

ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

Session: 2015-16



**SHRI AGRASEN GIRLS COLLEGE, KORBA
CHHATTISGARH, INDIA**

(Affiliated to the Bilaspur University, Bilaspur, Chhattisgarh)

(Accredited by NAAC with 'C' Grade with a CGPA of 1.61 on a Four Point Scale)

Submitted to:

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

**An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore- 560072, INDIA**

CONTENTS

<u>TOPIC</u>	<u>PAGE NO.</u>
PART – A	
1. Details of the Institution	01-04
2. IQAC Composition and Activities	05 – 07
PART – B	
3. Criterion I : Curricular Aspects	08
4. Criterion II : Teaching – Learning and Evaluation	09 – 11
5. Criterion III : Research, Consultancy and Extension	12 – 15
6. Criterion IV : Infrastructure and Learning Resources	16 – 17
7. Criterion V : Student Support and Progression	18 – 21
8. Criterion VI : Governance, Leadership and Management	22 – 26
9. Criterion VII : Innovation and Best Practices	27 – 29
10. Annexure	30 – 39

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

BA

AQAR for the year

2015-16

I. Details of the Institution

1.1 Name of the Institution

SHRI AGRASEN GIRL'S COLLEGE

1.2 Address Line

DARRI ROAD, KORBA

City/ Town

KORBA

State

CHHATTISGARH

Pin Code

495678

Institution e-mail address

agrasencollege1999@gmail.com

Contact Nos.

07759-230885

Name of the Head of the Institution:

DR. YAGYESH KUMAR SINGH

Tel. No. with STD Code:

07759-230885

Mobile No:

9893384573

Name of the IQAC Co-ordinator:

Mr. SHIV KUMAR DWIVEDI

Mobile:

09755305352

IQAC e-mail address:

agrasencollege1999@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

CHCOGN17647

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC)/04/A&A/85 dated 10-12-2014

1.5 Website Address:

www.agrasencollege.in

Web-link of the AQAR:

www.agrasencollege.in/AQAR/AQAR2015-16.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity
1	1 st Cycle	C	1.9	December 10, 2014	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY:

20/06/2013

1.8 AQAR for the Year:

2015-16

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

AQAR 2015-2016 submitted to NAAC on 05-05-2017

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC

Yes No

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

Yes No

Type of Institution Co-education - Men - Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

MSW, PGDCA, BCA, PG Programmes

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

BILASPUR UNIVERSITY,
BILASPUR, CHHATTISGARH

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

Autonomy by State/Central Govt. / University

STATE GOVT. AND 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	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="03"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff <input type="text"/>	Students <input type="text"/> Alumni <input type="text" value="01"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text"/>	International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input checked="" type="checkbox"/>
(ii) Themes	<input type="text" value="----"/>

2.14 Significant Activities and contributions made by IQAC

The IQAC plays a vigorous role in internalizing a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell through the year. During the academic year 2015-16, the members of the IQAC were actively involved in the compilation of the Self Study Report for the first cycle of NAAC reaccreditation.

Orientation sessions were conducted for the faculty and periodical meetings/discussions with department faculty representatives were conducted to collate the data pertaining to various activities of the departments. The writing process was carried out by the different committees, led by a member of the IQAC. All the major committees of the College are represented in the IQAC. The Students council periodically to plan activities which will enhance the quality of student life on campus. The IQAC has been coordinating the visits of teams of faculty members from several surrounding institutions for enhancement of the institution.

The IQAC has been involved in preparing many reports highlighting the activities of the college. Capacity building programmes are regularly organized for both teaching and non-teaching staff. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks. In this way IQAC has play a vital role for all round development of the student as well as faculty members.

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
Technology up gradation & Computerization.	Computerization of administration & library is in progress.
Increase in amenities and facility	The process of renovation of the Library has been initiated, laboratory facility and computer facility of many departments improvised.
Action taken to encourage the students to take active part in NSS.	Students encouraged taking up NSS. Cadres took part in many events. Community benefit programme taken up.

Support to minority community, physically challenged, weaker students.	Fellowships and special support provided.
To take feedback from the students.	Feedback was taken from the students and actions were taken based on it.
Website up gradation proposed	Process Completed

* 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

AQAR placed in the IQAC; after active discussions, incorporated valid suggestions. IQAC have approved the final report and gave sanction to forward the AQAR to NAAC.

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	04	-	-	-
UG	04	-	-	-
PG Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	01
Others	-	-	-	-
Total	09	00	00	01

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	08

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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty (by UGC norms)	Total	Asst. Professors	Associate Professors	Professors	Others
	10	10	-	-	-

2.1 Total No. of permanent faculty (by Management)	Total	Asst. Professors	Associate Professors	Professors	Others
	14	14	-	-	18

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (UGC norms)	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	03	17	-	-	-	-	-	-	-	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	16	1	25
Presented papers	26	-	-
Resource Persons	-	-	-

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

- Admission is strictly on merit basis. Rules & regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website, and in the notice board of the college.
- ICT is introduced by the college in teaching and learning.
- All departments hold monthly test (unit test), Result published within a week on notice board as well as inform to all parents or guardians. The Evaluative papers are shown to students as per demands, and discuss the shortcoming of their answers scripts.

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

226

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

Online Multiple Choice Questions (for SMU)

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

- - -

2.10 Average percentage of attendance of students

83

2.11 Course/Programme wise distribution of pass percentage:

TITLE OF PROGRAMMES	TOTAL NO. OF STUDENTS APPEARED	DIVISION				
		Qualified	I %	II %	III %	Pass %
B.Sc.-PHYSICS	116	116	47.41	34.48	1.72	83.62
B.Sc.-CHEMISTRY	186	178	50.00	44.60	0.50	95.65
B.Sc.-BOTANY	140	140	44.30	31.40	15.00	90.70
B.Sc.-COMPUTER SCI.	74	74	21.43	58.95	19.60	99.96
B.Sc.-MICROBIOLOGY	40	40	62.50	30.00	00	92.50
B.Sc.-ZOOLOGY	97	97	34.02	59.70	4.01	95.80
B.Sc.-MATHS	159	125	8.81	16.98	52.00	83.00
B.Sc.-HOME SCIENCE	21	21	52.40	42.85	00	95.24
B.A.-HOME SCIENCE	23	23	21.74	60.91	17.41	100
B.C.A.	72	72	32.67	25.90	36.37	94.94
B.A.-ECONOMICS	36	36	8.33	47.22	44.44	97.22
B.A.-POLITICAL SCIENCE	82	82	14.63	46.34	36.58	97.56
B.A.-GEOGRAPHY	52	51	65.38	28.84	3.84	98.07
B.A.-SOCIOLOGY	84	84	8.4	73.80	17.80	100
B.A.-HISTORY	17	17	5.8	41	35	82.30
B.A.-HINDI LITERATURE	51	51	35.20	45.20	19.60	100

B.A.-ENGLISH LITR.	03	04	00	100	00	100
M.A.-HINDI	06	06	90.00	50.00	06	100
COMMERCE	281	270	23.70	42.22	40.57	88.51
PGDCA	43	43	2.32	37.20	41.86	81.39
M.S.W.	25	24	24.00	64.00	00	96.00

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

The IQAC in its meeting with faculty members advises them to organize Annual Plan. Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings. The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development:

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

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	08	-	-	-
Technical Staff	06	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- ❖ Permission granted to teachers to present papers in international, national and state level seminars and conferences.
- ❖ The college authorities provide all necessary infrastructural support including space for carrying out research work.
- ❖ The students at their final year of graduation are also required to submit a paper on Environment, where teachers of different departments supervise the work of the students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	01	NA	NA
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	04	NA	NA
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	04	--
Conference proceedings	--	20	22

3.5 Details on Impact factor of publications:

Range Average 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	-	-	-	-
Minor Projects	-	-	-	-
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	-	-	-	-

3.7 No. of books published i) With ISBN/ISSN No. Chapters in Edited Books

ii) Without ISBN/ISSN 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	-	-	-	-	-
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 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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

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

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 -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

54

University level -

State level -

National level -

International level -

3.22 No. of students participated in NCC events: Not Applicable

University level -

State level -

National level -

International level -

3.23 No. of Awards won in NSS: Nil

University level -

State level -

National level -

International level -

3.24 No. of Awards won in NCC: **Not Applicable**

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="03"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="01"/>	Any other	<input type="text" value="-"/>

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

- Special Literacy and Education Extension Programme: Initiated by teachers of the department of Geography, other teachers also take part in educating school drop-out students of the neighbouring area of the college.
- Plantation (Awareness for greenery).
- Blood Donation (By Girls) awareness programmes.

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	1.30 acres	-	Self Finance	1.30acres
Class rooms	24	-	Self Finance	24
Laboratories	11	-	Self Finance	11
Seminar Halls	02	-	Self Finance	02
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

- 1) Computerization of administration is done. All financial data is maintained digitally. In this connection we use pertinent software.
- 2) Automation of the Library is in the process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1482	2,66,939/-	23	8,678/-	1505	2,75617/-
Reference Books	1339	2,07,368/-	185	66610/-	1524	2,73,978/-
e-Books	80409	-	-	-	80409	-
Journals	15	1008	-	-	15	1008
e-Journals + Digital Database	3838	-	-	-	3838	-
CD & Video	50	5000/-	60	6000/-	110	11000
Magazines	579	15,160/-	165	7425/-	744	22585/-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	02	Broad band	02	0	01	05	-
Added	0	0	Wi-fi	50mtr.	0	01	01	-
Total	52	02	Extended	02	0	1	06	-

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

- Basic computer training programmes are organized for all departments of students.
- Established browsing centre for faculties.
- The college has its own software for admission and maintenance of database.
- The college has its own website.

4.6 Amount spent on maintenance:

i) ICT	30,064.00
ii) Campus Infrastructure and facilities	42, 0378.00
iii) Equipments	3,953.00
iv) Others	159,708.00
Total:	614,103.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial classes are arranged for needy students.
- The grievance redressal cell is prompt in finding solutions.
- Employment news is given to keep the students abreast of latest developments in job market.

5.2 Efforts made by the institution for tracking the progression

- a) Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring. Besides the course teachers, each class has a class teacher and each student has a mentor, whom the students can approach for academic and personal counselling. These are out-of-classroom personal meetings in which the mentor gets to know the student personally and keeps track of her academic performance, attendance record, course registration, fulfillment of course requirements and so on, giving guidance where necessary on matters pertaining to academics. Mentors offer academic counselling to students, help them choose elective courses, recommend them for remedial coaching, if necessary, and also meet parents of their mentees to update them on their progress.
- b) Continuous evaluation through class test, mid-term exam and test exam.
- c) Organised tutorials, workshop, quiz and group discussion.
- d) Regular seminar given by Teachers and Students.
- e) Parent-Teacher interaction- Necessary steps are taken based on parent feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
677	69	-	40

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No.	%
NIL	-

Women

No.	%
786	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged /Minority	Total
277	60	59	344	----	740	277	73	68	356	12	786

Demand ratio:

Following a Centralised Admission Process (CAP) as per University guidelines.

Dropout %:

1.5

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

The College does not have any formal coaching centre, but it provides adequate support to prepare students for competitive examinations. The faculty provides inputs through class room lectures. The library provides support by stocking books relevant for such studies.

No. of students beneficiaries

All those who required help.

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

- The **Student Counselling Centre** extends counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments that seek to enable students to function effectively and improve their wellness quotient.
- A separate training and placement cell is established for career guidance. The Career Guidance Cell (CGC) provides comprehensive services in the area of training, options regarding higher studies, internships and full-time placements for both undergraduate students and post-graduate students. This Cell is an initiative of a group of Alumnae of the college.

No. of students benefitted

-

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
--	--	--	65

5.8 Details of gender sensitization programmes

Women's cell and NSS play a major role in bringing innovative changes in the college and society. Girls are trained to take a lead role. Official awareness classes are provided particularly to the students.

5.9 Students Activities

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

State/ University level 20 National level 06 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

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	216	1532452.00/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowerment of women through creation of knowledge, skill and competence, so as realize their full potential power in National Development.

Mission: Development of capability among students at all levels, knowledge of core subjects, sports, extension service etc., so as to complete successfully at local, regional, national and International arenas.

6.2 Does the Institution has a management Information System

The College ensures a system of participative management whereby information flow and decision making processes are systematised and channeled through all key constituents of the College. The suggestions given by the Governing Body, the Management Committee and the Finance Committee are implemented by the various administrative offices, under the leadership and guidance of the Principal.

The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. Regular meetings of the Staff Council are held to discuss and decide on matters relating to academics and administration. For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumnae and the students, are regularly organised. Feedback received from faculty, students, alumnae and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education.

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

6.3.1 Curriculum Development

- a) As the College follows the Syllabus and Curriculum of Bilaspur University, Bilaspur there is little scope of internal curricular designing.
- b) Feedback from alumni, corporate, visiting faculties.

6.3.2 Teaching and Learning

Although the syllabi are not framed by the college but by the university to which it is affiliated each department adopts some innovative processes in teaching and learning.

- a) The faculties of each department meet at the beginning of each academic session for annual - wise allocation of syllabus.
- b) Technology enabled Teaching Learning process practiced in college. LCD projectors are used for teaching regularly.

6.3.3 Examination and Evaluation

- a) Regular monthly or unit tests for some departments.
- b) The answer scripts of such tests are shown to the students and within one week results are declared. If reports are not satisfactory the college calls their guardians and discusses their shortcomings.

6.3.4 Research and Development

- Teachers are motivated to participate in seminars/workshops.
- Student research projects are undertaken by departmental teachers.
- Financial support to present publishes research papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies:

- i) The physical infrastructure has been remarkably improved/ developed.
- ii) College introduce ICT, for which college utilised Additional Grant (Equipment, teaching & learning aids) of year Plan.
- iii) Latest books and journals are purchased and subscribed to every year.
- iv) Internet service has been made available to the library users.
- v) Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.

6.3.6 Human Resource Management

- The human resource of the college is managed in an open and independent manner. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for the Student counselling. Above all, there is a Body that manages and develops the total human resource of the college. The college's aim is to make optimum use of the available human resource.
- Staff records including salary, PF, leave etc. maintained.
- Staff up gradation through seminars and workshops etc.

6.3.7 Faculty and Staff recruitment

- Faculty and staff are recruited transparently as per Government norms/rules.
- Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by an expert committee which includes a University expert and a subject expert following advertisement in daily newspaper.
- We recruit temporary teachers on contract basis to fill in the gap at least partially.

6.3.8 Industry Interaction / Collaboration

Various departments of the college have established a reasonably good linkage with the neighbouring industries for doing students project report.

6.3.9 Admission of Students

- Strictly in accordance with Government and University norms.
- All rules & regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holder in college website, notice board in the college.
- The College gives prospectus at the time of admission to students from where students know the information about fees structure, student support, etc. Department of Commerce issues an Academic calendar.

6.4 Welfare schemes for

Teaching	EPF, Benefits through ESIC , Research Fund
Non teaching	EPF, Benefits through ESIC, Research Fund
Students	Government Scholarships, Students Endowment Scheme, Award, Prize.

6.5 Total corpus fund generated

None

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			Yes	Principal
Administrative			Yes	College appointed Agency

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?

Not Applicable

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

No such initiative.

6.11 Activities and support from the Alumni Association

The institute is well supported by its alumni contributing as resource persons for technical talks, guest lectures, monetary assistance in building facilities etc.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

The Computer Science Department of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees. Various Training and development programs for support staff.

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

- 1) Campus declared no smoking zone.
- 2) Campus declared plastic free zone.
- 3) Plantation in the college-campus.

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.

1. Green Initiatives of the campus

- Cleanliness and immunization drive in surrounding areas continued.
- New trees planted

2. Academic Initiatives of the College

- A) Continuous evaluation through unit or monthly test exam.
- B) Parent-Teacher interaction.
- C) IQAC has worked out for digitalisation of library has started.
- D) Remedial cell coaching classes were conducted.
- E) Blood donation awareness programmes.

3. Infrastructural and administrative development

- A) Redesigned website has been launched.
- B) Work on modern sports facilities is in progress.
- F) Work on Digital Library is in progress.
- G) The process of construction of new buildings has been accelerated to augment physical infrastructure.

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

All activities were conducted as per the Academic Calendar. Beyond these pre-planned activities, the department associations, clubs and cells were organised various gender sensitisation programmes, awareness programmes and extension activities during 2013-14.

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

- 1) Assessment of Programme Results
- 2) Guidance Programme

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

7.4 Contribution to environmental awareness / protection

- 1) To generate environmental awareness among the students, the institute fully utilizes the classes on environmental studies included in our syllabi.
- 2) NSS Units try to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
- 3) The NSS volunteers regularly lead campaigns to prevent use of polythene products in the college campus.
- 4) 100 saplings have been planted surrounding college and adopted village Navagaon, (Korba).
- 5) Green and polythene free 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)

Strength

- Parents teachers Association (PTA).
- Additional Skill (Computer Awareness class) for Teachers and Students.
- Permanent appointments conducted regularly to fill the vacant positions.
- Alumni association.
- Infrastructural facilities of the college extended to the local community as a service.
- Strong commitment to community, service, social justice, empowerment of women.
- Women friendly campus.
- Eco-friendly campus.
- Updated library software.
- Updated college website regularly.

Weakness

- Lack of interest for higher studies.
- Drop-out rate of female students owing to marital reasons.
- Shortage of reference books in a few departments.
- Insufficient student strength in some PG programmes
- Slow progress in identifying funding agencies for research projects.

Opportunities

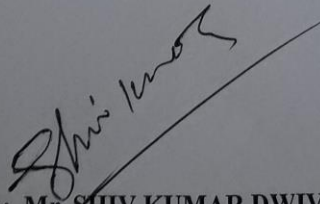
- The PG departments of the college have the opportunity of being upgraded into research centers in near future.
- Strong support from Alumni, former faculty members and other well-wishers.
- The accreditation by NAAC has enabled the college to avail development grants and UGC sponsored programmes.

Challenges

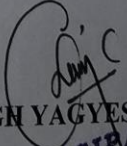
- Economically, socially and educationally backward rural students.
- Emerging professional courses reducing the flow of students to traditional courses.
- The college is very far away from the town, and public transportation facility is limited.
- Lack of adequate campus placement.

8. Plans of institution for next year

- 1) To take steps, continue the process for permanent affiliation and applied for 2f and 12B.
- 2) To enhance the teaching – learning process with the help of the feedback received from the students.
- 3) Applied to M.Sc. (Computer Science) and seat extension for PGDCA.
- 4) To request the management to appoint permanent faculties against the act 28, (UGC norms) posts.
- 5) Successfully Implementation of Academic process.
- 6) New construction in 9000 sq.ft.
- 7) Value added courses in every department.
- 8) To enhance laboratory with advanced equipments.
- 9) Publishing research papers in reputed national/international journals.
- 10) Organizing workshops /seminars for faculties and student.
- 11) Improving student placements.
- 12) Enriching Tutorial system, Remedial classes.
- 13) To update library with newly courses and current affairs books.


Name: Mr. SHIV KUMAR DWIVEDI

Signature of the Coordinator, IQAC


Name: Dr. SINGH YAGYESH KUMAR
PRINCIPAL,
Shri Agrasen Kanya Mahavidyalaya,
KORBA (CHHATTISGARH)

Signature of the Chairperson, IQAC

Annexure I

Academic Calendar

सत्र 2015-16 का प्रस्तावित अकादमिक कैलेंडर	
प्रवेश प्रक्रिया (प्राचार्य का अधिकार)	- 16.06.15 से 31.07.15
2. कुलपति की अनुमति से प्रवेश की अंतिम तिथि	- 14.08.2015
3. वार्षिक परीक्षा परिणामों की घोषणा	- 15.07.2015
4. पुनर्मूल्यांकन के सभी परिणामों की घोषणा	- 30.09.2015
5. पूरक परीक्षा का आयोजन	- न्यूनतम समय में
6. पूरक परीक्षा के परिणामों की घोषणा	- 31.10.2015
छात्रसंघ गतिविधियाँ :-	
1. छात्रसंघ गठन चुनाव प्रक्रिया एवं शपथ ग्रहण	- 22.08.2015 से 31.08.2015
खेलकूद एवं सांस्कृतिक गतिविधियाँ :-	
1. खेलकूद प्रतिस्पर्धा प्रारंभ (इंडोर, आउटडोर)	- 16.07.2015 से
2. खेलकूद प्रतिस्पर्धाओं का समापन (इंडोर, आउटडोर)	- 20.12.2015
3. महाविद्यालय स्तर पर खेलकूद (इंडोर, आउटडोर) का वार्षिक आयोजन एवं पुरस्कार वितरण	- 21, 22, 23 दिसम्बर 2015 में कोई दो दिन
एन.सी.सी./एन.एस.एस एवं अन्य गतिविधियाँ :-	
1. वृक्षारोपण कार्यक्रम	- जुलाई 2015 का द्वितीय सप्ताह
2. कैम्प	- 10.10.2015 से 20.10.2015 के मध्य
3. महाविद्यालय स्तर पर वार्षिकोत्सव का आयोजन	- 21, 22 एवं 23 दिसम्बर 2015 में से कोई एक दिन
4. एनसीसी एवं एनएसएस कैम्प	- 24.12.2015 से 31.12.2015
4. दीक्षान्त समारोह	- माह दिसम्बर 2015 / जनवरी 2016
विभिन्न अवकाश :-	
1. दशहरा अवकाश (3 दिन)	- 21.10.15 से 23.10.15
2. दीपावली अवकाश (5 दिन)	- 10.11.15 से 14.11.15
3. शीतकालीन अवकाश (4 दिन)	- 24.12.15 से 27.12.15
3. ग्रीष्मकालीन अवकाश (30 दिन)	- 16.05.2016 से 14.06.2016 तक
आंतरिक परीक्षाओं का कार्यक्रम :-	
1. प्रथम यूनिट परीक्षा	- 31.07.2015
2. द्वितीय यूनिट परीक्षा	- 31.08.2015
3. प्रथम सत्र परीक्षा	- 26, 28, 29 सितम्बर 2015
4. तृतीय यूनिट परीक्षा	- 03.11.2015
5. द्वितीय सत्र परीक्षा	- 26, 27, 28 नवम्बर 2015
6. चतुर्थ यूनिट परीक्षा	- 19.12.2015
7. प्री-फाइनल परीक्षा	- 22, 23, 25 जनवरी 2016

वार्षिक परीक्षा कार्यक्रम :-

- वार्षिक प्रायोगिक परीक्षाओं का आयोजन - 16.02.2016 से 28.02.2016
2. वार्षिक परीक्षाओं का आयोजन - 01.03.2016 से 30.04.2016

अध्यापन कार्य दिवस (सामान्य अवकाश छोड़कर) :-

2015, जुलाई	:	26
2015, अगस्त	:	24
2015, सितम्बर	:	23
2015, अक्टूबर	:	22
2015, नवम्बर	:	19
2015, दिसम्बर	:	21
2016, जनवरी	:	25
2016, फरवरी	:	23

शिक्षक के कर्तव्य :-

प्रत्येक कार्य दिवस पर शिक्षक को महाविद्यालय/विश्वविद्यालय शिक्षा विभाग में 07 घंटे रुकना आवश्यक होगा।

1. प्रातः कालीन पाली के लिए : प्रातः 7:30 से 2:30 अपराह्न
2. द्वितीय कालीन पाली के लिए : प्रातः 10:30 से 5:30 अपराह्न
3. 7 घंटे का ब्रेकअप : 6 घंटे अध्ययन-अध्यापन कार्य (प्रायोगिक, ट्यूटोरियल, रेमेडियल, शोध-कार्य, लाइब्रेरी वर्क सम्मिलित)
1 घंटा अन्य कार्य (खेलकूद, रिक्रियेशन, प्राचार्य द्वारा प्रदत्त कार्य, पाठ्यक्रम पुनरावलोकन में प्रत्येक शिक्षक का एक घंटा अतिरिक्त कक्षाएँ लेकर विद्यार्थियों का शंका समाधान करेंगे।)
4. विश्वविद्यालय द्वारा आयोजित परीक्षाओं के संचालन एवं उत्तर पुस्तिकाओं के मूल्यांकन के संबंध में दिए कार्य का निष्पादन करेंगे।

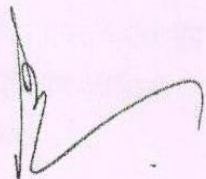
नियमित विद्यार्थी के रूप में वार्षिक परीक्षा में बैठने की पात्रता :-

1. प्रत्येक विषय में 75 प्रतिशत उपस्थिति अनिवार्य है।
2. कुल 7 आंतरिक परीक्षाओं में से कम से कम 5 में सम्मिलित होना आवश्यक।
3. एन.सी.सी./एन.एस.एस. कैम्प/खेलकूद/राज्य स्तरीय प्रतिस्पर्धाओं में सम्मिलित हुए छात्रों को उपस्थित माना जावेगा।
4. उपस्थिति की प्रथम गणना 31.10.2015 तक की जावेगी।
5. कम उपस्थिति वाले छात्रों को तथा उनके पालकों को सूचना दी जावेगी।
6. उपस्थिति की द्वितीय गणना 15.02.2016 तक की जावेगी।
7. विश्वविद्यालय अपने स्तर पर इनसे अतिरिक्त शुल्क ले सकेंगे।

Academic Schedule for Semester Courses :-

7

S.N.	Activity	Semester I/III/V/VII/IX	Semester II/IV/VI/VIII/X
		Date	Date
1	Admission Process	June 16 to 30 June	--
2	Commencement of the Classes	01 July	December 31
3	Meeting, Examination Committee	August 04-14	January 16-31
4	Name of Practical Examiner (External) Should be to Head of SoS	September 03-10	February 21-28
5	Completion of Theory Courses	November 08	April 16
6	Practical Examination P.G./U.G	November 15-22	April 18-30
7	Preparation Leave	November 23-30	May 1-08
8	Theory Examination	December 1-24	May 9-31
9	Semester Break/ Declaration of Results	December 25-31	June 1-16



SHRI AGRASEN

Annexure II

Best Practice I

1. Title of the Practice

Assessment of Programme Results

2. Goal

The aim of the practice “**Assessment of Programme Results**” followed by the institute is to create a horizon to increase in Students’ Performance and inspiration towards higher studies to improve comprehensive economy and faculty efficiency.

3. The Context

Particular contextual features or challenging issues that had to be addressed in manipulative and implementing the Practice is as follows. Study of the annually result is done by Academic committee to evaluate the performance of the students in every annually and remedial actions are taken to improve the results. Pioneering project works are given to students to enhance their ability to take up advanced education and research in the recent technological fields. Online Students feedback is taken for each respective faculty in every session and the same is analyzed by the Academic committee to fill up any gap area associated with their performance.

Fresh teachers are given one month pedagogical training before assigning classes and re-assessment of training is done by the experts. All faculty members are encouraged to take up research work and to obtain higher degree.

4. The Practice

Following is the unique Practice and its performance done in the institute: Mapping the sharing of responsibilities in teaching and learning to achieve important intentional change and enforce institution-wide policies. Capability of the concerned faculty is identified for successful implementation of reforms within and across departments to make stronger their loyalty to improving quality teaching. Heads of departments are given open responsibilities for development quality teaching and learning and to ensure that the leadership responsibilities are coordinated with the resources to deliver results. An environment is created where everyone (teacher, student, support staff, etc.) operates within a clearly particular guidance composition. It is ensured that the teaching and learning structure can be easily adapted by each faculty member to be a sign of their values & ethos then useful in their own teaching practice. Progress in implementing the teaching and learning structure

across each level of the institute is monitored and reports are analyzed by the heads of departments and Principal. A bridge is provided between teaching and learning and the institute's support to ensure these services are well-aligned with the institute's teaching and learning skeleton.

5. Evidence of Success

Evidence of success in presentation against targets and benchmarks and assessment of results be present. The students' performance in university examination has been gradually improving. Many faculty members have completed and awarded Ph.D. degree during their stay in the Institute and some more are in the final stage of submission of their Ph.D Thesis. This practice helps in increasing the number of research publications nationally and internationally by the faculty members. Students are also highly motivated for doing pioneering projects and won prizes in technical competitions. Students are also disposed to follow higher education to reduce their thirst to acquire knowledge of modern era.

6. Problems Encountered and Resources Required

There are some problems in implementing this practice due to shortage of very well qualified senior professors. However, the institute managed to recruit some of this level of faculty. Sometimes high cost is involved in executing research activities specifically concerning subjects which are offered in our college. The top management always encourage faculties for research practice to the possible extend.

Best Practice II

1. Title of the Practice

Guidance Programme

2. Goal

The objectives of the practice followed by the Institute are:

- ⇒ Enhancement of teacher-student relationship.
- ⇒ Counseling students and communication with them for problem solving.
- ⇒ Focusing to guide students for enhancement in the global economy and quality of life of the students and public in the society.
- ⇒ Guiding students to choose right career path for job oriented, higher studies with values and morals and ethics, entrepreneurship, etc.

3. The Context

Particular contextual features or challenging issues that have addressed in designing and implementing the Practice are described below. Since the majority of the students is not matured enough to take their own decision in the vast changing scenario of technology and fast life, the mentorship programme of the institute guides and counsel the students in academic, non-academic matters including personal domain to achieve their best in life. In particular, the scheme aims at addressing deficiencies in attitudes, habits, and knowledge of the students regarding study and learning.

Many other supporting methods have been introduced for better coordination of lectures, tutorials and practical classes. Advanced tutorials are arranged by the mentors in association with the respective subject teachers and experts focusing problem-based learning of modern technology. Towards the end of semester, students work collaboratively on assignments in small groups in their practical classes.

4. The Practice

The practice and its performance that may be unique in the higher education, and constraints or limitations of them are described here. A batch of 30 students is usually placed under a guide. Guide has direct communication with the Class Representatives (CR). The Mentors meet the students associated with them once or twice in a month. The Parents/Guardians of poor attendee/performance students are called to meet the mentors and remedial and protective actions are implemented for further improvement. The mentors take initiative to arrange remedial and tutorial classes for slow learners. Each mentor maintains the whole student database, which is examined by the HOD and others concerned when necessary. Mentors take active initiative to arrange the same. Mentors meet with each group during the exam to discuss academic and non-academic issues.

The issues include:

- ⇒ Good and bad study habits.
- ⇒ Study planning and techniques.
- ⇒ How to make the most of lectures and practical classes fruitful.
- ⇒ Analyse what to do when things are going any wrong directions.
- ⇒ Examination preparation for better performance.
- ⇒ Health and hygiene issues, etc.

5. Evidence of Success

Evidence of success in performance against targets and benchmarks and review of results. Students attendance had been found improved after counseling by the faculties. The direct communication between faculties and students have enhanced the teacher-student bond. Academic performance results of students have been enhanced. Participation in extra-curricular activities has been improved. Students be converted into more disciplined compared to their opening sessions. During last few years, the faculties have taken dynamic initiatives to make the premises ragging free.

6. Problem Encountered and Resource Required

There are some indentified problems encountered and resources provided to apply the practice.

These are:

- ⇒ The newly joined faculty members from other colleges who are not familiar with the traditions and intuition of the teacher ship method are separately educated by the institute to get concerned in the mentorship scheme in the correct direction.
- ⇒ Apart from regular theory and practical classes, providing sufficient time for one to one student interaction through mentorship program sometimes becomes a constraint for the faculty members. However, the institute encourages and appreciates such activities through the annual evaluation of the faculty members.

7. Contact Details

Name of the Principal	: Dr.Y.K. SINGH
Name of the Institution	: Shri Agrasen Girls College
City	: Korba (Chhattisgarh)
Pin Code	: 495678
Accredited Status	: “C”
Work Phone	: 07759-230885
Fax	: 07759-230885
Website	: www.agrasencollege.in
E-mail	: agrasencollege1999@gmail.com
Mobile	: 98933-84573

Annexure-III

NAAC Certificate



Annexure- IV

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
