

**Vivekanand Arts, Sardar Dalipsingh Commerce & Science College,  
Aurangabad**



## **Annual Quality Assurance Report**

**(2012-13)**

**Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad. 431001. (M.S.)**

**([www.vivekanandcollege.edu.in](http://www.vivekanandcollege.edu.in))**

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Vivekanand Arts, Sardar Dalipsingh Commerce &  
Science College, Aurangabad

1.2 Address Line 1

Samarth Nagar

City/Town

Aurangabad

State

Maharashtra

Pin Code

431001

Institution e-mail address

principal@vivekanandcollege.edu.in

Contact Nos.

02402365802

Name of the Head of the Institution:

Dr. Shirsath S.T.

Tel. No. with STD Code:

02402365900

Mobile:

9422209420

Name of the IQAC Co-ordinator:

Adhyapak M.S.

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	80.70 (out of 100)	2004	16/02/2004-15/02/2009
2	2 <sup>nd</sup> Cycle	A	3.36	2011	16/09/2011-15/09/2016

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2011-12: submitted to NAAC on 07-11-2012

#### 1.10 Institutional Status

University                      State  Central  Deemed  Private

Affiliated College              Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes

any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Feedback on teaching was collected from students.
2. Interdepartmental Group Discussion for the faculty were arranged.
3. Grievances of students were taken and communicated to the concerned authority.

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 form various annual committees	The annual committees were formed.
To prepare Plan of Actions for Teacher and HOD	Plan of Actions for Teacher and HOD were prepared.
To prepare Academic Calendar	The Academic Calendar was prepared.
To arrange Unit Tests and Tutorials	Unit Tests and Tutorials were arranged.
To promote research activities	Student GD and Student seminars were arranged.
To arrange student GD, Student seminar	
To conduct feedback on teaching from student	Feedback on teaching from students was collected.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  any other body

Provide the details of the action taken

The AQAR was discussed with the honourable members; guidelines about planning of the leftover work were sought from the authority.

## 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	04	-	-	-
PG	16	-	16	-
UG	05	-	02	-
PG Diploma	02	-	02	-
Advanced Diploma	01	-	-	01
Diploma	01	-	-	01
Certificate	03	-	-	03
Others	-	-	-	-
<b>Total</b>	<b>32</b>	<b>-</b>	<b>20</b>	<b>05</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	All UG and PG
Trimester	Nil
Annual	Nil

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.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	50	39	11	--	55

2.2 No. of permanent faculty with Ph.D.

25

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
--	17	--	--	--	--	55	--	55	17

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

55

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	57	16
Presented papers	15	46	05
Resource Persons	-	03	-

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

Student Seminar, Student Group Discussion, Study Tours, Use of PPT

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

187

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

Examination and Evaluation reforms comes under University Jurisdiction

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

03

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2.10 Average percentage of attendance of students

76



2.11 Course/Programme wise distribution of pass percentage:

Sr. No.	Title of the Programme	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
1	B.A.	205	08	98	39	03	72.19
2	B.Sc.	260	17	45	38	45	55.76
3	B.com	182	-	136	38	-	95.60
4	M.A. English	59	-	26	07	19	80
5	M.A. Marathi	74	12	56	02	-	94.59
6	M.A. Hindi	63	-	19	34	-	84.12
7	M.A. Psychology	30	02	16	07	02	90
8	M.A. Economics	93	01	36	39	-	80
9	M.A. History	42	02	30	09	-	97.61
10	M.A. Pub. Admin.	23	02	18	03	-	100
11	M.A. Pol. Science	45	-	30	11	-	66.67
12	M.A. Sociology	82	06	40	29	01	62.33
13	M.Com	58	-	38	-	-	65.1
14	M.Sc. Chemistry	12	-	-	02	-	16.66
15	M.Sc. Mathematics	20	-	04	05	02	55
16	M.Sc. Biotechnology	09	-	-	04	-	44.44
17	M.Sc. Comp. Science	32	12	08	04	06	93

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

IQAC asks the faculty members to prepare annual teaching plan, obtains feedback reports on teaching from students and directs the teachers to take corrective actions, if any.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	05
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Infosys, Disaster mgmt, ICRA Netherlands)	03

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily
Administrative Staff	99	-	--	-
Technical Staff	04	04	--	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC has formed Research Promotion Committee, through which, list of research funding agencies were communicated to the faculty; also, it guides for submission of proposals for research projects.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	01	--
Outlay in Rs.	--	60000	85000	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	05	--
Non-Peer Review Journals	02	02	03
e-Journals	--	--	--
Conference proceedings	07	15	01

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

Range 0.10 – 0.658 Average 0.31 h-index 07 Nos. in SCOPUS 03

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects-	02	UGC	145000	112500
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	02	--	145000	112500

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

ii) Without ISBN No. 01

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 (General Dev. grant)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year:

From funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01	--	Best research paper presentation- (Dr. D.L. Lingampalle)	--	--	--	--

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

07

23

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

02

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum	03	College forum	--
NCC	02	NSS	04
		Any other	--

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

A lecture was organized (Dr. Narendra Dhabholkar) on 'Scientific Attitude' at Vivekanand College & S.B. Science College, Aurangabad.

Organized Anti Crackers Campaign to save environment at the Schools in Aurangabad.

## 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 acres
Class rooms	35	--	--	35
Laboratories	21	--	--	21
Seminar Halls	01	--	--	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--		--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--		--
Others	--	--		--

#### 4.2 Computerization of administration and library

The office administration is computerized with the software- CMS-8. The Central Library is automated. Issue- return of the books, bar coding is completed. The library administration runs on the software SOUL 2.0.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15255	3041962	144	31299	15399	3073261
Reference Books	8450	1440956	134	8584	9345	1541866
e-Books (N-LIST)	75000		22000		97000	
Journals	35	27800			35	27800
e-Journals(N-LIST)	6000	--				
Digital Database	02					
CD & Video	748(CD),12(VCD)				748, 12	
Others (specify)	85(Biographies)		35		120	

#### 4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept	Others
Existing	124	06	02	01 KRC	--	--	--	--
Added								
Total	124	06	02	01	--	--	--	--

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

Computer and internet access has been provided to all departments. For students, a separate computer and internet access is made available in the Central Library.

#### 4.6 Amount spent on maintenance:

i) ICT	151140
ii) Campus Infrastructure and facilities	23500
iii) Equipments	--
iv) Others	762884
<b>Total:</b>	<b>937524</b>

### Criterion – V

#### 5. Student Support and Progression

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

Various add-on courses are made available for students.  
 Language laboratory is functional in the department of English.  
 Psychological Counselling cell helps in solving the issues of needy students.

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

Teachers are directed to track and record the students admitted to higher studies, i.e., PG and PhD.  
 The Placement cell guides and helps the students for their further progression.

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2746	1680	23	00

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

02
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## (c) No. of international students

12
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Men	No	%	Women	No	%
	2605	58.856		1821	41.143

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1808	650	55	1191	00	3704	2181	786	136	1323	00	4426

Demand ratio: The College has adopted direct admissions policy to majority of the courses.

Dropout %: 11.85

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

No. of students beneficiaries 

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## 5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>02</td></tr></table>	02	SET/SLET	<table border="1"><tr><td>01</td></tr></table>	01	GATE	<table border="1"><tr><td>--</td></tr></table>	--	CAT	<table border="1"><tr><td>--</td></tr></table>	--
02											
01											
--											
--											
IAS/IPS etc	<table border="1"><tr><td>--</td></tr></table>	--	State PSC	<table border="1"><tr><td>--</td></tr></table>	--	UPSC	<table border="1"><tr><td>--</td></tr></table>	--	Others	<table border="1"><tr><td>--</td></tr></table>	--
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--											
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## 5.6 Details of student counselling and career guidance

Counselling services to students were imparted for selection of course and optional subjects, psychological counselling and career guidance through placement cell.
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No. of students benefitted 

08
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## 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
			NA

## 5.8 Details of gender sensitization programmes

Following the Nirbhaya Case, a students' rally was organized and a representation was given to the Commissioner of Police. The women Atrocity prevention cell took a meeting of girl-students to create awareness about their issues.
--

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

Scholarships and Financial Support	No. of students	Amount
Financial support from institution	30	44455
Financial support from government	2428	4483398
Financial support from other sources	--	--
No. of students who received National/int. 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

5.13 Major grievances of students (if any) redressed: 02



## Criterion – VI

### 6. Governance, Leadership and Management

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

##### **Vision**

Education from roots to fruits

##### **Mission**

1. To transform students to noble human being
2. To motivate student for self reliance
3. To impart advanced learning programmes to make student excel in the modern world

##### **Objectives**

1. To provide quality education for student with minimum cost
2. To promote education for the upliftment of unprivileged rural youth
3. To develop youth into ideal citizen of our nation
4. To enrich the student with range o f personal and cognitive skills
5. Value inculcation and citizenship development
6. Tapping and channelizing potentialities

#### 6.2 Does the Institution has a management Information System

The College administration runs on the software CMS (College Management System).

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

##### 6.3.1 Curriculum Development

Curriculum development mainly comes under the university jurisdiction, but to add in it, College seeks feedback on curriculum from students and teachers for helping effective development in curriculum .Also, few faculty members are working on board of Studies of affiliating University. Curriculum enrichment activities in the form of additional lectures other than the curriculum but relevant to it, have been practiced.

##### 6.3.2 Teaching and Learning

Activities like Student group discussion, seminars, study tours, use of ICT in teaching have been incorporated in college planning.

### 6.3.3 Examination and Evaluation

Examination and evaluation comes under affiliating university jurisdiction; in addition to this, college has introduced unit tests in all subjects.

### 6.3.4 Research and Development

Central Research facility, network resource centre and SPSS software are made available to the faculty.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is made computerized, adequate ICT infrastructure is provided, like portable DLPs, language laboratory, commerce computer laboratory, etc.

### 6.3.6 Human Resource Management

Adequate human resource has been managed during specific periods and specific fields, such as admission process in the month of June-July and also university examinations at the end of each semester.

### 6.3.7 Faculty and Staff recruitment

The required faculty for both, undergraduate and postgraduate courses was recruited as per the guidelines of state government.

### 6.3.8 Industry Interaction / Collaboration

The college has framed External linkages committee through which, and in association with relevant faculty, linkages with industries have been established.

### 6.3.9 Admission of Students

Admission and counselling committee has been constituted faculty wise in the beginning of the year which counsels students about suitable course and subjects. Also the admissions are given as per the university and state government guidelines.

### 6.4 Welfare schemes for

Teaching	Credit cooperative society is facilitated for teaching staff for their financial needs
Non teaching	Above facility is also made available for non-teaching staff.
Students	Various scholarships and fellowships, Student Aid Fund

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Integrated quality certification Pvt. Ltd.	Yes	College ISO committee
Administrative	Yes	Integrated quality certification Pvt. Ltd.	Yes	College ISO committee

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

## 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.

The College gives Best Teacher Award, Best Student Award and Best Administrative Employee Award to encourage the efficient staff.  
This year, Cultural Training Camp was organized for potential students.  
Central Library gives Excellent Reader Award and Book-friend award to the best library user students.

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

Action Taken Report (ATR) based on the plan of action:  
In the beginning of the academic year, month wise Plan of Action for faculty and HOD was prepared.  
Annual committees were formed for smooth conduction of various co-curricular and extracurricular activities.  
Unit tests, Tutorials, Student Group Discussion and Student seminars were arranged.  
Feedback on teaching from students on various aspects was collected.

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

1. Pre-knowledge test for first year UG students
2. Interdepartmental group discussion for faculty

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

7.4 Contribution to environmental awareness / protection

1. Tree plantation was done in College campus.
2. Limitations on consumption of hazardous chemicals like benzene, phenol; etc was practiced in chemistry laboratory.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add.

1. The College has been awarded by the state government (Jagar Janiwancha) for State government mission- second position (district level).
2. The College has taken membership of N-LIST and DELNET Consortium.
3. Book-Bank facility is available for students in the Central Library.
4. Student projects, guest lectures, study tours had been arranged during the current academic year.
5. Feedback from parents was obtained.
6. The College has adopted ISO system for quality management.

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

- To form various annual committees
- To prepare Plan of Actions for Teacher and HOD
- To prepare Academic Calendar
- To arrange Unit Tests and Tutorials
- To promote research activities
- To arrange student G.D., Student seminar
- To conduct feedback on teaching from student

Name: Dr. Adhyapak M.S.

Name: Dr. Shirsath S.T.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

## **Annexure I**

### **Academic Calendar (2012-13)**

<b>Date</b>	<b>Activity</b>
21/06/2012	First Term Opening Day
24/06/2012	Preparation of Annual Teaching Plan
25/06/2012	Commencement of Teaching & Learning
July/2012	Pre-knowledge Test (Content Test) (HOD)
Aug/2012	G.D. for students
Sep/2012	Student seminars
Sep/2012	Unit Test and Tutorial
Sep/2012	Feedback on teaching by students (IQAC)
Oct/2012	Interdepartmental G.D. for faculty (HOD)
31/10/2012	Last Working Day of First Term
23/11/2012	Second Term Opening Day
24/11/2012	Commencement of Teaching & Learning
Jan/2013	Unit Test and Tutorial
March/2013	Interdepartmental G.D. for faculty (HOD)
11/03/2013-17/04/2013	University Exam
23/04/2013	Last Working Day of Second Term
24/04/2013-14/06/2013	Summer Vacation
15/06/2013	Opening Day of academic year 2013-14

## **Annexure II**

### **Feedback from parents (2012-13)**

(Summary)

1. Introduce extra courses
2. Arrange field visits
3. Introduce competitive examination guidance centre
4. Introduce computer courses
5. Start MPSC coaching classes
6. Include variety of literature books in library
7. Introduce unit tests
8. Other than regular course, start other activities like cultural, sports

### **Annexure III**

#### **Best Practice 1**

##### **Title of the Practice**

Pre-knowledge test for newly admitted students

##### **Objectives of the Practice**

To evaluate knowledge of the students at course entry level

##### **The Context**

The students admitted to UG course, i.e., first year of the course, may or may not have required basic knowledge of a particular subject. Also, the class could have a mixed type of students, i.e., some could be advanced learners, some could be slow learners and some, average learners. This information is necessary for the concerned teachers, so that, they can then teach accordingly. To get such information, pre-knowledge test was arranged in the College.

##### **The Practice**

Subject wise question papers (having objective multiple choice questions) were prepared, based upon basic knowledge of that particular subject. The question papers were distributed among the students of first year class of B.A., B.Com. and B.Sc. The students were allowed to write the answers in specific time period. Later, after evaluation, analysis of the results was done.

##### **Evidence of Success**

From the analysis of the results, we got information about range of student's subject knowledge levels, which found helpful for the department and the teachers during teaching practices.

##### **Problems encountered and resources required**

This assessment system may not be applicable to the students who come from other disciplines. No significant resources are required to run this practice.

### **Annexure IV**

#### **Best Practice 2**

##### **Title of the Practice**

Interdepartmental group discussion for faculty

##### **Objectives of the Practice**

To exchange knowledge among the faculty

To encourage interdisciplinary research

##### **The Context**

Generally, teachers make advancement in their knowledge related to their subject only. They take little efforts to gain the same of other subjects. This creates gap between two subjects having some relevance.

##### **The Practice**

To overcome above lacuna, the activity, interdepartmental group discussion for faculty was arranged. For this, the teachers were asked to make pairs of departments having some relevance in their subjects; like, Botany and Biotechnology, Public administration and Political science, etc. Teachers were asked to discuss and exchange their knowledge within group of subject pairs.

##### **Evidence of Success**

Practically, it is difficult to measure the exact degree of success in a short period, but this activity would help not only to upgrade their knowledge of other subjects having some relevance but also would helpful to bring interdisciplinary approach in their research.

##### **Problems encountered and resources required**

Some subjects have no direct relevance with other subjects. Resources for updating of subject knowledge are the requirements to conduct this activity.