ANNUAL QUALITY ASSURANCE REPORT [AQAR]

Submitted to

National Assessment Accreditation Council
2015-16

Submitted by

St. VINCENT PALLOTTI COLLEGE

RAIPUR, CHHATTISGARH - 492005

Website - www.stvincentpallotticollege.org
E-mail – Pallotti.college@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution	St. Vincent Pallotti College
1.2 Address Line 1	Kapa
Address Line 2	Lodhipara
City/Town	Raipur
State	Chhatisgargh
Pin Code	492004
Institution e-mail address	pallotti.college@gmail.com
Contact Nos.	0771-2283334
Name of the Head of the Institution:	Dr. Kuldeep Dubey
Tel. No. with STD Code:	0771-2283334
Mobile:	9626515377
Name of the IQAC Co-ordinator:	Mrs. Pooja Rathi
Mobile:	9039293094
IQAC e-mail address:	pallotti.college@gmail.com

1.3 **NAAC Track ID**   CHCOGN 10214

1.4 **Website address:**   www.stvincentpallotticollege.org

Web-link of the AQAR: http://stvincentpallotticollege.org/Image/709.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 **Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.31	2015	2015-2020
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.6 **Date of Establishment of IQAC** :   DD/MM/YYYY   25/11/2013

1.7 **AQAR for the year** (*for example 2010-11)*   **2015-16**

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

  i. AQAR *2015-16 submitted to NAAC on* 12/11/2016
  ii. AQAR   -   NA
  iii. AQAR   -   NA
  iv. AQAR   -   NA

1.9 Institutional Status

University	State ☐ Central ☐	Deemed ☐	Private ✓

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✓   Men ☐   Women ☐

                    Urban ✓   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ✓   UGC 12B ☐

              Grant-in-aid + Self Financing ☐   Totally Self-financing ✓

1.10 Type of Faculty/Programme

Arts ✓   Science ✓   Commerce ✓   Law ☐   PEI (Phys Edu) ☐

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

Others   (Specify)   NA

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

        Pt. RaviShankar Shukla University,Raipur

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

Autonomy by State/Central Govt. / University [   ]

University with Potential for Excellence [   ]   UGC-CPE [   ]

DST Star Scheme [   ]   UGC-CE [   ]

UGC-Special Assistance Programme [   ]   DST-FIST [   ]

UGC-Innovative PG programmes [   ]   Any other (*Specify*) [   ]

UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers   05

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and   -

     community representatives

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   02

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 03 |

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | - |

2.12 Has IQAC received any funding from UGC during the year? Yes | | No | ✓ |

If yes, mention the amount   : **NIL**

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | | International | | National | | State | | Institution Level | 10 |

(ii) Themes | Teacher's upgradation |

2.14 Significant Activities and contributions made by IQAC

(1) IOAC motivated research publications and all the teachers have now started working on this to publish papers in national & International journals IOAC has also conducted on institutional seminar on " How to publish research papers ".

(2) IOAC also motivates teachers to pursue doctorate programs.

(3) Student feedback on teachers was conducted, parent teacher meetings, twice a session was also organized.

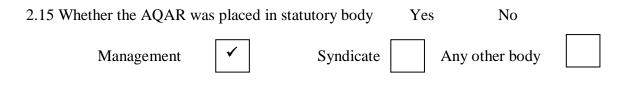(4) A college Level Seminar was organized on "Enhancement in teaching learning process".

(5) Encouraged students to actively participate in extra- curricular activities.

(6) Charity activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of action	Achievements
(1) To cater the need of slow learners in remedial classes.	Remedial classes were conducted to help slow learners to improve their academic performance.
(2) To enforce Alter parent Scheme for Proper monitoring of students	A strong bonding between students and teachers was established.
(3) Inter disciplinary cooperative Programs	Inter disciplinary training programs were conducted
(4) Women empowerment	Women health & well beings, women's Entrepreneurship programs were taken up.
(5) Green Campus	Plantation
(6) Attainments in sports & games	Numerous sports activities at institution level were organised. Students also participated at University level tournaments.
(7) Personality Development	Improvement of emotional quotient through Personality Development seminars
(8) Social commitments	The charity programs, blood donation camp.
(9) Health awareness	Walkathon
(10) Centre for PMKVY	Employment

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management   ✔   Syndicate   ☐   Any other body   ☐

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		-	01	
UG			04	
PG Diploma			01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total		-	06	

Interdisciplinary				
Innovative				

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

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	
Annual	02

1.3 Feedback from stakeholders*   Alumni ☐ Parents ☐   Employers ✓ Students ✓

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

We follow PRSU syllabus

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	16			

2.2 No. of permanent faculty with Ph.D. | 05 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03									

2.4 No. of Guest and Visiting faculty and Temporary faculty   ☐ ☐ | 2 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		08	
Presented		06	
Resource Persons			

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

ICT enabled teaching learning process introduced

Student centred teaching strategies were introduced.

Wi-Fi campus, Guest lectures

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

| 206 |

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

Examination/Evaluation conducted as per the instruction of PRSU

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development

| 02 | Nil | Nil |

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 80 % |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	64	NIL	48.43	48.43	NIL	96.86
BCA	37	1.96	65.42	10.43	NIL	77.81
BCOM.	335	-	09.20	68.10	22.70	74.92
BBA	76	-	28.60	57.10	14.30	82.89
MCOM	22	-	36.40	50.00	13.60	100.00
PGDCA	30	NIL	19.41	71.91	1.67	92.97

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

1. Teachers evaluation by student's feedback..

2. Unit test and pre university exams.

3. Framing of academic calendar.

4. IQAC monitors remedial classes, tutorials, mentoring and alter parent schemes.

5. IQAC monitors and evaluates performance of student and rewards them.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	07
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	Nil	Nil	Nil
Technical Staff	Nil	02	Nil	02

Criterion – III

3. Research, Consultancy and Extension

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

(1) IQAC promotes faculty members to register for Ph.D. & M.phil.

(2) Special leaves are sanctioned for course work, conferences & seminars.

(3) Four faculty members are registered for PhD during this academic year.

(4) IQAC also conducted seminar on faculty development and "how to publish research papers".

(5) Research committee is also appointed to monitor all research activities.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	11	08	-
Non-Peer Review Journals	-	-	-
e-Journals	02	06	-
Conference proceedings	02	10	-

3.5 Details on Impact factor of publications:

Range [ ]   Average [2]   h-index [2]   Nos. in SCOPUS [6]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [Nil]   Chapters in Edited [02]

ii) Without ISBN No. [Nil]

3.8 No. of University Departments receiving funds from : **NA**

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   NA

3.11 No. of conferences

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

organized by the

Institution

3.12 No. of faculty served as experts, chairpersons or resource persons   01

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

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year in lakhs:

From Funding agency [　　]   From Management of University/College [　　]

Total [　　]

3.16 No. of patents received this

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

year

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

Total	International	National	State	University	Dist	College
01	-	-	-	01	-	-

3.18 No. of faculty from the Institution   01

who are Ph. D. Guides

and students registered under them   02

3.19 No. of Ph.D. awarded by faculty from the Institution   01

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

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   [ ]   State level   [ ]

National level   [ ]   International level   [ ]

3.22 No. of students participated in NCC events:

University level   10   State level   20

National level   5   International level   1

3.23 No. of Awards won in NSS:

University level   [ ]   State level   [ ]

National level   [ ]   International level   [ ]

3.24 No. of Awards won in NCC:

University level   [ ]   State level   2

National level   1   International level   [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [2]   NSS [ ]   Any other [ ]

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

Charity activities-

* Visit to old age home.

* World heart day (29 September.)

Extension activities –

Mother Teresa Home – clothes Distribution, value based education to slum area children

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.25 acres	-	-	-
Class rooms	20	-	-	-
Laboratories	6	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	1 LCD Projector	College fees	8600/-
Value of the equipment purchased during the year (Rs. in Lakhs)		81,650/-	College fees	81,650/-
Others	-	-	-	-

4.2 Computerization of administration and library

Library of our college is already computerized. A system engineer is appointed for maintenance of computer and its accessories. A complaint register is maintained and any complaint of computer in any department is entered in that register. System engineer then, rectify the problem.

Library software is installed in the server in library. E-library facility is also available with more than 500 E-books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10321	13,35301/-	151	17715/-	10222	1353016/-
Reference Books	3000	110000/-	20	5000/-	3020	115000/-
e-Books	200		132		332	
Journals	24	174931/-	02	1149/-	26	18642/-
e-Journals		5000/-				
Digital Database	Yes Soft-tack					
CD & Video	03	2000/-			03	2000/-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	50	02	Wi-fi	04	02	02	03	-
Added	-	-	-	-	-	-	-	-
Total	50	02		04	02	02	03	

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

All departments and all HOD's have been provided with computer with internet facility. This leads us to the enhancement of use of technology in teaching-learning, evaluation and research.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 41,800/- |

ii) Campus Infrastructure and facilities

| 4,05,501/- |

iii) Equipments

| 81,650/- |

iv) Others

| 68,902/- |

Total :

| 5,97,853/- |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation program for first year students
- Students feedback
- Parent-Teacher meeting
- Fees Instalments
- Remedial Classes
- Industrial visit
- Charity activities
- Skill development activities
- Xerox facility
- Updated prospectus to disseminate information

5.2 Efforts made by the institution for tracking the progression

- The student counselling
- Add-on courses(Vinayaka)
- Feedback from students
- Suggestion boxes
- Self appraisal
- Personality development classes
- Alter parent scheme.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
471	50	-	-

(b) No. of students outside the state

20

(c) No. of international students

| - |

No	%	
244		Men

No	%	
277		Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
70	40	30	35			155	40	35	30		

Demand ratio   100%   Dropout %   10%

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

- Aptitude tests are conducted twice in a session.
- Carrier guidance cell.

No. of students beneficiaries

| 100 |

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

Career guidance and consultancy was provided by placement cell. Training is also provided to prepare students for job. Efforts to propagate the idea of the need for training oneself for employment, horning one's skills and acquiring additional skills, especially communication skills, are the key activities of the Career Guidance and Placement Cell.

"Arise, awake and stop not till the goal is reached"- keeping this motto of Swami Vivekananda, the placement cell has taken up the task of enhancing the career prospects of students by providing need based training, employability skills and overall personality development of the students.

Activities in 2015-16

1. Counselling and Placement cell of the college organized a guest lecture on ***"Goal Setting in Real life".***

2. A "***Motivational Talk***" on Career Opportunities abroad by Mr. Mridul Dubey, an entrepreneur from IT sector from Canada was convened by the Cell with an aim of offering awareness to the students of the alternatives of the career and their prospects.

3. *Department of Education:*

(a) A *Guest lecture* was organized on 16th of September 2015. The speaker, Mrs. Sheela Pillai, Principal of 'Akansha School of Special Children'. She explained the basic needs and determinants of special children to make the teaching fraternity aware of the developments of the same.

(b) B.Ed students attended one month Internship program of school observation in various schools.

4. *Department of Computer Science:* As part of making the students 'industry-ready', the Departments conducted a test of attitude and Quiz programs to enable them attempt the post qualification activities like interviews and group discussions with a sense of exposure and confidence.

5. *Department of Commerce:*

(a) An Industrial Visit to the '*Decathlon*'—Italy based sports retail giant which has over 79 branches across 13 countries made with the students of B.B.A for the benefit of attaining manufacturing and selling of the 'all-sports equipment' and the customer base for the sports consumables all over the world.

(b) Career placement assistance programs like the methods of recruitment and the mock-interviews were conducted to the students of B.Com and B.B.A.

6. Apart from these activities, 'Placement Display Board' is used for generating awareness about various career and job opportunities, scholarship programmes for the students of the college.

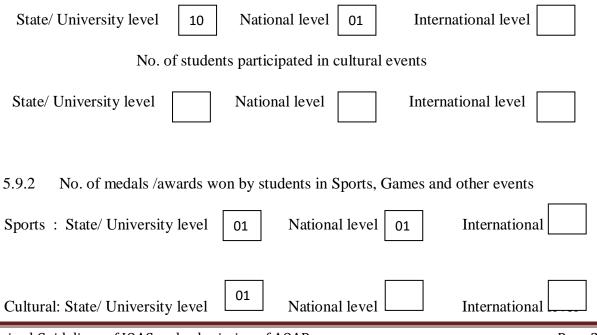No. of students benefitted | 30

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
		31	48

5.8 Details of gender sensitization programmes

College has a women empowerment cell to create awareness among the female students to deal with the social, cultural, biological and gender related issues. College also has a grievance redressal cell to cope up with the grievances of day to day routine and provide them support. The college at its own level organizes seminars on Women empowerment, Female feticide, by different experts from various fields. We also had an N.C.C rally on "SAVE GIRL CHILD" on N.C.C day. Few cultural activities were also conducted.

5.9 Students Activities

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

State/ University level   10   National level   01   International level   [ ]

No. of students participated in cultural events

State/ University level   [ ]   National level   [ ]   International level   [ ]

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

Sports : State/ University level   01   National level   01   International   [ ]

Cultural: State/ University level   01   National level   [ ]   International   [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	07	24400
Financial support from government	32	
Financial support from other sources	02	4000+15000
Number of students who received International/ National recognitions	01	

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [3]

5.13 Major grievances of students (if any) redressed

The college has a grievance redressal cell, that deals with the registered and unregistered grievances of the students. The college has a number of suggestion boxes at different places in the campus and it is checked time to time by the grievance redressal cell members. The students are also encouraged to share their grievances with the teachers and principal personally. Some of the grievances reported and redressed during last year are as follows:

- Grievances related with speed of internet.
- Grievances related with the drinking water facility in canteen.
- Grievances regarding the shortage of lectures of any particular teacher.
- Grievances regarding the mess and hostel facility.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- St. Vincent Pallotti college is a self financed minority institution .It is established in the year 1995 and is administered by Vidya Protsahan Sangh , charitable society under the article 30(1) of the constitution of India . The college caters to the educational needs of everyone.

Our Vision

- The motto of the college is "Go Forth To Serve", and the logo is highly symbolic of its motto. The logo depicts a series of lamps which dispel darkness and spread light. True, a lamp cannot light another lamp unless it is properly lit. On completion of their education, the students of this college try to enlighten the lives of others through their service and generosity.

Our Mission

The mission of St. Vincent Pallotti College is to provide a socially conducive environment for harmonious growth of an individual, living joyfully aware of his/ her own specific individuality with an admiration for the differences in others. The student would be introduced to a multi-cultural milieu and assisted to academic success, personal growth, responsibilities to the societal needs, patriotism and a sense of global belonging. The students are introduced into a family of trust and love where individuals grow with a lifelong appreciation of learning and awareness of the awesomeness of God's providence.

Our Objectives

- To encourage holistic development of the students.
- To provide cultural and intellectual enrichment.
- To inculcate social and moral values in the students so that they render useful service to the society.
- To help them develop attitudes and skills required to mould them into successful citizens.
- To instill in them the feeling of religious tolerance and patriotism.
- To educate them for academic excellence.

- To develop in them the feeling of quality consciousness in their endeavors.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1   Curriculum Development

Though the curriculum is designed by the Pt.Ravishankar Shukla University, Raipur, C.G, but for effective curricular delivery we give more importance to academic improvement. At the same time we also give equal importance to overall development of the students by encouraging them to participate in various forums, such as student councils, NCC & managing committees.

The college relies upon the traditionally trusted teaching strategy i.e. the Chalk and Talk method. At the same time the college has taken many initiatives to introduce the modern technological resources such as internet, Projectors and OHP's etc for the effective delivery of the lessons. In addition to this the college invites experts from various fields to share their knowledge with the students. Furthermore, the college too organizes study tours, remedial classes for slow learners, assignments of projects etc.

6.3.2   Teaching and Learning

The institution has framed for itself various strategies which enhance the quality improvement. These strategies are framed by the college keeping in view the quality changes required for the development of the college. This criterion was judged against the procedure adopted for admissions to various courses provided by the college; it is based on student's academic records. The rules and regulations set by the affiliating University and the State Government are strictly followed for students' admission. Apart from the lecture method of teaching, group discussion, field studies, debates, tutorials, seminars, study tours etc are adopted for proper understanding of the subjects. The college has well experienced faculty members. The faculty members of various departments participate actively in academic programmes. The college is having rich and organized library. The library staff is well qualified and their services and experience is used in updating library for the optimum use by the students. Students are evaluated time to time by the

subject teachers, the results are discussed in the class and drawbacks of students are corrected. The teachers are given full permission to enrich their knowledge through Seminars, Refresher Courses, and Orientation Courses etc. The college follows the self- appraisal method to evaluate the performance of faculty, which is used for correcting shortfalls. The college encourages the teachers to participate in self-enriching courses whenever different institutions organize them. Teaching material is also collected through internet from renowned Universities.

6.3.3 Examination and Evaluation

Instructions of the university have to be followed by the exam department of the college. As St. Vincent Pallotti College is affiliated to Pt. Ravi Shankar Shukla University, we follow the examination system of the university. University fixes 25% marks in aggregate and 75% attendance.

At the institution level –

- Internal assessment on the basis of various scholastic and non-scholastic areas is conducted

-Monthly tests are conducted and results are displayed on the notice board.

- Remedial classes are conducted for slow learners.

6.3.4 Research and Development

Faculty members of the college are encouraged to participate in various research projects. The Management encourages the members of the faculty to take up membership of professional research bodies and participate in research activities to further enhance their research capabilities. Sufficient motivation is given to the students to actively participate in seminars, workshops, panel   discussions for quality enhancement.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library caters to the needs of faculty and students by providing them various study materials relevant to their subjects. INFLIBNET facility is also available with the library which exposes faculty and students of the college to various resources.

The college provides computer and internet facilities at two different location in the campus i.e. in computer science department and in library. All staff members and students can

use it for their subject based and assignment based solutions. The institution is constantly working for upgradation of IT infrastructure by using new technology in terms of hardware (for example LCD ,Projectors) as well as software (Such as latest versions of Operating System) .Also the college intends to upgrade the PCs with latest configurations.

The college has always created a niche for itself in the field of sports. The college has since long times, been participating in various inter university, university level tournaments , In sports, our college provides indoor and outdoor games to student. We proudly tell that our students are regularly getting selected for various national and international levels of sports.

6.3.6   Human Resource Management

In the institution, the process of assessing adequate human power requirements, staff recruiting, monitoring and planning professional development programmes for personnel development and seeking appropriate feedback responses is very good. There are many staff welfare schemes. Staff training is taken place periodically. The institution recruits faculty members and staff based on the guidelines provided by the university Incentives are also given to the staff members. Effective system of appraisal of performance of teachers is there. Communication system is very much appreciating.

6.3.7   Faculty and Staff recruitment

Faculty and Staff recruitment is done as per the university norms.

6.3.8   Industry Interaction / Collaboration

The institution interacts with various local as well as outside institutions. We consult with other institution on various issues for the improvement of education system. College has also participated in various culture and literary programmes held at various places. Seminars and workshops on various topics are conducted in the college at department levels. The college organizes field tours to various industries. The students come to learn a lot from these visits.
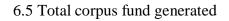
6.3.9 Admission of Students

Students are selected for admission on the basis of past academic record, interviews or a combination of these two depending on the course to which admission is sought. Special preference in admission is given to female students, poor students and to the students having good academic records. Provision for scholarship in different categories is also available.

6.4 Welfare schemes for

Teaching	Concession for teacher's wards in fees, special leaves for research oriented work
Non teaching	Concession for teacher's wards in fees, Distribution of Uniforms
Students	Scholarships for students in four different categories

6.5 Total corpus fund generated

Rs. 13,00,000/-

6.6 Whether annual financial audit has been done   ✔ Yes   ☐ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ✔

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Regular meeting of Alumni association are organised by the college. Alumni have supported in the admissions of the college. Also this association is active on the social media for college promotion.

6.12 Activities and support from the Parent – Teacher Association

PTM was held twice in the session. PTM includes problem solving, students counselling, parents feedback, Improvement area of students.

6.13 Development programmes for support staff

- Computer training for class III staff
- Work training for non-teaching staff [classIV]
- Cleanliness drive for class IV staff
- Library facility for class III and class IV staff

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

- Plantation
- Environment week celebration
- Eco friendly green campus
- Garden and tree are maintained with almost care
- Water harvesting
- Energy conservation

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1   Innovations introduced during this academic year which have created a positive impact on the

   functioning of the institution. Give details.

   Introduced various innovative teaching strategies in teaching learning process such as learning stations, role play, KIM, chronolog etc. These strategies influenced the students in a innovative way.

   Some activities which were organised throughout the years are:

- Teachers Seminars.
- Remedial classes for students.
- Women guidance cell.
- Research committee.
- Scholarships to the students.

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

- Orientation program for students
- Due importance to NCC and sports. A student was selected for RCC parade Delhi   on 26th Jan.
- A session on positive thinking and prosperity by Director of the college.
- Reduction in use of paper.

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

<u>Plantation:</u>

- Our college is working whole heartedly to keep the environment green, verdant and pollution free which in turn contribute to a green and pleasant ambience within the campus.

- The college organizes Van Mahoptsava every year to inculcate the feeling for importance of trees.
- NCC Cadets take keen interest in tree plantation and they organize special programmes for plantation of trees within the campus.
- 'Vriksha Mitra' is celebrated every year in the college, when the students take pledge to take care and nurture the plants in the campus.
- A garden consisting of different varieties of ornamental and medicinal plants have been developed by Pallotti Ashram.

Weekly Co-curricular activities.

- All round improvement of students.
- Group activities to work in collaborations, in exercising leadership and enhance the ability to take initiatives.
- To determine their potentials.
- For self expression and self fulfillment.
- To help them grow with skills and abilities that aid them in future to excel in which they participate.
- Wonderful opportunity for students to improve in both scholastic and non-scholastic areas.

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

7.4 Contribution to environmental awareness / protection

Environment Week.

7.5 Whether environmental audit was conducted?   Yes   No

☐   ☑

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

IQAC conducted academic audit which served three important purposes:

 (i) to facilitate SWOC analysis at the Departmental level,

 (ii) to help the Departments document quality enhancement activities regularly, and

 (iii) to implement quality related measures in the forthcoming years.

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

- To organize a National Seminar / Workshop
- To implement the quality measures
- To conduct an orientation programme for teachers
- To cater to the needs of slow learners through remedial classes
- To conduct an academic audit of departments
- To promote research activities
- To augment infrastructural facilities
- To update the college website regularly
- To increase the number of ICT enabled classrooms.

Name Mrs. Pooja Rathi   **Name Dr. Kuldeep Dubey**

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

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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