college offers DELNET facility supported by high speed Wi-Fi Internet connectivity and EDUSAT facility which provide sufficient exposure to our advanced learners.

We have a well-furnished general library which also provides digital texts and journals.

The advanced learners are given extra-assignments and are encouraged to take part in activities such as quizzes, essay writing, competitions and seminars.

They are encouraged to acquire new and advanced information through books and the internet to bring out their full potential.

They are given opportunity to present papers in seminars, and are sent for academic programmes outside the campus.

The creative abilities of students are given vent through wall magazines, newsletters and college magazine.

All the students are exposed to peer group learning, where both the slow and advanced learners are combined.

A friendly environment is created to improve the communication skills of the advanced learners.

A number of motivational lectures are organised to channelize their potential to accomplish greater goals like university rank, NET, JRF, placement in reputed company etc.

Best student award and many scholarships are awarded to meritorious students.

SHDC with SHIMT conducts a job fair every year for the students and help them to be placed in good companies

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk

of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The institution takes attendance of the students every hour and assesses the academic performance of the students like the timely submission of assignments and projects, and identifies students facing problems in their academic life.

The information is transferred to the Student Welfare Cell if necessary, which collects the data and takes initiative to help the students to continue their studies with economic and moral support.

Special counseling is given to students who are likely to drop out and are thus retained to complete the programmes.

Apart from that the college conducts class tests and Model Exam for all students. The slow learners and those who fail in the exam will be asked to write re-test and the result will be recorded on report card so that special attention may be given to them. They are given special coaching classes on Sundays and holidays according to the convenience.

## **2.3 Teaching-Learning Process**

### **2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

#### **Academic calendar**

The academic programmes of the college are based on the academic calendar of CSJM University, Kanpur. The departments conduct unit tests, assignments, student projects, industrial visits, student seminars, field trips and other activities depending on the syllabi of the programmes.

#### **Teaching plan**

All the faculty members maintain work diaries that are updated daily. Hourly attendance is taken which is reviewed monthly and consolidated year/semester-wise.

#### **Evaluation blue print**

Planning and preparation is done for laboratory works. Charts and procedures for all the experiments are prepared and made available to the students. The departments also carry out internal assessment based on students' performance in class tests, model exams, assignments, seminar presentations, viva voce and attendance. The final evaluation of students is done according to the university schedule. Towards the Sacred Heart Degree College – SSR (NAAC) 2014 54

end of each semester/year, the internal grades are published on the notice board and complaints received if any are rectified and forwarded to the university. Theory and practical examinations are conducted by the university and evaluation is carried out. The results of examinations are declared and mark cards issued by the University.

### **2.3.2 How does IQAC contribute to improve the teaching –learning process?**

IQAC monitors the entire academic program through its members. The portion covered, lesson plan and the notes prepared by the staff are often cross checked and through class committee meetings the reality is revealed. The students are allowed to speak freely so that the actual class room difficulties are noted and rectified by taking immediate and appropriate action. If any teacher does not come to the expectations of the students' requirements they are privately counseled and their faults are corrected before they go to the next class. Periodic staff evaluations are conducted by the students and scores are shown to the teachers.

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

Before the commencement of the syllabus students are motivated and an interest in the subject is created, through the conduct of orientation programmes. In addition, students are taught with the help of charts and models. Students are updated on the latest/recent developments in the relevant subjects, so as to create an interest, by making them to refer to library and media sources. Value added skills are also taught

The paradigm shift in the learning process is a hallmark of this institution.

All classrooms are enabled with Wi-Fi internet connectivity, and the teachers are able to go online and access information from DELNET and other digital sources as and when required.

The assignments and projects are given both individually and collectively which contribute to their collaborative learning potential.

Students are given freedom to choose topics for project works and seminar presentations.

Presentations by the students open up opportunity for interacting with the teachers as well as among themselves.

Students are encouraged to make presentations with the help of the interactive boards with PPT. slides.

Feedback on respective seminar presentations, assignments and projects offer a platform for participatory evaluation.

#### **2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

The various academic and co-academic programmes conducted in this college help the students to improve their communication skill, analytical ability, emotional quotient, decision making skill, self esteem and creative thinking.

The institution provides free Wi-Fi internet accessibility, DELNET facility to all students to gather up-to-date information and to cope with the modern technology.

An interdisciplinary approach is encouraged among students through open courses, seminars and discussions with experts.

Leadership skill and management skill of the students are encouraged through the conduct of activities like college council, youth festival competitions, sports day, fresher's day, farewell day celebrations.

Participation in SNC and other clubs also boost their team working skills, self-esteem, and individuality.

The college has achieved self-sufficiency in many respects through these measures.

Innovative ideas are collected from students to foster scientific temper and they are encouraged to prepare project works on them.

Inter department competitions are conducted to improve the creative thinking. Exhibitions are organized to motivate the students to have a scientific temper.

Training in communication skills are given to the students. Quiz competitions, essay writing competitions etc. are conducted regularly

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on**

**Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The faculty members in the institution use teaching aids like blackboard/ white board and electronic teaching aids to ensure effective learning experience for students.

Through the use of illustrations, interactive boards, simulation softwares and power point presentations the process of teaching-learning is made more interesting and effective.

Audio tools coupled with computers and advanced software tools like ETNL are used to train students in the areas of spoken English and communication skills.

The faculty members use projected aids like slides and NPTEL videos, which are also available on YOUTUBE and internet, and also make use of EDUSAT streaming.

The institution is equipped with overhead projectors, interactive boards, LCD projectors and the entire faculty members and students have access to Wi-Fi broadband internet.

The institution has a sizable collection of e-Books and multimedia content such as encyclopaedias, video lecture series, animated demos and documentary movies.

Students have access to internet and DELNET and a number of magazines and newspapers through which they can gather vast amount of information and effectively update themselves with current knowledge.

Every department and lab is furnished with scanners and printers which can be easily accessed by the faculty members.

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

The entire campus is enabled with high speed Wi-Fi connectivity which can be accessed freely by the faculty members and students 24/7.

Lecture method with the use of black board is the commonly followed method. In addition to the lecture method, use of OHPs, LCDs and online lecture are also used.

Seminars are given to the students and project works are assigned to the PG students and implant training is given to the students for the exposure of their knowledge and skill.

The seminar hall is equipped with interactive boards, and visuals and notes can be streamed from the internet during the class itself.

Teachers participate in regional and national/international seminars in their respective fields, and new information gathered from there are disseminated to the student community.

National seminars are conducted and students get opportunity to listen to and interact with the subject experts.

A few of the best students are also given opportunity to present papers.

Experts from industry and academy are invited to deliver talks, and students and faculty members benefit academically from these sessions.

**2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?**

The Following teacher are given counseling, guidance and mentoring Responsibilities-

DR. UMESH PRATAP SINGH - Personal and psycho-social Counseling

DR MANORAJPAL- placement incharge

DR MANJU SHUKLA - Women's counseling

DR KAMRAN HUSAIN - Counseling for Competitive Exams

Dr. ABHISHEK TIWARI - Academic Counseling

60% of the students make use of these facilities in the college.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The college is well aware of the rapid changes in the field of higher education and research, and the college has been taking efforts to keep pace with the innovative teaching-learning practices. The following are a few of the measures adopted:

Promotion of student-centric learning through interactive classes, assignments, projects, seminars and practical sessions.

The faculty members have graduated from the use of conventional blackboards to interactive smart boards for teaching.

The faculty members effectively utilize the Wi-Fi internet and DELNET facility for data collection, preparation of notes and for enhancing the student participation in learning.

The students are trained and motivated to make seminar presentations with the help of ICT.

Students are encouraged to submit their assignments online so that the use of paper can be reduced.

Students are also prompted to use scanners and printers for academic purposes.

Movies and documentaries related to the curriculum are exhibited before the classes so that teaching can be made effective and easier.

Hands-on learning is encouraged through field visits, industrial visits and project works.

Students are motivated to access digital learning materials and e-books for data collection.

Innovative practices such as group discussions, spot student seminars (Where students are given topic only at the time of their talk and they have to speak for about 10-15 minutes on the given topic.).

LCD, OHP & Internet facilities provided by the institution to encourage the faculty to adopt new approaches.

Teachers are asked to prepare their notes using power point presentations. At least 10% of the total classes must be in Power Point.

### **2.3.9 How are library resources used to augment the teaching- learning process?**

The institution has a well-equipped college library connected with internet facility and DELNET and sufficient reading space and congenial ambience. The students can access books, newspapers, journals and magazines from the library, and if required can photocopy the materials. Apart from this, model question papers, old question papers and schemes of evaluation are also available in the library. New editions are added regularly and the library stock is updated with current volumes. Students are issued books from the general library for the preparation of seminars, assignments and project works. Library cards are given to the staff and students. The resources available in the college library are notified to the students through the library computer. Any new addition of books/journals or any access to

new websites is notified in the Notice Board. Staff and students are free to give their recommendation on the need of the books, journals etc.

**2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes, elaborate on the challenges encountered and the institutional approaches to overcome these.**

The college has the practice of covering the syllabi well in advance and fulfilling the requirements of internal assessments in time. Loss of working days due to any reason is complemented by additional classes on Saturdays or through extra hours. Teachers complete the syllabus within the stipulated time. If some portions are not covered, teachers engage special classes. Occasionally when the classes are cancelled or the college declares holidays due to administrative reasons, the loss of teaching is compensated by conducting classes on week end.

**2.3.11. How does the institute monitor and evaluate the quality of teaching learning?**

Principal goes to the class as and evaluates the way of teaching regularly

Student feed backs are collected.

Self-evaluation of the teachers are made

Review of the faculty at the end of the semester.

Monitoring of the staff members periodically by the head of the Department & the Principal.

A seminar on teaching practices is given to the staff at the end of the academic year.

PBAS is introduced for evaluation of staff performance.

The heads of the departments assure that all the required teaching and works in connection with internal assessments are done in time.

Faculty members are also advised to improve teaching strategies based on the result analysis of the concerned papers.

The heads of the departments assure that the teachers maintain work diaries.

Periodic evaluation is conducted through class tests and viva voce.

The feedback of parents and students are regularly collected from the classes and PTA.

## 2.4 Teacher Quality

**2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**

The faculty members of the college are recruited by the Selection Committee consisting of the Manager, Administrator, Principal, Vice Principal and the Head of the Department concerned, by interviewing eligible candidates. The selection is based on merit, NET/PhD and teaching experience at college level.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.					0	0	0
Ph.D.					32	5	37
M.Phil.					0	0	0
PG					8	3	11
Temporary teachers							
Ph.D.					2	1	03
M.Phil.					0	0	0
PG					7	2	9
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

The college encourages the faculty members to attend orientation and refresher courses and other training programmes that would improve their teaching and knowledge. The college appoints visiting faculty and part-time faculty to supplement the teaching programmes of the new areas. The college does not keep away from the emerging areas or disciplines; instead, the faculty members are encouraged and supported to attain knowledge of new areas through orientation and refresher courses and other training programmes. For example, biostatistics an area which was handled earlier by Mathematics Department alone has now become the forte of teachers of Biology disciplines in this college. It encourages the faculty members to update their knowledge regularly.

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

a) Nomination to staff development programmes

<b>Academic Staff Development Programmes</b>	<b>Number of faculty nominated</b>
Refresher courses	0
HRD programmes	0
Orientation programmes	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / winter schools, workshops, etc.	0

Every academic year begins with a 2-3 day orientation cum motivation seminar for the staff.

b) Faculty Training programmes are organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

**Teaching learning methods/approaches**

A training programme was conducted to familiarize the teachers to use the interactive boards.

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ✓ Teaching learning methods/approaches
- ✓ Handling new curriculum
- ✓ Content/knowledge management
- ✓ Selection, development and use of enrichment materials
- ✓ Assessment
- ✓ Cross cutting issues
- ✓ Audio Visual Aids/multimedia

- ✓ OER's
  - ✓ Teaching learning material development, selection and use
- c) Percentage of faculty
- \* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies
  - \* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies
  - \* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

### **Handling new curriculum**

The preparation and implementation of curriculum and its revision is solely done by the board of studies of Kanpur University. Our teachers are not the members of this board. But they are actively involved in academic enrichment programs to get mastery in the curriculum.

### **Content/knowledge management**

National and regional seminars, invited talks and workshops were conducted by the college.

### **Selection, development and use of enrichment materials**

The college subscribes to a number of journals related to different disciplines.

We have access to DELNET and it helps us to gather information as required.

The college publishes a magazine which enriches the literary skills of students.

The display of paper cuttings on new innovations of specific subjects on departmental notice boards by students enriches their reading interest and knowledge.

### **Assessment**

The faculty members attend the training programmes conducted by the University on Evaluation and Assessment.

### **Cross cutting issues**

All the faculty members have received training and guidance on conducts of internal and external Examinations both theory and practical, and evaluation.

Dialogues were held in connection with the introduction of new courses.

### **Audio Visual Aids/multimedia**

All faculty members receive training in handling interactive smart boards and related accessories to enhance teaching strategies.

### **OER's**

The college provides access to DELNET facility.

College library has collections of digital texts and journals.

Local radio networks and television channels are used as sources of information.

Students and teachers are involved in Teaching learning material development, selection and use of the same.

Teachers are trained to explore the internet to create PPT

#### **2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The institution encourages the faculty to do the higher studies.

Teachers are granted leave to attend seminars/ Workshop.

College organizes workshops in regular intervals.

Study tours are organized by respective departments for field study.

Lecture programme are organized to invite people of eminence.

Special allowance are made for publishing research articles in

reputed journals.

Teachers are encouraged to go as resources persons and they are given duty leave. Teachers are supported to receive research grants from UGC and other academic bodies.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

No National award is received by the faculty. But a few regional awards are received by our teachers.

The Faculty who has produced 100% results in the paper they are given prizes in the Annual day function.

The teachers who have not availed the casual leaves are reimbursed.

A few of our teachers are selected as members of the editorial board of reputed journals.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Yes. The institution collects feedback from the students at the end of each year through specially designed questionnaire. The questionnaire is circulated among the students to evaluate the performance of teachers. The data thus received is reviewed by a competent committee scrutinizes the feedback and they modulate the teaching process to suit the progress. Evaluation of teachers is also done by the Principal through his regular monitoring. The feedback obtained is analyzed by the Principal and management to find out the strengths and weakness of the teachers. It is being done regularly and this practice has helped the teachers to improve their overall performance.

## **2.5 Evaluation Process and Reforms**

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

The evaluation methods are communicated to the students well in advance before the University examinations. The previous University examination Question papers and model papers are made available to the students in the library and departments. The students are informed of class tests and assignments and their scores are displayed on the notice boards of the respective departments. Students are also informed of the schemes of evaluation, updates on curriculum revision, alterations in the question patterns and do's and don'ts during practical examinations. The University gives training programmes on scheme of examination and changes in the evaluation strategies every academic year in

selected centres, and the information collected from there are disseminated to the faculty members and students. Model examinations are conducted before the university semester examinations to prepare the students to face the examinations with confidence.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

Kanpur University has introduced online submission of internal and practical marks from the college to University in the year 2012. The institution has adopted these reforms and follows the system meticulously. The university has also introduced the system of showing the answer sheet to the students on revaluation by charging some fees. The college has initiated the system of Continuous Evaluation where the faculty members evaluate and assess the students on the basis of his/her performance throughout the semester/year. The process of tabulation of marks is computerized, and displayed on the notice boards of the respective departments. Complaints if any are examined by the Students' Grievance Redressal Cell and recommendations are made to the departments concerned for rectification if required before forwarding it to the University. Students' achievement is evaluated on the basis of attendance, academic and Extra-curricular activities. Additional marks are given to the students who excel in sports and literary events.

### **2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

Being an affiliated college, it follows the rules prescribed by the University in connection with the implementation of evaluation reforms. The evaluation reforms are implemented promptly in the college. The faculty members continuously evaluate the performance of students through the whole year. The Principal of the college monitors the conduct of internal assessment in association with the heads of the departments. Parents-teachers association meetings have been conducted for the evaluation of the students. In the meeting the progress of the students, attendance, and any other important matters are intimated to the parents in the presence of the students. Periodically we conduct the examinations for the students and it is evaluated by the respective staff members and the head of the institution. Staff in-charge of the classes gives the special counseling for the weak students in the subject

### **2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.**

Each department conducts unit tests, assignments, seminar presentations and viva voce as part of the formative evaluation of the assessment programme in the college. As a result of this formative evaluation, the students can face the examinations without fright and can gather thorough understanding of the subject. As for the practical examinations, sufficient exposure to the examination is provided by the departments concerned and it is helpful to

the students to perform well during the university examinations. At the end of each semester, model examinations are conducted to formulate a summative evaluation, and based on the results, students take necessary corrective steps in the preparation for the university examination. As all the students attend these examinations compulsorily, they receive proper feedback from the teachers on their performance. The progress is mentioned in the –Student Report Card|. Students are advised and counseled accordingly. Computers with latest configuration and internet facility have been provided to all the departments. Self-study component has been incorporated in all the courses. Language lab has been set up to improve the communication skill of the students.

### **2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

Students are exposed to various seminar classes and cultural activities. They develop the communication skill, organizational skill and team spirit. Class attendance is monitored to develop punctuality in them. 25% of marks constitute as –Internal Mark| for each subject.

### **2.5.6 What is the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?**

Graduates are expected to acquire sufficient knowledge of their respective subjects. They must be responsible citizens capable of discharging their duties and be able to lead a life of fulfillment and contentment. The college provides financial assistance, special coaching to attain these attributes..

### **2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

Since all the programmes are evaluated by the university, any grievances related to University is directly attended by the university. Transparency in evaluation is maintained by the university in re totaling and revaluation, etc. Students also have the right to get their papers reevaluated by depositing required fees in the University. For evaluation done in the college, the students can represent the matter to the HOD/Principal and get it corrected

## **2.6. Student performance and Learning Outcomes**

### **2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?**

Assessment is made through the university results and it is announced to the students by displaying in the notice board and each student’s marks will be entered in the profile of the corresponding students.

**2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

COURSE	2014	2013	2012	2013

Attendance records for the semester are displayed on the departmental notice boards. 75% attendance is mandatory for any student to take the end-semester exams. The answer scripts are also shown to the students to help them to analyze their mistakes. Seminars held at the level of the departments enable the student to make use of new method of presentation. Instant feedback is given to the students to make them aware of their shortcomings. There is a tutorial system in the college. The teacher discusses the progress of the student by referring to the student report card. During Parent Teacher meeting, the achievements of the students are highlighted.

**2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

In each year/semester, the following schedule is implemented.

- i. There are two unit tests for each subject.
- ii. There is a model examination, prior to the University Examination. The model examination marks are analyzed and students are given necessary advice.
- iii. Each student is required to submit 3 assignments in each subject over a semester. The marks of the best of the two assignments are taken for –internal marks||
- iv. Each student is exposed to class-room seminar on the topics of their learning. This helps them to organize their ideas and improve their presentation skills. Students are encouraged to develop their communication skill through class room seminars

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

1. Campus interview

2. Conducting job fair every year.
3. Training programme for the entrepreneurs
4. Encouraging the students to present research paper in reputed journals

**2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

1. Students performance is collected from university results.
2. Good students are awarded proficiency prize in the college.
3. Rank holders in the university are felicitated in the college function.
4. Placement of the students are arranged
5. Weak students are given special coaching on every Sunday.

**2.6.6. How does the institution monitor and ensure the achievement of learning outcomes?**

1. Assessment of the students by way of university results and college tests.
2. Good students are awarded gold medals and proficiency prizes in the college.
3. Rank holders in the university are felicitated in the college function.
4. Placements of the students are arranged.

**2.6.7. Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Yes. Each teacher assesses the student for –Internal Marks|| for each subject. The weight age to different aspects of learning is given below.

- i. Regularity in Attendance – 5 Marks
- ii. Communication skill in seminars – 5 Marks
- iii. Independent thinking in Assignments – 5 Marks

iv. Academic Performances – 5 Marks.

v. General Impression – 5 Marks

**Total - 25 Marks**

**Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

The College is set up in a rural background. Most of the students are from Hindi speaking area and from poor families. The communication skill, leadership guidelines are note remarkable with large number of students. There is little peer-group initiative and influence in the students

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

NO

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

NO

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

§ Autonomy to the principal investigator

§ Timely availability or release of resources

§ Adequate infrastructure and human resources

§ Time-off, reduced teaching load, special leave etc. to teachers

- § Support in terms of technology and information needs
- § facilitate timely auditing and submission of utilization certificate to the funding authorities
- § any other

**3.1.3 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

- 1.) Students are encouraged to attend and participate in conferences, seminars, workshops training programmes, science quiz competitions, etc.
- 2.) Science exhibitions are arranged every year and students are encouraged to take active participation in it.
- 3.) The college offers a platform to students to write the articles, poems, stories etc. in the college magazine - 'Sacred Heart Times'.
- 4.) All science departments and clubs run by the students arrange guest lecturers of eminent scientists, renowned persons, industrialists, and other professionals.

**3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

NO ONE

**3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

NO ONE

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities?

How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

**3.2 Resource Mobilization for Research**

- 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.
- 3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?
- 3.2.3 What are the financial provisions made available to support student research projects by students?
- 3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.
- 3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?
- 3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.
- 3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

	Duration	Title of	Name of	Total Grant	Total
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Nature of the Project	Year From To	the project	the funding	Sanctioned	Received	grant received
Minor projects						
Major projects						
Interdisciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

**3.3 Research Facilities**

- 3.3.1 What are the research facilities available to the students and research scholars within the campus?
- 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?
- 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.
- 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?
- 3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?
- 3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology

etc.

### 3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- \* Patents obtained and filed (process and product)
- \* Original research contributing to product improvement
- \* Research studies or surveys benefiting the community or improving the services
- \* Research inputs contributing to new initiatives and social development

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

3.4.3 Give details of publications by the faculty and students:

- \* Publication per faculty
- \* Number of papers published by faculty and students in peer reviewed journals (national / international)
- \* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor

- \* h-index

#### 3.4.4 Provide details (if any) of

- \* research awards received by the faculty
- \* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
- \* incentives given to faculty for receiving state, national and international recognitions for research contributions.

### 3.5 Consultancy

#### 3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The college always encourages research interactions between industry and academia. Individual faculty members are encouraged to present their professional expertise in various forums so that end user can take the benefits of the same. The college has been constantly obtaining technological supports from various eminent scientists and researchers for the welfare of staff and students who persuade in research. The college invites companies to visit the campus to see the infrastructure and get the opinion.

#### 3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Faculty members are motivated to participate and present research papers/articles in various national and international seminars. Funds are also made available to participate in the seminars. College looks forward to establish linkages and providing consultancy and extension to various institutions. College has constituted a research committee which monitors the research activities.

The college encourages the staff to provide consultancy services whenever there is a demand for the same.

#### 3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The management always encourages the staff members to prove their expertise in the different field of consultancy like welfare scheme and social services.

#### 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Faculty members readily provide their consultancy service to the nearby schools in imparting basic science courses, computer skills, spoken English & Hindi. We did not generate any money from this but this is a free service.

### **3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

The Faculty members do the consultancy without earning any revenue

## **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

### **3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

Both Science and Commerce departments organized exhibitions and other cultural and social activities relevant to their subjects for the benefit of college and society in general. We invite prominent persons like government administrators, officials to conduct sessions for students in different area of civic responsibilities.

The institution promotes various activities like Blood donation, Blood Group identification (Special camps), litter free zone, tree plantation (Project vriksha) and awareness of first aid in critical illness awareness (108 ambulance) and awareness on road safety.

The institution is situated in the neighborhood of villagers. This population is mainly experiencing issues from alcoholic addiction, poor infrastructure and poor education. The institution organizes programmes to alleviate their problems by the active involvement of Sacred Heart Degree College – SSR (NAAC) 2014 85

students and staff of the college. We organized literary campaign, Adult literary classes, Self Help Group programmes. The students of our college actively participate in these programmes and help them. These activities help the students to practice good citizenship and service orientation. The SNC is also actively involved in the popularization of greenery in and around the campus.

### **3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The principal has framed various committees for community network and encourage students in many social movements. Some of the activities are Aids Awareness rally, Tulsi Sapling distribution, free tuition for poor school going children of the nearby villages, distribution of gifts to the poor villages on IDD etc.

### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The institution always solicits the feedback of the stakeholders like the students, parents, Alumni and the eminent persons from the society regarding the overall performance and the quality of the institution. Feedback is also taken from the students at the end of each year. College also maintains a visitor's book where in comments from the college and its performance is reflected.

### **3.6.4. How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

Every year the budget sets apart amount for organizing various extension and outreach programmes. Literacy campaign, classes for children of the nearby villages who are not able to go to the school, distribution of food to the people of Sitapur during the flood and natural calamities etc. are examples. These programmes create the social responsibility in the students, also love and compassion to the poor and needy. They are ready to share their resources with the poor.

### **3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

We encourage students to take part in rallies of public concern, tree plantation, Tulsi sapling distribution etc. At present the college doesn't have NSS, NCC unit. We are trying to establish the same in our college.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

Students from the department of Commerce, MBA and BA undertake many projects of social relevance. We encourage students to take part in rallies of public concern, tree plantation, Tulsi sapling distribution etc. Literacy campaign, classes for children of the nearby villages who are not able to go to the school, distribution of food to the people of Sitapur during the flood and natural calamities. These programmes create the social responsibility in the students, also love and compassion to the poor and needy. They are ready to share their resources with the poor. Students collected large amount for the tsunami and Uttarkhand relief fund.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

Regular camps on the effect of deforestation creating awareness on social forest, regenerating endangered and locally threatened flora from nearby places through plant tissue culture techniques and tree plantation etc. sensitize the students towards the need to care for the nature. Through the primary and basic health awareness programme to the nearby villages the students realize that community care is considered as an integral part of education. Village school education programmes undertaken by students promote the aptitude for teaching and serving the society. The extension activities help the students to identify problems and struggles of poor people and create an attitude of support and help.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

Students were sensitized towards care for the community problems. Community care is considered as an integral part of education Literacy campaign and classes for children of the nearby villages who are not able to go to the school, distribution of food to the people of HARDOI during the flood and natural calamities. This programmes create the social responsibility in the students, also love and compassion to the poor and needy. They are ready to share their resources with the poor.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

College has forged positive relationship with various organizations like Mercy Foundation, Cancer Aid Society, Leprosy centre, Khiarbad. We maintain healthy relation with other colleges and institutions in and around hardoi. The college allows other institution to conduct their exams (Bank test, B.Ed Entrance Test) and other activities in college campus. For seminars and workshops faculty members and students from neighboring institutions are invited. The college also promotes student empowerment programmes in collaboration with other institutions. Students are received and sent to attend job recruitment drives and trainings.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

The college has not received any award for the extension activities.

**3.7 Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

As a part of the university curriculum the institute emphasizes and gives much priority to the students to visit various industries, sugar mills, companies and other related institutions. They are also given small projects of research. Best projects are awarded.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

We are planning with Xavier board of Higher Education to arrange ERP (SAP) courses for our students. The college has collaborative arrangements with nearby industries and our students are allowed to visit and make small projects. We don't have MOUs with Institutions of national importance.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

The college has upgraded its information sources with the introduction of DELNET.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

- a. Curriculum development/enrichment :-Nil
- b. Internship/ On-the-job training :-Nil
- c. Summer placement:-Nil
- d. Faculty exchange and professional development :-Nil
- e. Research :-Nil
- f. Consultancy :-Nil
- g. Extension:-Nil
- h. Publication:- Yes
- i. Student Placement:-Yes (10-12%)
- j. Twinning programmes:-Nil
- k. Introduction of new courses:-Nil
- l. Student exchange:-Nil
- m. Any other:-Nil

**3.7.5 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

As a part of the university curriculum the institute emphasizes and gives much priority to the students to visit various industries, sugar mills, companies and other related areas in discipline wise. They are also given small projects of research. Best projects are awarded.

**Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

The college is on the process of establishing a research centre in the college campus.

**CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES****4.1 Physical Facilities****4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The institute's policy for creation and enhancement of infrastructure is to provide world class infrastructure with well-furnished and equipped class rooms, labs, office, library and other facilities. The institute provides all the facilities which are required to run the classes and other programmes very effectively and smoothly as per the norms set by the affiliating University. Repair and maintenance of the infrastructure is done regularly. Additions and enhancement are done according to the needs. Funds are allotted for the purpose in yearly budgets. Modern design standards are used to provide safe, attractive, durable and flexible learning environment that allows access to all.

**4.1.2 Detail the facilities available for**

**a) Curricular and co-curricular activities- classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

For the running of curricular and co-curricular activities, some of the class-rooms are equipped with the projectors and facilitate power point presentation to the students .There are two seminar halls available for the conduction of seminars and workshops. In each department, there is a tutorial room attached with the departmental room.

Class Rooms : 35  
Laboratories : 11  
Botanical Garden : 01  
Animal House : 01  
LCD Equipped Class rooms : 03  
Library : 01  
E-Journal : Delnet  
Language Lab : 01  
Internet Facility : 02MBPS Broadband

**Extra -curricular activities - sports - Outdoor (Volleyball, Football, Basketball, Cricket, Kho-kho), and indoor games (Caroms, Chess, shuttle), gymnasium, auditorium, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

The extracurricular activities of the college organize every year effectively with colorful and healthy competitions. Students are divided randomly into four groups among which different competitions are organized.

**Sports:** Every year college organizes 3 days sports meet and it includes several sports and games competition. Outdoor events: Competitions for Volley ball, Kho-kho, Kabaddi, Basketball, Football, Cricket etc. and Indoor events Chess, Carom, Badminton, and Table Tennis are organized.

**Youth festival:** – is organized with variety of competitions like literal and cultural events with great enthusiasm and cooperation. The great range of cultural activities - musical events, theatre, literary and fine arts events (poetry writing, essay, debate, story writing, street painting, cartooning, collage making, waste material show piece rangoli, mehandi etc) are organized. Debate and Elocution helps in developing the communication skill and enabling to perform public speaks.

**Freshers and farewell days:** The fresher's and fare well programmes are organized for the first years and final year students respectively.

**Orientation** programme is organized for new comers. Talent hunt is also organized to motivate the students to develop their personal talent and skills.

**College campus:** The college campus is green, clean and hygienic. It has a lush green playground available for all students and faculty members.

**Gymnasium:** College has several instruments/weights of gymnasium. Both the students and the staff make use of the gymnasium.

**Spoken English:** English classes are arranged for the students to enhance their communication skills.

**Lectures** are arranged to make the students aware for different health related problems. Hygiene within the campus is maintained on a high priority basis. Number of dustbins is located at various locations on the campus. There is a space allocated to collect the garbage on a regular basis.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

B.N. Degree College, IBNE-SEENA PHARMACY COLLEGE and MANYAWAR KANSHIRAM LAW COLLEGE are under the same management are in the same combined campus having an area of around 12 acres of land. Individual campuses of these institutions within the larger campus are clearly demarcated and separated by boundary walls. Some of the facilities like play grounds, power generators, staff quarters, overhead water tank and hostel are shared by both the institutions. Facilities of one institution are made available to the other whenever there is a need. **Please see the map of the combined campus and the Arial view of the campus.**

The main building of the Degree College has a quadrangle where the staff and students assemble every morning for prayer and other routine activities like announcements, news reading etc. The ground floor of the main building has Principal's office, Manager's office, Examination office, student's common rooms, Library, Labs and stores. The first floor has Labs, class rooms, staff rooms, department rooms etc. The second

floor has class-rooms, multipurpose halls etc. The college terrace is also utilized for various cultural activities like painting, clay modeling, pot painting, mural arts, competitions etc. There is a large overhead tank which supplies water to all the buildings in the combined campus. A bore well with submersible pump supplies water to the overhead tank. There is a stand by bore well with pump to supply water to the tank. 24 hrs water supply is maintained in the campus. Within the campus there is a hostel for women where students from both the institution stay. A staff quarters for the Sisters and a residence for Father Manager, Principal and other staff members are also within the campus.

#### **4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

Classrooms of physically disabled students are arranged only at the ground floor in each building. The wheel chair and stretchers are available to assist the physically handicapped students. A separate drinking water facility is available in the campus for the handicapped students.

#### **4.1.5 Give details on the residential facility and various provisions available within them:**

Hostel Facility- Accommodation available for 50 girl students.

The Girls hostel facilities are available within the campus with intake capacity of 50. A boy's hostel is available inside the campus with an intake capacity of 300.

Recreational facilities: gymnasium, yoga center, facility for indoor games etc.

A recreational room cum presentation room and gymnasium are available

Computer facility including access to internet too is available.

Facilities for medical emergencies: First aid facilities are always available in the college and in the hostel.

Library facility

Internet and Wi-Fi facility - The whole campus is Wi-Fi enabled

Recreational facility-common room with audio-visual equipment.- available

Available residential facility for the staff- available Occupancy- 10

Constant supply of safe drinking water- available

Security- A permanent security system is available in the campus.

Students who are going out must get pass and when they come in they have to produce their ID cards. For visitors a visitor pass is given when they enter and while going out they have to get signature in the pass from the person whom they met.

#### **4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

Regular health check-up of the students is arranged. A physician is appointed part time who attends to the medical needs of the students. In emergency we have our own sister institution, BCM hospital which is 5km away from the college. Staffs are trained to take necessary steps in case of emergency.

#### **4.1.7 Give details of the Common Facilities available on the campus-spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

Grievance Redressal Unit : 01  
Women's Cell : 01  
Health centre : 01  
Career guidance and counseling centre : 01  
Placement Cell : 01  
Canteen : 0  
RO drinking water facility with cooler : 01  
Auditorium : 01  
Recreational space : 05  
Parking space & Play ground

#### **4.2 Library as a Learning Resource.**

##### **4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

Yes. The library has an Advisory committee. There are five members, namely-  
MR HARIPAL - Administrator  
Mr. ISLAM - Co-ordinator  
Ms. MANJUSHA - Member  
Ms. HINA - Member  
Dr. KAMIL - Member

##### **Significant Initiatives implemented by the Library Advisory Committee.**

Library software was purchased and all the volumes were entered in the data base.

Library users, both staff and students were also entered in the data base.

Books are issued through the software.

All data like accession register, issued books, issued users, where about of a book etc. are available in the computer.

Users have search facility.

Demand slips are collected at definite times and books are issued at appointed time.

One more reading room was added to the library.

As per the advice of departments volumes are added every year.

Newspapers are made available on stands on the library veranda.

Journals and periodicals are accessible to the students in the reading rooms.

Knowledge Oriented Programme to enhance the G.K. of the students is organized by the Librarian.

E-Library and DELNET connection.

Best library user award.

#### **4.2.2 Provide details of the following:**

Number of Books - 3216

Number of Journals -42

Number of periodicals -5

Number of Newspaper -6

Total area -297 sq.m.

Total Seating capacity -150

Working hours -9.30 am to 4.00pm

E-library -5 computers

#### **4.2.3 How does the library ensure purchase and use of current titles, print and e journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources**

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources

during the last four years.

Library holdings	Year -1		Year - 2		Year - 3		Year - 4	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books								
Reference Books								
Journals/ Periodicals								
e-resources								
Any other (specify)								

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

**OPAC- Yes**

**Electronic Resource Management package for e-journals-DELNET**

**Federated searching tools to search articles in multiple databases- Not available**

**Library website- NO**

**In-house/remote access to e-publications - Yes**

**Library automation – LIBSOFT7.1 software**

**Total number of computers for public access- 05**

**Total numbers of printers for public access- 01**

**Internet band width/ speed- 2mbps**

**Institutional Repository – Yes, back volumes**

**Content management system for e-learning- DELNET**

**Participation in Resource sharing networks/consortia (like Inflibnet)- No**

**4.2.5 Provide details on the following items:**

Average number of walk-ins – 200 person per day

Average number of books issued/returned – 60 per day

Ratio of library books to students enrolled – 5:1

Average number of books added during last three years: 1213

Average number of login to opac (OPAC): 20 per day

Average number of e-resources downloaded/printed

Number of information literacy trainings organized : One day seminar

Details of –weeding out|| of books and other materials – Damaged books replacement

**4.2.6 Give details of the specialized services provided by the library**

Manuscripts – Project Reports of MBA, B.Sc, B.Com, M.Sc

Reference Encyclopedia Britannica, Yearbooks, Competitive Exam Books,

Reprography – One machine

ILL (Inter Library Loan Service)- British Council Library, Lucknow

Information deployment and notification (Information Deployment and Notification) – Yes

Download- 4 computer systems available for download

Printing Printer facility- available

Reading list/ Bibliography compilation- Yes

In-house/remote access to e-resources- Yes

User Orientation and awareness- One seminar conducted

Assistance in searching Databases- LIBSOFT7.1 – Library software

INFLIBNET/IUC facilities- Not available

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

No special facility for visually challenged. Physically challenged have easy access to the library which is on the ground floor. There is a help desk for students who are physically challenged.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

A feedback note book is kept in the form of visitors dairy in that visitors will write their comments and the library committee will look into that and try to rectify the mistakes. Feedback is taken from the departments for buying new books and journals.

**4.3 IT Infrastructure****4.3.1. Give details on the computing facility available (hardware and software) at the institution.****Number of computers with Configuration (provide actual number with exact configuration of each available system)**

Lab1 Lenova Intel Pentium 2.9 Dual Core 50

Intel Original Mother Board

500 GB SATA HD

OPTICAL MOUSE

2 GB DDR, ATX CABINET

Lenova KEYBOARD

TFT Monitor

Lab2 Intel Dual Core 2.5 50

Intel Mother Board

100 GB SATA HD

OPTICAL MOUSE

1 GB DDR, ATX CABINET

LOGITECT KEYBOARD

CRT MONITOR

Lab3 Intel 2.6 Dual Core 30

Intel DG 31 Mother Board

160 GB SATA HD

OPTICAL MOUSE

1 GB DDR, ATX CABINET

LOGITECT KEYBOARD

MONITOR SAMSUNG

Computer-student ratio 1:6

Standalone facility Yes, Scanner, Printer

LAN facility Available

Wifi facility Available

Licensed software Yes, MS Office, MS Works, Borland C, Window Vista, MS Visual studio.net.

Number of nodes/ computers with Internet facility- 75

Any other - LCD

#### **4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

We have internet facility up to 2 mbps. Staff and students can access it in the whole campus. 50 Computers with internet facility are given to the students and staff. Tutorial halls are equipped with LCD projectors.

#### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

We are planning for an advanced lease line for the internet and a most modern computer lab. Well defined national ICT research programmes to be introduced. We are promoting the CCC course which was introduced in 2013-14. We want to make available to the staff and students High Speed Broadband connectivity and to popularize its systematic use in the college.

#### **4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

Upgrading is carried out as and when required. The college has appointed one full time computer technician to maintain the computer and network facilities. In case of any major technical problem, help is sought from outside.

We have allotted sufficient fund for Maintenance of the computer and its accessories in the budget.

We have decided to upgrade at least 25% of the computers every year.

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The college promotes the development and use of ICT's to enhance teaching and learning. The campus is Wi-Fi enabled internet connectivity. The staff and students can make use of this connectivity for teaching- learning processes. The college website has facility for communication among the staff and students. Information regarding the college/classes is disseminated through the web-site. The teachers are encouraged to prepare classes on power point and present them through LCD projectors. The students also prepare power point presentations of their seminars, projects etc. We are planning to redesign the college-web-site so that it may be used by the staff and students for communication, presentations and finally for better teaching- learning experience.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

College has upgraded computer labs with WiFi connectivity. Class rooms are equipped with LCD projectors. Faculty members prepare presentations on various topics related to the curriculum. Online tutorials are used by the faculty and student which make the class room more interactive. Power point presentations made by teachers are available for reference. Students are encouraged to watch and participate in 'Gyan Darsan' programmes.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

Not so far. We want to get connected to National Knowledge Network.

**4.4 Maintenance of Campus Facilities****4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?****4.4 Maintenance of Campus Facilities**

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance

and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

**CRITERION V: STUDENT SUPPORT AND PROGRESSION**

**5.1 Student Mentoring and Support**

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last

four years and whether the financial aid was available and disbursed on time?

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

5.1.4 What are the specific support services/facilities available for

- ✓ Students from SC/ST, OBC and economically weaker sections

- ✓ Students with physical disabilities

- ✓ Overseas students

- ✓ Students to participate in various competitions/National and International

- ✓ Medical assistance to students: health centre, health insurance etc.

- ✓ Organizing coaching classes for competitive exams

- ✓ Skill development (spoken English, computer literacy, etc.,)

- ✓ Support for “slow learners”

- ✓ Exposures of students to other institution of higher learning/ corporate/business house etc.

- ✓ Publication of student magazines

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- \* additional academic support, flexibility in examinations

- \* special dietary requirements, sports uniform and materials

\* any other

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the

services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

5.1.13 Enumerate the welfare schemes made available to students by the institution.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

## **5.2 Student Progression**

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight

the trends observed.

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed	
<ul style="list-style-type: none"> <li>● Campus selection</li> <li>● Other than campus recruitment</li> </ul>	

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

**5.3 Student Participation and Activities**

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and

other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.
- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.
- 5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Any other relevant information regarding Student Support and Progression which the college would like to include.

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

- 6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?
- 6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?
- 6.1.3 What is the involvement of the leadership in ensuring :
- the policy statements and action plans for fulfillment of the stated mission
  - formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
  - Interaction with stakeholders
  - Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
  - Reinforcing the culture of excellence
  - Champion organizational change

- 6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?
- 6.1.5 Give details of the academic leadership provided to the faculty by the top management?
- 6.1.6 How does the college groom leadership at various levels?
- 6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?
- 6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

## **6.2 Strategy Development and Deployment**

- 6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?
- 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.
- 6.2.3 Describe the internal organizational structure and decision making processes.
- 6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following
- Teaching & Learning
  - Research & Development
  - Community engagement
  - Human resource management
  - Industry interaction
- 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is

available for the top management and the stakeholders, to review the activities of the institution?

- 6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?
- 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.
- 6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?
- 6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?
- 6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?
- 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

### **6.3 Faculty Empowerment Strategies**

- 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?
- 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?
- 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?
- 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?
- 6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

#### **6.4 Financial Management and Resource Mobilization**

- 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?
- 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.
- 6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.
- 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

#### **6.5 Internal Quality Assurance System (IQAS)**

- 6.5.1 Internal Quality Assurance Cell (IQAC)
  - a. Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?
  - c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
  - d. How do students and alumni contribute to the effective functioning of the IQAC?
  - e. How does the IQAC communicate and engage staff from different constituents of the institution?
- 6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.
- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.
- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?
- 6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?
- 6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?
- 6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

## **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

### **7.1 Environment Consciousness**

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- \* Energy conservation
- \* Use of renewable energy
- \* Water harvesting
- \* Check dam construction
- \* Efforts for Carbon neutrality
- \* Plantation
- \* Hazardous waste management
- \* e-waste management

## **7.2 Innovations**

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

## **7.3 Best Practices**

7.3.1 Elaborate on any two best practices **in the given format at page no. 98**, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

### **3. Evaluative Report of the Departments**

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department
2. Year of Establishment
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
4. Names of Interdisciplinary courses and the departments/units involved

5. Annual/ semester/choice based credit system (programme wise)
6. Participation of the department in the courses offered by other departments
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
8. Details of courses/programmes discontinued (if any) with reasons
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors		
Associate Professors		
Asst. Professors		

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years

11. List of senior visiting faculty
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received
18. Research Centre /facility recognized by the University
19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
    - \* Monographs
    - \* Chapter in Books
    - \* Books Edited
    - \* Books with ISBN/ISSN numbers with details of publishers
    - \* Citation Index
    - \* SNIP
    - \* SJR
    - \* Impact factor
    - \* h-index

- 20. Areas of consultancy and income generated
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards....
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
- 23. Awards / Recognitions received by faculty and students
- 24. List of eminent academicians and scientists / visitors to the department

- 25. Seminars/ Conferences/Workshops organized & the source of funding a) National  
b) International

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same	% of students from other States	% of students from abroad

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

29. Student progression

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<p style="text-align: center;"><b>Employed</b></p> <ul style="list-style-type: none"> <li>● Campus selection</li> <li>● Other than campus recruitment</li> </ul>	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library
- b) Internet facilities for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

33. Teaching methods adopted to improve student learning
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
35. SWOC analysis of the department and Future plans

## **4. Format for Presentation of Best Practice**

### **1. Title of the Practice**

The title should capture the keywords that describe the Practice.

### **2. Goal**

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

### **3. The Context**

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

### **4. The Practice**

Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

### **5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

### **6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.

### **7. Notes (Optional)**

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

**8. Contact Details**

Name of the Principal:

Name of the Institution:

City:

Pin Code:

Accredited Status:

Work Phone :

Fax:

Website:

E-mail :

Mobile:

**5. Post-accreditation Initiatives**

If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years. The narrative may not exceed ten pages. (Refer section IX of Guidelines for Assessment and Accreditation)

### **6. Declaration by the Head of the Institution**

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution  
with seal:

Place:

Date:



