Guidelines for the Creation of the

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

(Revised in October 2013)

AQAR 2016-17

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

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   Chhattisgarh

    Pin Code   492004

    Institution e-mail address   pallotti.college@gmail.com

    Contact Nos.   07712283334

    Name of the Head of the Institution: Dr. Kuldeep Dubey

    Tel. No. with STD Code: 0771-2283334

    Mobile: 9826515377

    Name of the IQAC Co-ordinator: Mrs. Pooja Rathi

    Mobile: 9039293094

    IQAC e-mail address: pallotti.college@gmail.com

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

    CHCOGN10214

1.4 NAAC Executive Committee No. & Date: EC(SC)/05/RAR/006 dated 03-03-2015

1.5 Website address: www.stvincentpallotticollege.org

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

 [For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc]

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+	-	2003	2003-2008
2	2nd Cycle	B	2.31	2015	2015-2020
3	3rd Cycle	NA			
4	4th Cycle	NA			

1.7 Date of Establishment of IQAC :   25/11/2013

1.8 AQAR for the year   2016-17

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

   i.   AQAR 2015-16 submitted to NAAC on 12/11/2016 (DD/MM/YYYY)4
  ii.   AQAR_____NA__ _____ (DD/MM/YYYY)
 iii.   AQAR_____NA__ _____ (DD/MM/YYYY)
  iv.   AQAR_____NA__ _____ (DD/MM/YYYY)

1.10 Institutional Status

    University   Government

    Affiliated College   Yes

    Constituent College   No

    Autonomous college of UGC   No

    Regulatory Agency approved Institution   No

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

     Type of Institution   Co-education
                                                          Urban

Financial Status :   Grant-in-aid   No

UGC 2(f)   Yes

UGC 12B   No

Totally Self-financing   Yes

1.11 Type of Faculty/Programme

Arts   Yes

Science   Yes

Commerce   Yes

Law   No

PEI (Phys Edu)   No

TEI (Edu)   No

Engineering   No

Health Science   No

Management   Yes

Others   (Specify)   Education

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

Pt. RaviShankar Shukla University,Raipur

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

Autonomy by State/Central Govt./University :   Nil

University with Potential for Excellence :   Nil

UGC-CPE :   Nil

DST Star Scheme :   Nil

UGC-CE :   Nil

UGC-CE :   Nil

UGC-Special Assistance Programme :   Nil

UGC-Innovative PG programme :   Nil

UGC-COP Programmes :   Nil

UGC-CPE :   Nil

UGC-CE :   Nil

DST-FIST :   Nil

Any Other :   **Best College Award for the Session 2015-16 by Pt. Ravishankar Shukla University on the basis of Performance Index Criteria awarded on 1st May 2017 and valid till 30, April 2018.**

2. IQAC Composition and Activities

2.1 No. of Teachers **6**

2.2 No. of Administrative/Technical staff **1**

2.3 No. of students **2**

2.4 No. of Management representatives **3**

2.5 No. of Alumni **1**

2. 6 No. of any other stakeholder and **1**

    community representatives

2.7 No. of Employers/ Industrialists **0**

2.8 No. of other External Experts **2**

2.9 Total No. of members **16**

2.10 No. of IQAC meetings held **2**

2.11 No. of meetings with various stakeholders : **1**

                                Faculty : **2**

          Non-Teaching Staff Students: **1**

                                Alumni : **1**

2.12 Has IQAC received any funding from UGC during the year? **No**

2.13 Seminars and Conferences (only quality related)

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

      International : **NIL**   National **1**   State **NIL**   Institution Level **8**

    (ii) Themes **Faculty Enhancement**

2.14 Significant Activities and contributions made by IQAC

    1) National Seminar was organized in the college by IQAC on the topic "Accelerating Rural Growth: by Empowering Women Through Innovation and Technology".

2) With the constant motivation by IQAC, a number of teachers have enrolled for the Ph.D. program.
3) There is a significant increase in the number of paper publications by the faculty members, for which IQAC persistently inspires.
4) Cultural committee organized variety of co-curricular and extra-curricular activities for the students in order to develop the overall personality.
5) Seminar on "Self-Defence" was organized under the supervision of Women Cell for the girl students.
6) Faculty enrichment programs/seminars were organized at the college level.
7) Governing council meeting held on a regular basis with members of the committee as a part of Academic Review activity.
8) Charity activities like visit to orphanage, blind schools, distribution of cloths, sweets etc were organised and have also participated in Health care programs like "Walkathon".
9) Picnic and Industrial tour were organized.
10) "Yoga classes" for the students, "Annual Sports Week" are amongst the regular 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
To acquire the "Best College" award on the basis of performance index criteria	Have been awarded as "BEST COLLEGE" by Pt. Ravishankar Shukla University, Raipur
To organize a National level Seminar	A National level Seminar was organised on "Accelerating Rural Growth: by Empowering Women Through Innovation and Technology"
To offer scholarships/fees concession to the needy/deserving candidates	Special scholarship programs are executed by the college management, on the recommendation of IQAC, for sports person, poor, minority and meritorious students. Total 31 students were benefited by this scheme.
To enforce **"Alter Parent"** Scheme for Proper monitoring of students	This helped in solving the grievances of the students at the personal level and strong bonding between students and teachers was established.
Plantation Drive	More than 50 plants are increased in the campus so that the students should get fresh, pollution free atmosphere.

Renovation of the free zone area	Garden area is renovated by construction of pavements, resting zone etc.
To motivate students towards Sports and games	Our Cricket team won the First prize at University level. Kho-kho, volleyball, basketball and Archery teams also came up with flying colours. 76 students have participated in Inter college tournaments.
Social commitments	Charity programs
Health awareness drive	Walkthon, health check up camp
Women Empowerment	Self defence program, Seminar

2.15 Whether the AQAR was placed in statutory body -Yes

       Management **YES** Syndicate NO Any other body NO

Provide the details of the action taken

       The Management (Governing Board) and College Council body have approved the plan of action and gave consent to implement them.

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			2	
UG			4	
PG Diploma			1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total			7	

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	2

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

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

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.
    The College is affiliated to the Pt. Ravishankar Shukla University and bound to follow the University Syllabi designed by the respective Board of Studies of the University

1.5 Any new Department/Centre introduced during the year. If yes, give details.
        MA (English) - Restarted

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.   5

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
1	1	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	1	-
Presented papers		22	-
Resource Persons	-	-	-

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

- The College continues to adopt the innovative teaching and learning processes such as ICT enabled lectures, Group Discussions, Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of YouTube videos, Presentations by students, etc

- Opportunities to teachers to attend orientation and refresher courses in order to improvise teaching quality.

- Department library facility in every department

- ICT enabled teaching methods using Wi-Fi facility

- Interactive learning through industrial visits, group discussions, quizzes, workshops, and academic seminars.

- Remedial teaching and tutorial system.

2.7 Total No. of actual teaching days during this academic year **240**

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

   As the College is affiliated to Pt. Ravishankar Shukla University, Raipur, it follows the rules and regulations of the university for annual examination.

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

2	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 %
BCA	36	5.26	94.73	-	-	52.77
PGDCA	23	-	11.11	88.88	-	78.26
B.Ed.	63	-	42	18	-	95.2
B.Com.	357	-	27.4	43.1	29.5	71.43
M.Com.	52	-	19.6	68.3	12.19	78.85
BBA	97	-	22.9	51.7	28.28	89.6
MA (Eng.)	2	50			50	100

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

The IQAC plays crucial role in the development of teaching and learning processes. In this context,
IQAC has taken the following efforts for students and teachers

For Students:

- Technology enabled teaching & learning. Use of ICT in teaching learning process.
- Industrial Visits, field trips are conducted to enhance learning process, some departments follow project based dissertation work.
- Lesson plans are prepared by the departments and provided study materials to the students
- In a regular interval students seminars are organized in each department.
- Question banks, Glossaries and digital notes of all the subjects are provided to all the students for the ease in studies.

- Institution conducts remedial classes and tests for slow learners based on that it adopts teaching strategies to improve the level of learning.
- Unitwise assignments and tests are conducted.
- After the completion of syllabus, internal exams based on the pattern of university exams are organised which helps the students in self assessments and preparations.

For Faculties:

- In its different meetings, IQAC evaluates the teaching learning process in the institution. It takes the opinion of different heads of the departments in this regard.
- In its different meetings, IQAC evaluates the teaching learning process in the institution. It takes the opinion of different heads of the departments in this regard.
- To arrange departmental meeting at a regular interval to implement the above mentioned teaching plan.
- Inspected on the departments, the classrooms and the library for upgrading existing infrastructural facilities.
- Prepared an academic calendar to convey the examination schedule teaching days, celebration, results, holidays, vacations etc. to the faculty students.
- Carried out evaluation of the faculties from respective students with questionnaires.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	4
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	-	-	1
Technical Staff	-	-	-	2

Criterion – III

3. Research, Consultancy and Extension

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

* The College gives prime importance to the research activities. In order to promote research the Research Committee is in place and the IQAC continuously monitors its activities.
* The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do M.Phil and Ph.D and Refresher courses.
* The IQAC of the college motivates the staff for research publications, articles, reviews and books.
* On duty leave granted to the faculty for attending professional Seminars, Conferences, and Workshops, for course work examination for Ph.D. etc.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs	NIL			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs	NIL			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	23		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	20		

3.5 Details on Impact factor of publications:

Range 4 - 5 Average 4.5 h-index ☐ Nos. in SCOPUS 4

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

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   Nil

ii) Without ISBN No.   Nil

3.8 No. of University Departments receiving funds from

UGC-SAP   Nil   CAS   Nil   DST-FIST   Nil

DPE   Nil   DBT Scheme/funds   Nil

3.9 For colleges   Autonomy   Nil   CPE   Nil   DBT Star Scheme   Nil

INSPIRE   Nil   CE   Nil   Any Other (specify)   Nil

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	**1**	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

3.13 No. of collaborations   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | 1,50,000 |

Total | 1,50,000 |

3.16 No. of patents received this year

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

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
Nil						

3.18 No. of faculty from the Institution | 1 |
who are Ph. D. Guides
and students registered under them | 2 |

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

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

JRF | Nil | SR | Nil | Project Fellows | Nil | Any other | Nil |

3.21 No. of students Participated in NSS events:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

University level	51	State level	
National level	1	International level	1

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level		State level	3
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	
NCC	1	NSS	Any other

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

- The Charity and First Aid Committee organized a program on 28th September 2016 for Physically and Visually Challenged. The team performed dance program at St. Vincent Pallotti College to raise voluntary funds for charitable works namely, to look after the Visually Challenged people, Orphans, Aged and Poor children in Slums.

- Committee also organized a Free Eye and Dental Checkup program on on 5th and 6th October 2016. Doctors have provided their expert advice and awareness tips about eye and dental care.

- The Staff and students of our college have participated in "Walkathon" on the 'World Heart Day' which was organised by MMI Narayana hospital. Around 50 students and 25 staff members participated in this event.

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 ($\geq$ 1-0 lakh) during the current year.	-	68	College fees	
Value of the equipment purchased during the year (Rs. in Lakhs)		125990	College fees	
Others	150	42654	-	-

4.2 Computerization of administration and library

Library of our college is already computerized. The Library uses a Soft-Track library software package which is an integrated multiuser library management system that supports all in house operations of the library. The SoftTrack is consisting of modules on acquisition, cataloguing, circulation, etc. The database of books available in the library is being updated on the day to day basis with details or recently acquired books. 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, rectifies the problem.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10222	1353016	325	39795	10547	1392811
Reference Books	3020	115000	15	5000	3035	118035
e-Books	332	-	-	-	-	-
Journals	26	18642	1	1200	27	19842
e-Journals						
Digital Database	Yes					
CD & Video	3	2000			3	2000
Others (specify)	Reference services, Photocopy facility, Internet surfing facility					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	50	2	Wi-Fi	4	2	2	4	-
Added								
Total	50	2		4	2	2	4	-

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

1) Special Computer classes for B.Ed. Students

2) Training sessions on E-Governance, Filling Admission forms, Enrolment forms using Internet

3) All departments and all HOD's have been provided with computer with internet facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT   227337

ii) Campus Infrastructure and facilities   29575

iii) Equipments   1016518

iv) Others   2425708

Total :   3699138

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college has established various committees which interact with the students to inform them about facilities available in college**.**

  - Information about various activities is displayed on Notice boards and college websites.

  - Announcements are made in class.

  - Through the group SMS services.

  - Through circulars.

- Orientation program for first year students
- Students feedback
- Parent-Teacher meeting
- Parent's Feedback
- Fees Instalments
- Remedial Classes
- Scholarship provision for needy, minority, deserving and meritorious students
- Special facilities for state and national level players.

5.2 Efforts made by the institution for tracking the progression

1) Subjectwise assignments are given to see the conceptual understanding.

2) Stipulated number of weekly tests and Unit tests are conducted for every subject to assess the progress of the student.

3) Model exams are conducted before the semester exams to ensure the preparation.

4) Students are motivated to prepare reports and records to demonstrate their efforts in different areas as community activity, internship, experiments, participation in seminar and workshops, teaching aid preparation and many more.

5) Feedback are taken on the regular basis.

6) Suggestion boxes are placed on each floor to rectify and solve the problems and grievances.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
673	80		

(b) No. of students outside the state

22

(c) No. of international students

-

	Men	No	%		Women	No	%
		354	47.01			399	52.99

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
460	28	135	130	-	753	612	34	158	168	-	972

Demand ratio   100   Dropout % 10

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

Students are motivated to appear in various competitive examinations. Students are updated with various upcoming competitive examinations and also information is given about different scholarship schemes available for higher studies.

Aptitude tests are organised for the students which consists of the different sections like GK, Maths, English and Logical reasoning. This test proved to be helpful for those who prepares for the competitive examinations.

No. of students beneficiaries   10

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others   2

5.6 Details of student counselling and career guidance

College has established training and placement cell for career guidance. Workshops and seminars related to various career options are organized for students at regular interval. 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.

No. of students benefitted 15

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
			15

5.8 Details of gender sensitization programmes

College has established a Women cell which organizes awareness programs , seminars and workshops on self defence and other activities based on gender sensitization. Department of education conducted a presentation of transgenders, which focused on the education and different issues concerned with third gender. Informal discussion sessions have been organized for students to discuss issues related to gender sensitization.

In addition to this, the theme of National Seminar "Accelerating Rural Growth: by Empowering Women Through Innovation and Technology" was also a part of it. Some female participants have come forward with the topics related to gender sensitization.

5.9 Students Activities

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

State/ University level 76   National level 1   International level 1

    No. of students participated in cultural events

State/ University level 15   National level [ ]   International level [ ]

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

Sports : State/ University level 4   National level [ ]   International level [ ]

Cultural: State/ University level 1   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	31	1,39,680
Financial support from government	65	6,37,909
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students [4]

5.13 Major grievances of students (if any) redressed:

- As the students were facing problem in parking their vehicle in underground parking area, a new parking zone was constructed for parking the vehicles of students.
- Drinking water facility in the canteen area is improved with new water cooler.
- Sitting arrangement, backyards and classic garden benches are constructed in the free zone so that student can have their group discussions/recreation activities there.
- Number of dustbins increased
- Students were helped by computer department teachers and computer technicians in filling examination forms and enrolment forms online.

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

- The college adopts the curriculum provided by the Pt. Ravi Shankar Shukla University to which it is affiliated.
- Two of the college faculty members are the members of Board of Studies of Education and computer department.
- These members conduct meetings with the department Assistant Professors whenever there is any meeting in the Board of Studies pertaining to the curriculum.
- Each Head of the Department takes utmost care to motivate faculty members to present the topics with different and innovative methods.
- Several members of the college are invited to SCERT and University for active participation in the framing of curriculum for commerce, education and computer departments.

6.3.2 Teaching and Learning

- Every department in the college comprises of highly qualified and dedicated staff members.
- It is mandatory on the part of each teacher to conduct classes with innovative and different methods.
- Teachers of education department are requested to conduct group discussions with members of other department with regard to various methods of teaching.
- PPT classes, group discussions, projects, role play and presentations by students are few of the methods through which teaching and learning is carried out.
- There exists healthy student teacher relationship in the college.
- Remedial classes occupy an important part of teaching and learning process.
- Weak students and students with several doubts are motivated to attend these remedial classes conducted in each subject.
- Regular feedback is collected from students and even parents to ascertain the proper teaching and learning.
- The college council takes utmost care to look into the proper, healthy and cognitive teaching learning process is maintained within the college.
- Active learning Methodology is adopted in education department.

6.3.3 Examination and Evaluation

- Every year an Examination Committee comprising of senior faculty members is organized for smooth functioning of examinations and evaluation.
- Continuous evaluation of the students was conducted throughout the year/semester.
- Internal evaluation consists of weekly test, monthly test, pre university examinations, projects, assignments, seminars by students etc.
- External evaluation of the students was conducted by the university through annual and final semester examinations.
- External examiners are appointed by the University for conducting various practical examinations.
- Many of our faculty members are appointed as external examiners by Pt. Ravi Shankar Shukla University. They visit several colleges of Chhattisgarh to conduct the practical examinations.
- We are very proud to inform that our college our college is one of the oldest and big examination centre for the university annual examination.
- Annual examinations in three different shifts are being conducted in the college every year.

6.3.4 Research and Development

- The college faculty consists of six doctorate from various subjects.
- Six more teachers are enrolled under Ph.D programme of Pt. Ravi Shankar Shukla University.
- Internal seminars by students is a compulsory component of curriculum.
- Every fortnight teachers presentations are a part of the college acadmic calander.
- Teachers are motivated to participate in national and international seminars.
- Last year an International Conference was organized by our college on the topic of "Accelerating Rural Growth: by Empowering Women Through Innovation and Technology".
- College management provides all sorts of support for research and development activities like sanctioning leaves, interaction with other faculty members etc.
- Few of our teachers attended the Refreshers Course conducted by the university.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College owns very rich and scholarly library.
- College library is equipped with many books, reference books, journals, educational surveys, E-books, encyclopaedias etc.
- College library provides with the complete study material required by the staff and students.

- Library is also equipped with four computer system with internet facility.
- College provides internet facility both for students and teachers through wi-fi.
- Last year few new computers are added to our two computer labs.
- More than 50 big benches and tables are added last year to our existing furniture.
- Renovation of the campus was undertaken last year which included developing of new lawns and new pavements in the college.

6.3.6   Human Resource Management

- Our college possesses complete staff members and in all the departments and even in the administration.
- Before the closing of every academic year the college council meeting is conducted to discuss regarding the requirement of various posts in the college.
- Recruitment of both teaching and non teaching staff is conducted by following the university norms.
- Providing stress-free, fair, non-discriminatory, positive, progressive work environment
- Incentives are declared by the management for staff members in order to motivate their excellent performance.

6.3.7   Faculty and Staff recruitment

- As per University Norms

6.3.8   Industry Interaction / Collaboration

- Industrial visits are conducted by the commerce and management departments.
- Lectures by industry experts are conducted from time to time.
- Active participation of the students in various youth festivals, inter college tournaments conducted by various organizations.
- Seminars and workshops on various topics are conducted by the various social organizations.

6.3.9   Admission of Students

- As the college is well known for its quality, number of students aspiring to take admission is very good.
- Students are selected for admission on the basis of their previous Academic Performance for all the classes except B.Ed.
- B.Ed teacher trainees are selected not only through their graduation/post graduation level performance but also by the Pre B.Ed qualifying examination conducted by SCERT.
- College is abide by the norms of University and NCTE as and where required for the admission into various courses.

- Special scholarships are declared by the college management for meritorious, sports and poor students.

6.4 Welfare schemes for

Teaching

- Concession for Teacher's wards in fees who are studying in the sister concern schools.
- Special leaves for teachers for undertaking research activities.
- Teachers are provided with loan facility by the management if at all required.
- Teachers are provided with special leave if they are sick.

Non Teaching

- Concession for staff's wards in fees who are studying in the sister concern schools
- Staff members are provided with loan facility by the management if at all required.
- Staff members are provided with special leave if they are sick.

Students

- Students are provided with scholarship facility under four different categories as mentioned in the prospectus of the college.
- Few students are exempted from full fees in special cases.
- Few students who are exempted from their normal classes due to any special training or special participation are provided with special remedial classes.

6.5 Total corpus fund generated   28,43,698/-

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	No	---	Yes	H.O.D
Administrative	No	---	Yes	Governing Body

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

	Yes		No	
For UG Programmes				✔
For PG Programmes				✔

6 .9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Examination Form filling is now being done online.
- Students can avail their admit cards online.
- Student can get their results online but hard copy of the mark sheet is o be provided by the University through their respective colleges.
- Online re-evaluation of the results.

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

- Online admission procedure.
- To issue examination admit cards by the college through online.
- To correspond with university and higher education on line.
- To make corrections in admit cards if at all required.

6.11 Activities and support from the Alumni Association

- Alumni students take active part in the admission procedure.
- Alumni students who are already in reputed places help their juniors in various issues.
- Alumni students meetings are organized.
- Alumni students are invited to College Annual Day Celebration.

6.12 Activities and support from the Parent – Teacher Association

- Parents teachers meetings are conducted twice in a year.
- Good number of parents attend these meetings.
- PTM is an interacting session where parents discuss not only the scholastic areas of their wards but also the careers issues, behavioral issues etc. also.
- PTM gives an opportunity both to parents and students to know more about the students.
- Parents provide the college with their feedback.
- The feedback of the parents was analyzed and necessary steps are taken to resolve the problems, if any.

- Parents occupying prestigious official/social positions help the institutions in various areas.

6.13 Development programmes for support staff

- Special lectures by women cell regarding the health and nutrition of their self and their family members.
- Cleanliness measures are taught to them.
- Library facility for those who appear in several examinations.

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

- Plantation is an important event which is taken utmost care every year.
- Every year environment week is celebrated to aware the students about the environment protection.
- Rain water harvesting system is maintained.
- College is situated in eco-friendly lush green campus.
- Garbage is disposed off properly.
- Dried leaves of the garden are converted into manure.
- Constant efforts are made to minimize waste generated in different labs.
- Most of the official work is carried on computers resulting in minimal use of paper.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Remedial classes for weaker and interested students.
- Preparation of action research report of the problems and giving suggestions to curb them and how to implement.
- Creation of a social interaction group with students using whatsapp for proper flow of communication.
- Alter parent ship where 10 students under each teacher are guided , motivated and interacted on regular basis.
- Students are taken for industrial visit for exposure and understanding the work culture.
- Parents teachers meeting for free flow of communication between parent and teachers.
- Feedback of students and parents taken care of and recorded.
- Maintenance of daily diary i.e. the record of classes taken and the activities.
- Five years question papers and sample papers given to students and solved in the classes.
- Teaching through management games.
- Yoga classes

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

- Teachers appointed: number of admissions increased and accordingly the new teachers were appointed
- Some of the old furniture was replaced with new one
- Printer were allotted to each department
- Coolers were also provided to each department
- Proper parking area was built with new pavement made inside the college campus for the ease of vehicle parking for the students.
- E journals and e library facility added in library
- Manual records of offices were converted into digital records for easy access
- Renovation of college campus which was on hold for long period

7.3 Give two Best Practices of the institution

- Alter parent scheme for the weak n notorious students to build a healthy relationship between Teachers and students.

- Teachers presentation on the different topics of different areas

- Charity activities and Health check up camp

- National Seminar was organized

7.4 Contribution to environmental awareness / protection

- Plantation

- Swacch bharat abhiyaan

- Green day celebration

- Wells maintained

- Environment friendly campus

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**

- Seats enhancement in various courses

- Opening up of new courses

- 12(b) and Permanent affiliation

- To promote research activities

- To conduct an orientation programme for teachers

- To improve the quality measures in teaching learning aids

Name _____ (Mrs. Pooja Rathi)
H.O.D.
Dept. Of Computer Science
St. Vincent Pallotti College
Kapa,Raipur

Signature of the Coordinator, IQAC

Name _____ Dr. Kuldeep Dubey
PRINCIPAL
ST. VINCENT PALLOTTI COLLEGE
Kapa-Raipur (C.G.)

Signature of the Chairperson, IQAC

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Annexure I

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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Annexure 1

St. Vincent Pallotti College, Raipur, CG
Academic Calendar
2016-17

S.No	Date/Month	Activity
1)	May-June	Admission Procedure
2)	1st July	Commencement of Classes (BBA III,V)
3)	4th -7th July	ALM workshop (B.Ed Department)
4)	8th July	**GreenDay Celebration**
5)	13th-14th July	Visiting Internship schools (B.Ed Department)
6)	15th July	Commencement of Classes(B.Com, BBA, BCA PGDCA(1st Yr)
7)	16th July	**Motivational talk by Army personnel**
8)	25th July	Commencement of Classes(B.COM II, B.COMIII)
9)	26th July	Marching with AYURVEDA with SMPB
10)	29TH July	Counselling admission begins (B.Ed. Department)
11)	1st August	Commencement of Classes BCA-II, BCA-III
12)	6th August	Commencement of Classes(M.COM I , III) Orientation Program
13)	8th August	1st Semester classes commence (B.Ed. Department)
14)	9th August	Inauguration and ice breaking session (B.Ed. Department)
15)	13th August	PPT Presentation Competition (Computer Dept.)
16)	15th August	**Independence Day**
17)	16th Aug- 25th Aug	**Election Work**
18)	20th August	Teaching aptitude test (B.Ed. Department)
19)	26th August	**Election**
20)	27th August	Visit to community activity centres (B.Ed. Department)
21)	29th August	Techno Update (Computer Department) Weekly test 1 (B.Ed. Department)
22)	3rd September	**Teachers Day**
23)	10th September	Group Discussion (Commerce And Mgt. Dept) Community activity (B.Ed. Department)

24)	16th September	Students Workshop (Computer Department)
25)	17th September	Inter Departmental Quiz Competition Students seminar (1st semester B.Ed. Department)
26)	19th- 23rd September	Unit Test I (B.COM, BBA, BCA, PGDCA, B.ED)
27)	24th September	Parents Teacher Meeting (Computer Department) Best out of waste (B.Ed. Department)
28)	26th September	Techno Update (Computer Department) Weekly test (B.Ed. Department)
29)	1st October	P.T.M (Commerce And Mgt. Dept) Aptitude Test (Computer Department) Extempore competition ((B.Ed. Department))
30)	3rd-5th October	ICT workshop for 1st semester (B.Ed. Department)
31)	7th October	Management Games (Commerce And Mgt. Dept)
32)	8th October	Garba Celebration
33)	15th October	Community activity (B.Ed. Department)
34)	17-20th Oct	Industrial Visit (Commerce And Mgt. Dept) Weekly test (B.Ed. Department)
35)	22nd October	Aptitude Test (Commerce And Mgt. Dept) Techno Update (Computer Department)
36)	26th October	**Diwali Celebration**
37)	5th November	Programming Test (Computer Department)
38)	7th November	Weekly test (B.Ed. Department)
39)	8-12th November	**Excursion**
40)	12th November	Techno Update (Computer Department)
41)	14th November	Role Play (Commerce And Mgt. Dept)
42)	19th November	1 Hour Aptitude Test (Computer Department) Picnic (B.Ed. Department)
43)	21st- 25th November	Unit Test I (B.COM, BBA, BCA., PGDCA)
44)	26th November	Parents Teacher Meeting (Computer Department)
45)	30th nov-1st Dec	Sports (B.Ed. Department)
46)	3rd December	Resume Making Class (Computer Department)
47)	10th December	**Annual Day**

48)	12th -17th December	Model examination (B.Ed. Department)
49)	15th December-	BBA /M.COM Semester University Exam
50)	17th December	**Christmas Celebration**
51)	16th January	Commencement of Classes(BBA II,IV,VI & M.COM II &IV)
52)	18th January	Commencement of Classes(B.Ed. II &IV)
53)	19th January	Orientation (B.Ed. Department)
54)	26th January	**Republic Day**
55)	1st February	Commencement of Classes PGDCA
56)	1st – 14th February	Pre-Univ. Exam for (B.COM, BBA, BCA., PGDCA)
57)	11th February	Students seminar (B.Ed. Department)
58)	18th February	Guest lecture (B.Ed. Department)
59)	25th February	Visit to Science city (B.Ed. Department)
60)	15th Feb-10th Mar	Practical Examinations (Computer Department)
61)	March 2017	University Exam (B.COM , BCA)
61)	24th March	Cookery competition (B.Ed. Department)
62)	16th May	Model exam
63)	June 2017	University exam (B.Ed. department)

Annexure 2

St. Vincent Pallotti College, Raipur, CG
Feedback Analysis
2016-17

Student's Feedback

Teacher's regularity in the classes

Excellent: 22.45
Very Good: 45.12
Good: 24.98
Poor: 7.45

Student's Feedback

Teachers come prepared in the class & are supportive

Excellent: 29.45
Very Good: 45.12
Good: 20.98
Poor: 4.45

Student's Feedback

Regular unit Test And Assesment

Excellent: 30.35
Very Good: 43.72
Good: 20.68
Poor: 5.25

Student's Feedback

Discipline is good in the college

Excellent: 30.35
Very Good: 40.72
Good: 21.58
Poor: 7.35

Student's Feedback — Cleanliness/ Green campus/ Infrastructure

Student's Feedback — Co- Curricular and Extra - Curricular activities

STUDENT'S FEEDBACK

Wi-Fi Facility, Availability of internet

- Excellent: 28
- very good: 41
- good: 26
- poor: 5

STUDENT'S FEEDBACK

I do not face any harassment/raging in college

- Excellent: 49.3
- very good: 33.3
- good: 15.4
- poor: 2

STUDENT'S FEEDBACK

I will recommend this college to my friends and relatives

- Excellent: 41.2
- very good: 32.3
- good: 19.3
- poor: 7.2

STUDENT'S FEEDBACK

Office staff is supportive

- Excellent: 33.4
- very good: 40.3
- good: 19.1
- poor: 7.2

STUDENT'S FEEDBACK