

St. Vincent Pallotti College



“Best College” Declared by Pt. RSU, Raipur

Kapa, Raipur, 492004

Phone-0771-2283334

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Annual Quality Assurance Report (AQAR) of the Institution for the year 2017-18

Submitted to



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

Contents

	Page No.
Part -A	
1. Details of the Institution	3-6
2. IQAC Composition and Activities	6 - 9
Part - B	
3. Criterion – I: Curricular Aspects	10 - 11
4. Criterion - II: Teaching, Learning and Evaluation	12 - 14
5. Criterion - III: Research, Consultancy and Extension	15 - 18
6. Criterion - IV: Infrastructure and Learning Resources	19 - 21
7. Criterion - V: Student Support and Progression	22 - 25
8. Criterion - VI: Governance, Leadership and Management	26- 32
9. Criterion - VII: Innovations and Best Practices	33 - 35
10. Annexure	35 - 55



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

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>



1.6 Accreditation Details

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

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

1.8 AQAR for the year 2017-18

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

- i. AQAR 2015-16 submitted to NAAC on 12/11/2016
- ii. AQAR 2016-17 submitted to NAAC on 22/12/2017

1.10 Institutional Status

University Government

Affiliated College Yes

Constituent College No

Autonomous college of UGC No

Regulatory Agency approved Institution NA
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education
Urban

Financial Status : Grant-in-aid No
UGC 2(f) Yes
UGC 12B in-process
Totally Self-financing Yes

1.11 Type of Faculty/Programme

Arts Yes

Science Yes

Commerce	Yes
Law	No
PEI (Phys Edu)	No
TEI (Edu)	Yes
Engineering	No
Health Science	No
Management	Yes
Others (Specify)	PGDCA

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

Pt. Ravi Shankar 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 :

- 1) Received **“Best College”** Award for the Session 2017-18 (for consecutive second year) by the affiliating University (Pt. Ravishankar Shukla University, Raipur) on the basis of Performance Index Criteria awarded on 1st May 2018 and valid till 30, April 2019.

Annexure 1 and Annexure 2

- 2) Received Permanent Affiliation from Pt. Ravishankar Shankar Shukla University for Commerce and Education.

Annexure 3 and Annexure 4

2. IQAC Composition and Activities

2.1 No. of Teachers	9
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	1
2.9 Total No. of members	16

(Annexure VIII)

2.10 No. of IQAC meetings held	3
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

National **1** - Theme - "Psychological Counselling Techniques for Students and Student-Athletes"

Institution Level **10** - Themes - "Faculty Enhancement"

2.14 Significant Activities and contributions made by IQAC

- 1) College was honoured with the title of **“Best College”** by Pt. Ravishankar Shukla University on the basis of performance index criteria for consecutive second time.
- 2) Received Permanent Affiliation from Pt. Ravishankar Shukla University for the Department of Commerce and Department of Education.
- 3) National Seminar cum Workshop was organized in the college on the topic **“Psychological Counselling Techniques for Students and Student-Athletes”**.
- 4) 3 teachers are been recognized as Ph.D. guides in Pt. Ravishankar Shukla University, Raipur.
- 5) Faculty development program on **“Continual Professional Development”** was organized.
- 6) Periodical meetings with staff members are initiated to formulate the plan of action. The implementation of action plans are reviewed in the subsequent meetings.
- 7) The IQAC played an active role in internalizing a culture of quality within the institution. This culture was maintained and sustained by several initiatives taken by the Cell through the year.

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 sustain the running Trophy of “Best College” award received for 2016-17 for next academic year with extra efforts in maintaining the quality	Once again awarded with “BEST COLLEGE” Trophy by Pt. Ravishankar Shukla University, Raipur for session 2017-18, on the basis of Performance Index.
To organize a National level Seminar	A National level Seminar was organised on “Psychological Counselling Techniques for Students and Student-Athletes”
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, needy, minority and meritorious students. Total 53 students were benefited by this scheme.
To enforce “Mentor-Mentee” 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 Office area and Parking. Increasing classroom furniture	Office area is renovated, student's parking zone is refurbished. Classroom furniture is increased
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, Orientation for Girls

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 it.



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

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*

(On all aspects) Alumni Parents Employers Students

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

Annexure 41 to 50

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 it is mandatory for the affiliated colleges 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.

No. But the process for introducing new course in Yoga and Physical Education is going on. Procedure for seats enhancement in PGDCA is also initiated.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	27	27	-	-	1 (PartTime)

2.2 No. of permanent faculty with Ph.D. 6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	6	1	-	-	-	-	-	-	6	1

2.4 No. of Guest and Visiting faculty and Temporary faculty 2 1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	32	-
Presented papers		27	-
Resource Persons	-	3	-

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

- The faculty members of the college have adopted innovation in teaching learning process that includes ICT enabled lectures, Group Activities (Group discussion, Brain storming, Jigsaw etc) Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of YouTube videos, Presentations by students, etc .
- Updating of knowledge of Staff through orientation and refresher course.
- Every Department maintains Departmental library for their immediate reference.
- ICT based classes are conducted on regular basis.
- Interactive learning through industrial visits, group discussions, quizzes, workshops, and academic seminars.
- Provision of Remedial teaching and tutorial system for providing extra guidance to students.
- Innovative teaching methods like GD, Quiz, Q&A sessions, etc.

2.7 Total No. of actual teaching days during this academic year **235**

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 and semester examination. At college level, continuous evaluation is carried out throughout the semester/year through regular tests, objective tests, presentations, quizzes, pre-university exams etc.

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

1	Nil	Nil
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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	32	12.5%	65.63%	12.5%	-	87.5%
PGDCA	27	2.7%	48.15%	48.15%	-	100%
B.Ed.	162	-	54.32%	40.7 %	-	95.06%
B.Com.	586		15.09%	42.56%	37.83%	75.76%
M.Com.	67	14.15%	48.38%	29.03%	8.06%	93%
BBA	137	-	33%	22%	-	55%
MA (Eng.)	10	-	10	-	-	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. (Annexure VI)
- Carried out evaluation of the faculties from respective students with questionnaires.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others –Faculty Development Program	32

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	2	-	-	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

- IQAC and the Management encourage the faculty members to actively involved in innovative research and present papers in seminars and reputed journals.
- The Institution offers funds and leave on duty for attending Seminars, Workshops, Orientation Courses and Refresher Courses to update their existing knowledge and Procure additional information.
- Students are motivated and encouraged to participate and present research articles in State, National & International Conferences.
- National Seminar cum Workshop was organized in the college.
- Department of Computer Science organized a Techno-Workshop cum Tech-Fair for the students, where they have showcased their science and technology projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	33		
Non-Peer Review Journals			
e-Journals	-		
Conference proceedings	-		

3.5 Details on Impact factor of publications:

Range 3 - 4 Average 3.5 h-index - Nos. in SCOPUS -

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	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. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

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

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 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 who are Ph. D. Guides
and students registered under them

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

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

JRF SR 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 State level
National level International level



3.23 No. of Awards won in NSS:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="8"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

- Regular coaching to the Adopted Khapra Bhatti school children by our students.
- The Charity and First Aid Committee organized a Workshop on Blood donation on 25th September 2017 in the college. Also, as a community activity, students of Pallotti college visited the Akanksha School, a school for mentally handicapped children. There ,they conducted various activities and games for the specially abled children.in addition, on the occasion of World Heart Day, around 100 students and teachers have participated in “Walkathon” . The students from Education,Commerce and Computer Science Department visited Khaprabhatti school for the Community activity.To understand the needs of society and the areas which has to be focused within the society. Visit to the school helped them to inculcate the quality of well being.
- Self Defence classes for one month in the college. Around 100 students benefited.
- The Staff and students of our college have participated in “Walkathon” on the ‘World Heart Day’ which was organised by MMI Narayana hospital. Around 60 students and 25 staff members participated in this event.
- Industrial visit for management students.
- Cleanliness day and Green Day celebration
- Organised Seminar cum workshop on “Psychological Counselling Techniques on Students and student Athletes”
- Special scholarships to deserving students and needy students, scholarship is divided into 4 categories. (Annexure VII)

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.		13	College fees	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	86,881	College fees	2,28,075
Others		Ramp & sp. Toilet for physically disabled	College fees	-

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 operation of the library. The software 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 computer register is maintained and any complaint of computer is entered in that register. System engineer then rectifies the problem, bulk SMS services for students and staff is also available.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10547	1392811	230	48505	10777	1441316
Reference Books	3035	118035	30	3000	3065	121035
e-Books	332	-	225	-	557	-
Journals	27	19842	-	-	27	19842
e-Journals	-	-	-	-	-	-
Digital Database	Yes					
CD & Video	3	2000			3	2000
Others (specify)	Reference Services, Photocopy facility, Internet surfing facility. Current information provided to students through WhatsApp "Knowledge Book "					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	2	Wi-Fi	4	2	2	4	-
Added	-	-	-	-	-	-	-	1 laptop
Total	50	2		4	2	2	4	1

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 HOD's have been provided with computer with internet facility.
4. PPTs on new emerging technologies are prepared by BCA & PGDCA students and are presented in student's seminar conducted once in a month. Special coaching classes are provided for this.
5. A Facebook page for the college created, having more than 1000 friends and it is regularly updated. Showing pictures of all the events.
6. BBA students are given basic information of computer like, how to make PPT, how to use MS Word & MS-Office and few classes regarding internet usage is also provided to them
7. B.Ed. student have also been given training on use of computer and preparation of PPT.
8. Use of OHP and Making Transparency Training was given.

4.6 Amount spent on maintenance in lakhs :

i) ICT	244083/-
ii) Campus Infrastructure and facilities	872696/-
iii) Equipments	121388/-
iv) Others	13670/-
Total :	1258767/-

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. IQAC motivates committee members to create awareness program in following ways

- 1) Students are made aware of various activities and all Information is displayed on Notice boards, college websites, announcements in classes, SMS services, through WhatsApp groups and circulars.
- 2) To acquaint new students with college facilities and services, orientation program is arranged.
- 3) Valuable Suggestions from parents are taken and are implemented for benefit of students.
- 4) Academic and personal guidance are given to students through Mentor-Mentee group.
- 5) Provision of Fees instalments for students with financial problem.
- 6) Remedial classes for additional guidance for students in academic area.
- 7) Scholarship provision for economically backward, minority and meritorious students.
- 8) Scholarship and other facilities for state and national players.

5.2 Efforts made by the institution for tracking the progression

- 1) To assess the conceptual understanding of students, subjective assignments are given.
- 2) Regular weekly tests, Unit tests and class 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) Feedbacks are taken on the regular basis & accordingly actions are taken. **(Annexure V)**
- 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
885	86		

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	446	45.9		525	54.06

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
611	34	158	168	-	971	646	44	194	198	-	1082

Demand ratio

1.13:1

Dropout % : 1%

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

Awareness of various competitive exams and scholarship programs for higher studies are informed through notices.

Guest lectures and seminars are arranged to update students with various job prospects pertaining to their area.

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

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

- 1) Awareness about various jobs and scholarship program for higher studies is created through notices, and messages.
- 2) Personal and career guidance given through Mentor-Mentee group.
- 3) Motivational talks and lectures related to various professions is organized.

No. of students benefitted

53

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
1	10	2	51	

5.8 Details of gender sensitization programmes

A Functional Women cell is set up that conducts activities related to gender issues.

- Group discussion and gender related activities are conducted in class.
- “Self- defence” classes for 30 days was conducted by women cell.

5.9 Students Activities

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

Sports : State/ University level National level International level

Sports : State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural:State/ University level National level International level



5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	53	158500
Financial support from government (C.G SC/ST/OBC Scholarship)	103	
Financial support from other sources (Scholarship for other state)	4	-
Number of students who received International/ National recognitions	-	-
Minority Scholarship from Govt	12	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Renovation of Free – Zone and garden area to make it more eco-friendly.
- More Sitting area built in free zone.
- More outlets for drinking water were made available for students.
- 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 instil 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, The Management Information System is used in the functioning of the college for administrative process including admission process, student registration, fee structure, student records, enrolment and exam forms

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

6.3.1 Curriculum Development

- The curriculum of the University is mandatory to all affiliating colleges. The college adopts the curriculum provided by the Pt. Ravi Shankar Shukla University to which it is affiliated.
- Many Teaching Faculties are members of Board of Studies of affiliating university.
- Suggestions regarding curricular changes are taken from students, parents, alumni etc and forwarded though Board of Studies members.
- 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, who conduct classes with innovative and different methods.
- Lecture along with assignments and seminars are widely used by the faculty in all the departments.
- 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 interaction between students and faculty which goes beyond the classrooms.
- Remedial classes are held for the students requiring additional help.
- 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.
- Well equipped library and ICT facilities to promote quality teaching and learning.
- Faculties are provided with all essential facilities for effective teaching through 1) Guest Lectures 2) Group Discussions 3) Class Seminars 4) Extempore oration 5) Role play method of Teaching 6) Excursion 7) Educational Quiz. 8) Case Study method 9) Aptitude tests 10) Celebration of significant days.



6.3.3 Examination and Evaluation

- Faculty members are involved in university examination as BOS/ paper setter/ reviewer/ valuation every year. Some faculty members are the members of the University Examination Committee.
- Internal evaluation consists of weekly test, monthly test, pre university examinations, projects, assignments, seminars by students etc.
- Briefing and workshop on preparation for University Exam
- The students are assessed on the basis of class test, attendance, project assignments, seminar, industrial visits, visit to educational institutions, field work, group discussions or any other innovative practice / activity
- Mock presentations of viva voce and projects.
- Every year an Examination Committee comprising of senior faculty members is organized for smooth functioning of examinations and evaluation.

6.3.4 Research and Development

- For R&D , college has taken various initiatives like:
 - Conduction of national seminar.
 - Encouraging teachers to attend various orientation, refresher courses, workshops and seminars.
 - Motivate teachers to publish research papers, write chapters in book and to do research work
- Internal seminars by students are a compulsory component of curriculum.
- Every fortnight teacher's presentations are a part of the college academic calendar.
- Last year a National Conference was organized by our college on the topic of "Psychological Counselling Techniques on Students and student Athletes ".
- College management provides all sorts of support for research and development activities like sanctioning leaves, interaction with other faculty members etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A library committee is formed which conducts annual meeting in consultation with departmental heads to update library and ICT facilities the IQAC meets the library committee to discuss and give its suggestion.
- Digital Database subscribed in library.
- Internet facility is made available to all students and faculty.
- The other facilities provided true copier, advanced printer, scanner etc
- College provides internet facility both for students and teachers through wi-fi.
- Last year some new computers are added in different departments.
- 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 plantation, construction of benches for students, developing of new lawns and new pavements in the college.
- College entrance was also renovated.
- Addition in classroom furniture.
- In order to provide better accessibility to Persons with Disabilities, standard ramp is constructed on the ground floor for barrier free entry. A special toilet is also constructed on the ground floor for such students. All the classes for such students are allocated on the ground floor itself.
- A significant number of books are added in the library.

6.3.6 Human Resource Management

- Sharing of academic expertise. For instance, few subjects of commerce department are taught by Education department teachers. Likewise, faculties of commerce department re sometimes engaged in computer department for teaching commerce related subjects.
- Delegation of authority is practiced to get the best possible outcome and to ensure efficiency of work.
- Faculty achievements is acknowledged and awarded.
- Grievance redressal committee is active and the members of this committee are committed towards solving the problems.
- Organization of Faculty Development Program every year.
- Incentives are declared by the management for staff members in order to motivate their excellent performance
- Providing stress-free, fair, non-discriminatory, positive, progressive work environment

6.3.7 Faculty and Staff recruitment

- The Management is the authority to recruit staff as per As per University Norms.
- Ad-Hoc appointments of teaching faculty have been made due to the non availability of suitable/qualified candidates

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 and has also been awarded as “Best College” by university, the 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 and needy 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.
- Staff Association welfare schemes and programs.
- 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

31,50,527/-

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?

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

As the college is affiliated to Pt. Ravishankar Shukla University, Raipur, we do not have autonomy for executing examination reforms. However the following efforts are made by the affiliating University.

- 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 to be provided by the University through their respective colleges.

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

- Alumni meet are conducted every year.
- Guest Lectures are conducted through alumni.
- Alumni students are involved in admission procedure.
- Alumni students who are already in reputed places help their juniors in various issues.
- Alumni are invited to College Annual Day Celebration.



6.12 Activities and support from the Parent – Teacher Association

- Parents' teachers meetings are conducted once in a year. Mentors maintain the details of the meeting.
- An interactive session of Principal and teachers with parents is conducted where parents discuss not only the scholastic areas of their wards but also the careers issues, behavioural issues etc. also.
- PTM gives an opportunity both to parents and students to know more about the students.
- A feedback is also collected from the parents/guardians in the form of a Structured Questionnaire for suggestions regarding development.
- Parents occupying prestigious official/social positions help the institutions in various areas.

6.13 Development programmes for support staff

- Quality Improvement Programme for Staff
- Workshops organized
- Felicitation of achievers on Annual day
- 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.
- Cleanliness drive -Swachha Bharat Abhiyan by NCC cadets.
- Rain water harvesting system is maintained.
- College has an eco-friendly lush green campus.
- Garbage is disposed of properly.
- Sufficient housekeeping staff is deployed throughout the day to keep campus clean and dust free.
- Dried leaves of the garden are converted into manure.
- Constant efforts are made to minimize waste generated in different labs.
- Paperless work culture is practiced by all staff of the college by using organizational communication and by saving and sharing data on the cloud.

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.

- ❖ College received “Best College” award by Pt. Ravi Shankar Shukla University, Raipur for consecutive second year. This has created a very positive impact and stimulation on the functioning of institution, on staff, on students as well as on stake holders.
- ❖ Teachers’ presentation on important issues of the society resulted in quality enhancement of the staff members.
- ❖ Creation of Mentor-Mentee Whats’App groups increased the bonding between the teacher and the students. Mentor-Mentee scheme is an initiative in which weak students or slow learners are specially guided, motivated and interacted by teachers on regular basis.
- ❖ Remedial classes for slow learners resulted in the academic improvement of the students.
- ❖ Preparation of action research report of the problems and actions initiated in the problem areas.
- ❖ Involvement of college students in Khappara Bhatti schools enhanced the relations.
- ❖ Industrial visits helped in enhancing students’ knowledge in the industry.
- ❖ Parents teachers meetings strengthened the relation between parents and staff of the college.
- ❖ College is having a very active Facebook page, having more than 1000 friends and it is regularly updated, showing pictures of all the events.

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

- ❖ In order to provide better accessibility to Persons with Disabilities, standard ramp is constructed on the ground floor for barrier free entry. A special toilet is also constructed on the ground floor for such students. All the classes for such students are allocated on the ground floor itself.
- ❖ As planned in the previous year, the office entrance is well furnished to facilitate the students and parents who come visit the college office for various purposes.
- ❖ New furniture for the classes is being purchased in order to replace the old furniture as it was damaged and producing noise.
- ❖ Few revolving chairs are purchased for the office.
- ❖ Office area is beautified with curtains.
- ❖ New water filters were west up in the corianders according to the requirement.
- ❖ Fire extinguishers were filled with new gas.
- ❖ Renovation in students parking areas.
- ❖ Teachers parking areas is being shifted to another gate as the number of students vehicles is increased.

7.3 Give two Best Practices of the institution

- ❖ Every day prayer in the education department invokes the complete college with the almighty presence.
- ❖ Students visit to our adopted Khapra Bhatti School to teach is our best practice for the cause of social upliftment.
- ❖ Teachers presentations on important topics enhances the social awakening of the staff members.
- ❖ Celebration of birthdays of Director and Principal of the college builds a friendly and family environment in the campus.
- ❖ Organisation of National Seminar once in every year.
- ❖ Mentor-Mentee scheme enhances the bonding between teachers and students.

7.4 Contribution to environmental awareness / protection

- ❖ Vriksha Mitra Diwas is celebrated every year to protect our green plants.
- ❖ Organised Seminar for students and staff by Green Army of Chhattisgarh in this direction.
- ❖ Conducted a meeting with Raipur Municipal Corporation and made arrangements for the proper disposal of the waste.
- ❖ Rain Harvesting system is made more effective.
- ❖ Utmost care is taken to maintain 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)

Strengths:

- ❖ College has been awarded as “**Best College**” by affiliating university for consecutive two years. This award has been proved as a big milestone for the motivation of staff and students.
- ❖ All the staff members published Research articles in International Journals.
- ❖ Organisation of National Seminar every year increased the staff’s inclination towards Research.
- ❖ Three of our staff members recognised as Research Guides by Pt. Ravi Shankar Shukla University, Raipur.
- ❖ Institutions received best college award consecutively for the second year.
- ❖ College has got success in getting permanent Affiliation in Commerce and education.
- ❖ Teachers’ participation in FDP & Workshops.

Weakness:

- ❖ College is striving hard to strengthen its Alumni Association.
- ❖ As number of students in under graduate courses are more, unable to achieve success in placements.

Opportunities

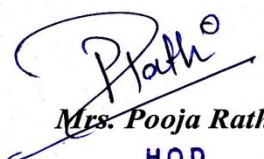
- ❖ Wide scope to collaborate with various organisations.
- ❖ Recognition from UGC for 12b.

Challenges:


- ❖ To strengthen the Alumni Association
- ❖ Improvement in placement and guidance activities
- ❖ Introducing new courses
- ❖ To enhance industry collaborations.

8. Plans of institution for next year

- ❖ To extend the college building as per requirement.
- ❖ To complete the UGC 12 b procedure.
- ❖ Seat enhancement in BBA.
- ❖ To work for 4 years Integrated course of B.A.- B.Ed. & B.Sc - B.Ed
- ❖ To enhance Alumni Association's activities.
- ❖ To enhance Placement Activities.


Mrs. Pooja Rath
H.O.D.
Dept. Of Computer Science
St. Vincent Pallotti College
Kapa, Raipur

Signature of the Coordinator, IQAC


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

Signature of the Chairperson, IQAC



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


Annexure I

Best College Award 2017-18




Annexure II

Best College Award 2018-19



पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छत्तीसगढ़)

Reaccredited by NAAC with Grade"A"




कं. 3831

प्रमाण-पत्र

प्रमाणित किया जाता है कि पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर द्वारा सम्बद्ध अशासकीय महाविद्यालयों के लिए स्थापित गुणवत्ता मापदण्ड के अनुसार निर्मित निष्पादन अनुक्रमणिका में सत्र 2016-17 के लिए सेंट विसेन्ट पैलोटी कॉलेज, काँपा, रायपुर (छ.ग.) ने पूर्णांक 1.0 में से 0.78 अंक अर्जित कर प्रथम स्थान प्राप्त किया है।

पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर सेंट विसेन्ट पैलोटी कॉलेज, काँपा, रायपुर (छ.ग.) को यह प्रमाण पत्र एवं श्री बी. एल. पाण्डे चल वैजयंती (रनिंग ट्राफी) एक वर्ष 01 मई 2018 से 30 अप्रैल 2019 के लिए प्रदान करते हुए उनके उत्तरोत्तर उन्नति की कामना करता है।

स्थान- रायपुर, 1 मई 2018



डॉ. संदीप वनसुत्रे
कुलसचिव

Annexure III

Permanent Affiliation - Department of Commerce



पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

दस्तावेज : 0771-2262802 (अकादमिक), 0771-2262540 (कुलसचिव), फ़ैक्स-0771-2262818, 2262607

क्रमांक : 5585/अका./सम्बद्धता/2018

रायपुर, दिनांक : 09/01/2018

॥ आदेश ॥

विद्या परिषद की स्थायी समिति की बैठक दिनांक 26.12.2017 की अनुशंसा एवं कार्यपरिषद की बैठक दिनांक 27.12.2017 के अनुमोदनानुसार, सेंट विसेंट पैलोटी कॉलेज, कापा, रायपुर को स्थायी सम्बद्धता हेतु विनियम 129 की समस्त शर्तों का पालन किये जाने के कारण B.Com. एवं M. Com पाठ्यक्रमों के लिये सत्र 2017-18 से स्थायी संबद्धता प्रदान किये जाने की अनुशंसा की गई।

स्थायी संबद्धता की निरंतरता हेतु समय-समय पर निरीक्षण मूल्यांकन विश्वविद्यालय द्वारा किया जावेगा।

आदेशानुसार,

W. Chahal
उप कुलसचिव (अका.)

रायपुर, दिनांक : 09/01/2018

क्रमांक : 5586/अका./सम्बद्धता/2018

प्रतिलिपि :-

01. आयुक्त, उच्च शिक्षा संचालनालय, इंद्रावती भवन नया रायपुर (छ.ग.)।
02. संचालक, महाविद्यालय विकास परिषद, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)।
03. संबंधित महाविद्यालय के संचालक/प्राचार्य को।
04. संचालक, शारीरिक शिक्षा/विभागाध्यक्ष, कम्प्यूटर अध्ययन शाला,
05. स.कु.स. परीक्षा/परीक्षा सेमेस्टर/नामांकन/उ.कु.स. गोपनीय/वित्त नियंत्रक/विकास,
06. अध्यक्ष, कम्प्यूटर अध्ययनशाला को इस निवेदन के साथ की इसे विश्वविद्यालय के वेबसाईट में सूचनार्थ Up-Load करें,
07. कुलपति के सचिव/कुलसचिव के निजी सहायक, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर को सूचनार्थ।

W. Chahal
वरिष्ठ अधीक्षक (अका.)

Annexure IV

Permanent Affiliation - Department of Education

पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

फ़ोन नं. 0771-2262802 (अकादमिक), 0771-2262540 (कुलसचिव), फ़ैक्स-0771-2262818, 2262607

क्रमांक 5944 / अका. / सम्बद्धता / 2018

रायपुर, दिनांक : 09 / 03 / 2018

११ आदेश ॥

विद्या परिषद की स्थायी समिति की बैठक दिनांक 23.02.2018 की अनुशंसा एवं कार्यपरिषद की बैठक दिनांक 25.02.2018 के अनुमोदनानुसार, सेंट विसेंट पैलोटी कॉलेज, कापा, रायपुर को स्थायी सम्बद्धता हेतु विनियम 129 की समस्त शर्तों का पालन किये जाने के कारण श्री एच. पाठ्यक्रम के लिये सत्र 2017-18 से स्थायी संबद्धता प्रदान किये जाने की अनुशंसा की गई।

स्थायी संबद्धता की निरंतरता हेतु समय-समय पर निरीक्षण मूल्यांकन विश्वविद्यालय द्वारा किया जावेगा।

आदेशानुसार,

उप कुलसचिव (अका.)

पृ. क्रमांक 5945 / अका. / सम्बद्धता / 2018

रायपुर, दिनांक : 09 / 03 / 2018

प्रतिलिपि :-

01. आयुक्त, उच्च शिक्षा संचालनालय, इंद्रावती भवन नया रायपुर (छ.ग.)।
02. संचालक, महाविद्यालय विकास परिषद, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)।
03. संबंधित महाविद्यालय के संचालक/प्राचार्य को।
04. संचालक, शारीरिक शिक्षा/विभागाध्यक्ष, कम्प्यूटर अध्ययन शाला,
05. स.कु.स. परीक्षा/परीक्षा सेमेस्टर/नामांकन/उ.कु.स. गोपनीय/वित्त नियंत्रक/विकास,
06. अध्यक्ष, कम्प्यूटर अध्ययनशाला को इस निवेदन के साथ की इसे विश्वविद्यालय के वेबसाईट में सूचनार्थ Up-Load करें,
07. कुलपति के सचिव/कुलसचिव के निजी सहायक, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर को सूचनार्थ।

दरिष्ठ अधीक्षक (अका.)

Annexure V

FeedBack Analysis and Action Taken
Department of Commerce and Management
Students' Feedback

ST. VINCENT PALLOTTI COLLEGE

DEPARTMENT OF COMMERCE AND MANAGEMENT

FEEDBACK 2017-2018

STUDENT'S FEEDBACK

Feedback analysis of students and action taken:

1. Students are highly satisfied regarding infrastructure and parking facility in the college.
2. Office staff is fully supportive and inform students about various notices time to time and all information is properly communicated.
3. Students are highly satisfied with the conduction of classes. They feel motivated and have inspiration to learn.
- 4 Students are also interested as their continuous feedback is taken and reports analyzed.
- 5 Students are of the opinion that as per their expectations teachers are up to the level and always ready to offer students help and advice.
- 6 Teachers have got effective control techniques to monitor the class and keep in control the decorum.
- 7 Remedial classes should be conducted on a regular basis.

Action taken: For the same remedial classes for each stream is being conducted on daily basis after the regular lectures.

- 8 Placement activities should be increased & Career related sessions should be held more frequently.
- 9 **Action taken:** Placement cell has been created in the college to enhance the placements and career guidance activity.
- 10 For innovative teaching methods, students expressed that more of PPT classroom should be there and practical exposure should be given linked with theoretical knowledge.

Action taken: Proposal has been sent to the college management for the same soon will have PPT enabled classrooms.


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Kapa - Raipur (C.G.)


20/11/18
H.O.D.
Commerce and Management Dept.
St. Vincent Pallotti College, Raipur

FeedBack Analysis and Action Taken

Department of Commerce and Management

Students' Feedback

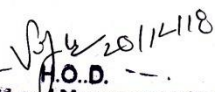
11. Department have their own question bank and book bank facility where the students can have access to any book and get it issued for a certain time period.

Action taken: Departmental question bank exists in the department to help out the students who are needy.

12. Library facilities should be more frequently available and issue of books should be for more days. Students expressed that during exam time also books should be issues and number of books should be more

Action taken: Suggestions given to the librarian regarding the same and she have assured that necessary steps would be taken. Books have been increased in library so that more students can take benefit.


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St. Vincent Pallotti College, Raipur



FeedBack Analysis and Action Taken

Department of Commerce and Management

Parents' Feedback

ST. VINCENT PALLOTTI COLLEGE
DEPARTMENT OF COMMERCE AND MANAGEMENT
FEEDBACK 2017-2018
PARENTS FEEDBACK

Feed back analysis of parents and the action taken:-

The parent teacher meeting was held on 13.09.17 and the analyzed report reflects that classroom teaching and teacher student relationship is very good in our college from parent's point of view. They are highly satisfied with these two parameters. Infrastructure facility need to be somewhat maintained whereas guidance and counseling activities is highly appreciated by parents.

1. It has been interpreted that students are highly satisfied with classroom teaching. Majority of parents gave good opinion about the level of teaching and quality provided.
2. There is a very good teacher student relationship in college. The students share a very good rapport with the teachers and are very open and free to share their problems and issues.
3. It can be interpreted that parents rate infrastructure facility including library, sports and canteen good and are satisfied with it. However they feel that lighting facility in the class should be improved.

Action taken: The problem has been intimated to Mrs. shanti D'Souza who takes care about the classroom maintenance and the same has been resolved within a week

4. Parents find that there are plenty of extracurricular activities in college which hamper the studies. However there are some parents who rate extracurricular activities as a necessity for the overall development of their wards.

Action Taken: keeping in view the same a meeting was held between principal and vice principal and unanimously decision had been taken to reduce the number of activities in the forthcoming session to increase the focus on classroom teaching

5. Guidance and counseling activities are of high importance to parents as they feel that students will be getting good guidance and counseling from their teachers.


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FeedBack Analysis and Action Taken

Department of Education Students' Feedback

St. Vincent Pallotti College, Raipur(c.g)
Department of Education
2017-18
Analysis and Action of Feedback

Feed back on Course:-

- i. Responses indicated that there is requirement of communication development classes especially in English language.
- ii. Some students commented on workload which they thought it to be challenging but at the same time found that all tasks are given together.
- iii. Few trainees wanted personality development classes.
- iv. Trainees also demanded for notes in various subjects.
- v. Students felt need of more practical approach in Pedagogical subjects.
- vi. Trainees wanted more detailed orientation classes of the subjects in syllabus of each semester.

Analysis of Data and steps taken:-

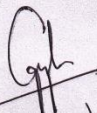
As a result of students feedback , the department reviewed and developed practices to implement in the forthcoming session. Following are the points to be considered.

- i. It was decided to arrange activity based classes based on communication skills during language proficiency subject in B.Ed sem IV.
- ii. It was decided to arrange the task in uniform way so as to make it more meaningful for students.
- iii. Plans for organizing personality development classes have been proposed and soon it will be implemented.

FeedBack Analysis and Action Taken

Department of Education Students' Feedback

- iv. Teachers have decided to facilitate students in preparing notes.
- v. Steps will be taken to implement classes related to teaching skill.
- vi. Special orientation classes will be arranged for students taking admission through second and third counseling.


(Mr. R. Chaitani Syagam)
H.O.D.
Education Department
St. Vincent Pallotti College


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FeedBack Analysis and Action Taken

Department of Education Students' Feedback

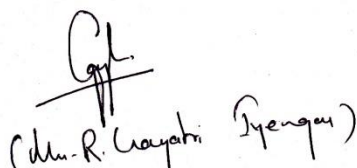
St. Vincent Pallotti College, Raipur (C.G.)
Department of Education
2017-18
Analysis and Action of Feedback

Feedback on Faculty:-

- i. Due to the busy schedule of Principal and vice principal students find difficulty in approaching them.
- ii. Problem in preparation of notes.
- iii. Too fast while lecturing.
- iv. Not being bilingual.
- v. Too many activities were organized.

Action Taken:-

- i. Fixed time slots were arranged for the students.
- ii. Students will be guided in preparing notes for the subjects.
- iii. Teachers were informed personally about the issues of students and they were asked to cater their demands.
- iv. Selective programs were systematically planned for the students.


(Mrs. R. Chayatri Srivastava)

H.O.D.
Education Department
St. Vincent Pallotti College


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Kapa - Raipur (C.G.)

FeedBack Analysis and Action Taken

Department of Education Parents' Feedback

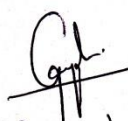
St. Vincent Pallotti College, Raipur (c.g.)
Department of Education
2017-18
Analysis and Action of Feedback

Feedback from Parents:-

- i. Lunch hours should be increased
- ii. Quality of uniform should be improved.
- iii. 2nd and 3rd round counseling students had problem in theory classes.

Action Taken:-

- i. Two breaks were included in the time table.
- ii. For this the supplier was changed.
- iii. Remedial classes were arranged for such student teachers


Col. R. Chayakhi Dyagar
H.O.D.
Education Department
St. Vincent Pallotti College


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ST. VINCENT PALLOTTI COLLEGE
Kapa - Raipur (C.G.)

FeedBack Analysis and Action Taken

Department of Computer Science Students' Feedback

St. Vincent Pallotti College, Kapa, Raipur Department of Computer Science Feedback Analysis on Student's Feedback and Actions Taken 2017-18

The feedback was taken from all the BCA and PGDCA students. This was analyzed by the Department head and following actions were taken:

- 1) Students of BCA and PGDCA have demanded multimedia classes using LCD projectors and PPTs; we have made the arrangements in a separate room. Now the classes of all practical subjects are arranged in this room so that students can grasp the topics in depth and in easy way.
- 2) Since the Computer courses are mostly practical based, students wanted to give them extra lab time to perform more and more practicals. In this regard, extra lab time is provided to all the students so that they can have more time for practicing.
- 3) For the theory subjects, BCA students requested to provide them notes in soft copies. So the teachers of the respective subjects were been told to prepare (if not ready) the notes and to make it available to the students in their pen drives.
- 4) To motivate the students in all round development, department has a practice of conducting extracurricular and co-curricular activities time to time. Here students wanted to honor them with the certificates of achievements. So the certificates were presented to the achievers.
- 5) On demand of the students, Unit wise **Question Bank** of all subjects were prepared and distributed among all the students.
- 6) For the better knowledge and awareness, **GLOSSARY** of all subjects is generate by the respective subject teachers and was given to all the students for the reference.
- 7) Since the students can issue only two books at a time from library, department of Computer science has a Departmental Book Bank facility, on demand of the students. Now they can issue more books and can use them during the exam times also


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Dept. of Computer Science
St. Vincent Pallotti College
Kapa, Raipur


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St. Vincent Pallotti College

FeedBack Analysis and Action Taken

Department of Computer Science

Students' Feedback

St. Vincent Pallotti College
Department of Computer Science
Session 2017-18

Feedback by Students on Course Curriculum

Feedback of the students of BCA and PGDCA on the course curriculum was taken and it was analyzed as follows:-

- BCA students have suggested that the syllabus of Maths subject should be reduced.
- BCA students wanted that number of computer books should be increased in Library.
- Students wanted few Personality development classes and some classes for spoken English.
- BCA students have suggested that passing criteria for them should be 33% instead of 40%.
- BCA students have suggested that more numbers of recent software and technology related subject should be added in place of outdated topics.
- PGDCA students have suggested adding more office automation related subject in detail in place of programming subjects.
- PGDCA students wanted that Project from semester II should be removed and in place a complete subject related to accounting should be induced.

Action Taken:

- Personality development seminar was organized at the department level and many tips were given.
- List of required books was given to the library and suggestion was also put in the Principal's meeting.
- Students were motivated for the App development and a class on "Introduction to new technologies" was organized for them.


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St. Vincent Pallotti College
Kapa Raipur
Dept. of Computer Science


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St. Vincent Pallotti College



FeedBack Analysis and Action Taken

Department of Computer Science Parents' Feedback

St. Vincent Pallotti College, Kapa, Raipur Department of Computer Science Feedback Analysis on Parent's Feedback and Actions Taken 2017-18

In the Parent-Teacher Meeting conducted by the department of Computer Science, the feedback was taken from all the parents of BCA and PGDCA students. This was analyzed by the Head of the Department and following actions were taken:

- 1) Parents were happy about the regular classes and teaching strategies and have given a suggestion to provide practical based learning. So accordingly, numbers of practical classes were increased in the time table.
- 2) Parents have given their suggestions to increase the drinking water facility and hence water filters were increased in the college.
- 3) Parents requested for the overall development of their wards. Therefore, more number of extracurricular and co-curricular activities was added in the academic calendar.
- 4) Since the students can issue only two books at a time from library, department of Computer science has a Departmental Book Bank facility, on demand of the Parents. Now students can issue more books and can use them during the exam times also.
- 5) Parent's have demanded for placement and career guidance. In this direction, placement and guidance cell have been strengthened and have informed to conduct more activities.


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Dept. of Computer Science
St. Vincent Pallotti College
Kapa Raipur
Dept. of Computer Science


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St. Vincent Pallotti College

Annexure VI**Academic Calendar 2017-18**

St. Vincent Pallotti College, Kapa, Raipur
Academic Calendar 2017-18

S. No	Date	B.Ed Department	Date	Commerce & Management	Date	Computer Science
1	3/6/2017	Issue of Minority Forms	May-June-July	Admission Procedure	May-June-July	Admission Procedure
2	4/30/2017	Pre-B.Ed Exam Day	14.07.2017	Commencement of Classes	7/14/2017	Commencement of Classes BCA-I, PGDCA-I
3	5/15/2017	Minority Admission begins	17.07.2017	Orientation Programme	8/1/2017	Commencement of Classes BCA-II, BCA-III
4	6/28/2017	3rd Semester Classes begin	15.08.2017	Independence Day Celebration	8/5/2017	Orientation Program & Friendship Day Celebration
5	6/28/2017	Orientation and Theory classes begin	24.08.2017	Election Work	8/12/2017	Techno Update 1
6	29/06/2017 06/07/2017	Teaching skill Practice	26.08.2017	Student's Union Election	8/15/2017	Independence Day Celebration
7	08/07/2017	Counselling Admission begins	05.09.2017	Teacher's Day Celebration	8/19/2017	One Minute Show
8	08/07/2017	ALM Workshop	09.09.2017	Group Discussion	8/26/2017	PTM
9	13/07/2017		11.09.2017	Unit Test(B.com & BBA)	9/6/2017	Teachers Day Celebration
10	14-17/07/17	Simulated teaching	22.09.2017	PTM	9/9/2017	Techno Update 2
11	18.07.2017 19.07.2017	Visiting Internship Schools	32.09.2017	Dusherra Celebration	12/09/2017 16/9/2017	UNIT TEST I
12	7/15/2017	Motivational talk on teacher's moral duty/Competition	10.10.2017 13.10.2017	Industrial Visit	9/23/2017	PTM
13	20/07/2017 20/11/2017	3rd Semester Internship	14.10.2017	Diwali Celebration	9/23/2017	PPT Presentation
14	8/6/2017	Friendshipday Celebration	06.11.2017	Aptitude Test	27/09/2017	Dussehra Break
15	8/1/2017	1st Semester classes commence	08.11.2017 12.11.2017	Excursion	10/7/2017	1 Hour Aptitude Test - for all classes
16	8/2/2017	Inauguration & Ice Breaking	18.11.2017	Role Play	12/10/2017 14/10/2017	Unit Test 2
17	02/08/17 to 03/08/2017	Orientation and Theory classes begin	20.11.2017 25.11.2017	Unit Test II (B.Com & BBA)	16/10/2017 21/10/2017	Diwali Break
18	8/12/2017	Prayer Group Formation for 1st Sem	06.12.2017	Assignment Submission	10/28/2017	Quiz Competition



19	8/15/2017	Independence Day Celebration	2 nd Week of Secember	Sports Week	11/3/2017	Techno Update 2
20	8/19/2017	Teaching Aptitude Test		Inter Departmental Debate Competition	09/11/2017 11/11/2017	Unit Test 3
21	8/26/2017	Debate	16.12.2017	BBA/M.COM Semeste University Exam	11/18/2017	Personality Development class
22	8/20/2017	Weekly Test - 1 (Paper I)	18.12.2017	Christmas Celebration	11/25/2017	Inter Departmental Activity
23	9/5/2017	Teachers' day celebration	22.12.2017	Commencement of classes (BBA & COM)	12/1/2017	Resume Making Class
24	9/16/2017	Community Activity (village)	15.01.2018	Pallotti Day / Annual Day Celebr	07/12/2017 9/12/2017	PGDCA Model Exam & BCA-Unit Test 4
25	9/23/2017	Students' Seminar (1st Semester)	26.01.2018	Republic Day Celebration	12/16/2017	Techno Update 3
26	9/25/2017	Weekly Test - 2 (Paper II)	30.01.2018	College Picnic	11/01/2018 13/01/2018	Unit Test 5
27	10/3/2017	Best out of waste	05.02.2018 14.01.2018	B.Com Pre-Univ. Exam	1/25/2018	Commencement of PGDCA Sem-II
28	10/7/2017	interdepartmental activity(Extempore Competition)	March	B.Com University Exam	29/01/2018 07/02/2018	Pre University Exam BCA
29	09.10.2017 11.10.2017	ICT Workshop for 1st Semester	-	-	15/02/2018 10/03/2018	Practical Examinations BCA
30	10/14/2017	Skit competition	-	-	20/02/2018 24/02/2018	PGDCA Unit Tests
31	10/16/2017	weekly Test - 4 (Paper I)	-	-	10/03/2018	University Exams BCA
32	11/23/2017	Weekly Test - 5 (Paper II)	-	-	20/3/18 to 24/3/18	PGDCA Unit Tests
33	11/28/2017	Guest Lecture	-	-	25/04/2018 to 27/04/2018	PGDCA Model Exam -II
34	11/30/2017	Weekly Test - 6 (Paper III)	-	-	-	-
35	11/18/2017	Completion of 3rd Semester Internshi	-	-	-	-
36	11/25/2017	PICNIC	-	-	-	-
37	01/12/2017 02/12/2017	Sports	-	-	-	-
38	12/16/2017	Model Examination begins	-	-	-	-



39	12/20/2017	Model Examination Completes	-	-	-	-
40	January,2018	University Examination	-	-	-	-
41	1/20/2018	IIInd & Ivth sem commences	-	-	-	-
42	23/01 2018	orientation	-	-	-	-
43	23 & 24/01/20	Briefing on observation	-	-	-	-
44	25Jan to 25 Feb	Observation in School (II Sem) + Theory Classes	-	-	-	-
45	2/10/2018	Student's seminar (IV Sem)	-	-	-	-
46	2/12/2018	weekly Test - I(Paper I)	-	-	-	-
47	2/17/2018	Guest Lecture	-	-	-	-
48	2/19/2018	weekly Test - II (Paper I)	-	-	-	-
49	2/24/2018	Visit to Science city	-	-	-	-
50	2/26/2018	Weekly Test -III	-	-	-	-
51	3/5/2018	Weekly Test I	-	-	-	-
52	3/24/2018	cooking competition	-	-	-	-
53	4/2/2018	Weekly Test II	-	-	-	-
54	4/9/2018	Weekly Test III	-	-	-	-
55	16/05/2018	Commencement of Model Exam	-	-	-	-
56	Jun-18	University exam	-	-	-	-


Principal
ST. VINCENT PALLOTTI COLLEGE
Kapa - Raipur(C.G.)

Annexure VII

Scholarship Details – Prospectus Page

Scholarships (Merit - cum - Means)

<p>Category 1 : Merit Amount : 3000,00 No. of Candidates : 10 Eligibility : (1) University Merit list holders OR above 70% marks in the exams Conducted by P.U., R.S.S.U. (2) 75% Minimum attendance in previous year</p>	 <p>Deepika Agrawal University Merit Holder Year 2017-2018</p>
<p>Category 2 : (Economically weak class) Amount : 3000,00 No. of Candidate : 10 Eligibility : (1) For candidates whose father is not alive. (2) Who holds no property or business. (3) Candidates to secure at least 55% marks in aggregate in previous Exams. All the relevant documents to be produced. (4) Attendance of 75% minimum.</p>	 <p>T. Shilpa - Receiving Special Scholarship for securing 97 %</p>
<p>Category 3 : (Christians) Amount : 3000,00 No. of Candidates : 10 Eligibility : (1) Christian students with at least 60% marks in aggregate in the previous Exam. (2) Minimum of 75% attendance in the previous year.</p>	
<p>Category 4 : (Co-Curricular activities) Amount : 3000,00 No. of Candidate : 10 Eligibility : (1) The Candidates must have represented at the National / State level in any game / sports event/ RD camp / National level cultural event / National level Social Service activity. (2) Has Obtained a minimum of 60% marks in the aggregate in the previous exam. (3) Has minimum 55% attendance in the previous year.</p>	
<p>Point to note : (1) Application for 1 year at a time. (2) Application only to those who study for the year. (3) In case a student fails to study one complete session, he/she will have to return the amount of scholarship granted.</p>	

- 29 -



Annexure VIII

St. Vincent Pallotti College, Raipur

IQAC Members 2017-18

1	Dr. Kuldeep Dubey	Principal/ Chairman
2	Mrs. Pooja Rathi	Coordinator
3	Fr. Shanti Prakash Panna	Director, Management Representative
4	Dr. G. Padma Gouri	Vice Principal, IQAC Member
5	Mr. Vaibhav Shrivastava	IQAC Member
6	Mrs. Gayatri Iyengar	IQAC Member
7	Ms. Sunita Pawar	IQAC Member
8	Mrs. Yashaswee Lonkar	IQAC Member
9	Dr. Prachi Singh	IQAC Member
10	Dr. Shradhdha Verma	IQAC Member
11	Mr. Tiharulal Dadsena	Administrative Staff
12	Dr. Ghanshyam Iyengar	External Member
13	Bhupesh Dhurandhar	Student Member
14	Yejas Solanki	Student Member
15	Mr. Rajiv Mundra	Alumni Representative
16	Mr. Abhishek Thakur	Stakeholder