The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

SRI PRATAP COLLEGE

1.2 Address Line 1

MAULANA AZAD ROAD

Address Line 2

City/Town

SRINAGAR

State

Jammu and Kashmir

Pin Code

190001

Institution e-mail address

Spcsgr1905@gmail.com

Contact Nos.

0194-2476828

Name of the Head of the Institution:

Prof. (Dr.) Yaseen Ahmad Shah

Tel. No. with STD Code:

0194-246828

Mobile:

9419010839

Name of the IQAC Co-ordinator:

Prof. Mairaj Uddin Sheikh

Mobile: 9419548700

IQAC e-mail address: Iqac.spc@spcollege.co.in

1.3 **NAAC Track ID**

OR

1.4 **NAAC Executive Committee No. & Date:** EC/33/295 Dated: 16-09-2004

1.5 Website address: www.spcollege.co.in

Web-link of the AQAR: www.spcollege.co.in/NaacDoc.aspx

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	8.3	2004	05 yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   08/03/2010

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

   i. AQAR 2010-11 submitted to NAAC on 17-09-2015
  ii. AQAR 2011-12 submitted to NAAC on 17-09-2015
 iii. AQAR 2012-13 submitted to NAAC on 18-09-2015
 iv. AQAR 2013-14 submitted to NAAC on 22-09-2015

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   ☐ Yes ☐   No

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

              Urban ☑   Rural ☐   Tribal ☐

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

             Grant-in-aid + Self Financing ☐   Totally Self-financ ☐

1.10 Type of Faculty/Programme

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

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

     Others   (Specify) | . |

1.11 Name of the Affiliating University *(for the Colleges)*   University of Kashmir, Srinagar-6

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

     Autonomy by State/Central Govt. / University   ☐

University with Potential for Excellence		UGC-CPE	

DST Star Scheme		UGC-CE	

UGC-Special Assistance Programme		DST	

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

UGC-COP Programmes	

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

Community representatives

0

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

12

2.10 No. of IQAC meetings held   03/year

2.11 No. of meetings with various stakeholders: No. `01`   Faculty `02`

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

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 Nos. ☐ International ☐ National ☐ State ☐ Institution Level ☐

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- It was under the directions of the IQAC that a comprehensive program was chalked out for restoration of the college campus after the devastation caused by September'14 floods. A semblance of normalcy was restored within a month and classwork started by 28th of October, though P.G. Classes were made functional on priority a fortnight earlier.
- IQAC in coordination with the departments made an assessment of the losses suffered by the laboratories and helped the departments in preparing the inventories of the damaged/destroyed equipment.
- IQAC also managed to rope in external agencies like Fire service department, Srinagar Municipal corporation and two NGO's who provided a helping hand in restoring the college activities within shortest possible time.

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
	Annexure I

* 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

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	02			
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04			

Interdisciplinary				
Innovative				

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

　　　(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	01

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.

   Yes, regular syllabi revision/update meeting conducted in University (Affiliating)

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

   - P.G. Geography
   - P.G. Information Technology
   Already sanctioned by Administrative department yet not operational because of the pending Academic affiliation from the University.

Criterion – II 2014-15

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent

Total	Asst. Professors	Associate Professors	Professors	Others
70	44	26	-	-

faculty

2.2 No. of permanent faculty with Ph.D.   [25]

2.3 No. of Faculty Positions Recruited (R)

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

and Vacant (V) during the year

-	39	-	14	-	-	-	-	-	53

2.4 No. of Guest and Visiting faculty and Temporary faculty

	02	29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	7	6
Presented	1	4	1
Resource Persons	-	1	-

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

- Short duration projects for the undergraduate students initiate the element of experimenting and curiosity.
- Industry interactions increased for real time learning.

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

138

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

Nil

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

19		

2.10 Average percentage of attendance of students

82

2.11 Course/Programme wise
   Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
PG Env. Sci	15		80	20	-	100
PG Chem.	13	Result awaited				
B.Sc.	560	0.2	9.8	66.7	5.17	82
B.Sc.IT	awaited					

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

Other than the periodic meetings and result evaluation, IQAC puts forth newer ideas for better teaching learning experiences. The feedback from the students is critically analysed and the limitations that surface from the analysis are thoroughly discussed and looked into.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	18
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	1
Staff training conducted by the university	1
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	16
Others	4

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	17	12	-	05
Technical Staff	40	37	-	37

Criterion – III

3. Research, Consultancy and Extension

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

> The faculty have been encouraged to submit research proposals and proposals for organising scientific events to different agencies for financial and other support.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	02
Outlay in Rs. Lakhs			10 lac	30 lac 250 Lac

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	13	02	-
Non-Peer Review Journals	-	01	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range | 0.89-5.23 | Average | 2.21 | 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	03	UGC	10 lac	0
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

0

3.7 No. of books published   i) With ISBN No.   04   Chapters in Edited Book   12

ii) Without ISBN No.   -

3.8 No. of University Departments receiving funds from: **N.A**

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

DPE [ ]   DBT Scheme/funds [ ]

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

INSPIRE [ ]   CE [ ]   any Other (specify)   State Govt

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	-		-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{09}$

3.13 No. of collaborations   International $\boxed{-}$ National $\boxed{-}$ Any other $\boxed{-}$

3.14 No. of linkages created during this year $\boxed{-}$

3.15 Total budget for research for current year in lakhs:

From funding agency $\boxed{}$ From Management of University/College $\boxed{}$

Total $\boxed{}$

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIl
	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	-	-	01	-	-	-

3.18 No. of faculty from the Institution $\boxed{01}$
who are Ph. D. Guides
and students registered under them $\boxed{02}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{-}$

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 | 23 | State level | 65
National level | 02 | International level | -

3.22 No. of students participated in NCC events:

University level | 23 | State level | 65
National level | 12 | 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 ☐ College forum ☐
NCC ☐ NSS ☐ Any other ☐

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

- World Arbor Day: 21st March, 2014

- Leprosy colony visit: 5th June, 2014

- Cleanliness drive

- Blood Donation Camp

Criterion – IV 2014-15
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24.25 Acres	--	--	24.25
Class rooms	28	--	--	28
Laboratories	31	--	--	31
Seminar Halls	01	--	--	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	10	01	UGC/ State Govt	11
Value of the equipment purchased during the year (Rs. in Lakhs)	354.75	5.10	State Govt.	359.85
Others	--	--	--	--

4.2 Computerization of administration and library

- 85% Automation process completed for e-inventory in library software (SOUL 1)
- 2000 books digitized.
- Commencement of online admission

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	73019	4457568	635	328300	73654	4785868
Reference Books	7904	718650	100	51700	8004	770350
e-Books	97000	25000	97000	5000	97000	30000
Journals	11	22800	11	4800	11	27600
e-Journals	6000	25000	6000	5000	6000	30000
Digital Database	--	--	--	--	--	--
CD & Video	84	Gratis	16	Gratis	100	Gratis
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	141	08	10	01	--	01		
Added	12	--	--	--	--	--		
Total (from 2010-14)	153	08	10	01	--	01		

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

- Initiation of re-installation/ restoration of flood hit ICT resources
- Under **Digital India** programme students were sensitized about digital infrastructure as a tool for e- governance and digital empowerment of citizens….

4.6 Amount spent on maintenance in lakhs:

i) ICT 1.26

ii) Campus Infrastructure and facilities 11.28

iii) Equipments 0.59

iv) Others 3.26

Total: 16.39

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC made the students aware regarding the sports events, NCC and NSS enrolments and enrolment in various clubs of the college

5.2 Efforts made by the institution for tracking the progression

Groups are being created on social networking sites for keeping a continuous record of the students who after passing out from the college qualify various exams and get placed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1364	56	02	

(b) No. of students outside the state Nil

(c) No. of international students Nil

Men
No	%
1248	86

Women
No	%
204	14

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1787		174	21	03	1985	1270	08	161	11	01	1452

Demand ratio   Dropout %

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

Nil

No. of students beneficiaries   Nil

5.5 No. of students qualified in these examinations

NET | 02 | SET/SLET | | GATE | 01 | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Other | |

5.6 Details of student counselling and career guidance

- Udaan selection drive by Gumbi Software-registered students having IT background (10th Feb, 2014)
- Udaan selection drive by Indian Institute of Skill development/prospecta software-registered 35 IT graduates (28th May, 2014)
- Day Long workshop on Structured Entrepreneurship Awareness Programme (SEAP's) organised with J&K Entrepreneurship Development Institute where 45 participants interacted through group discussion, training kits, tools and charts (6th June, 2014)
- Udaan selection drive by IIFL (26th August, 2014)
- Career counselling cell of the college has updated students of the college and of the valley about the PMSSS-2014. The college established a facilitation centre to help the students in document submission and verification process. The checking was carried out in the college. About 2102 students of the valley were benefitted.

No. of students benefitted   2198

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

Nil

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

	Number of students	Amount
Financial support from institution	100	136000
Financial support from government	75	570000
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 [01]

5.13 Major grievances of students (if any) redressed:

- Drinking water facility upgraded in the college hostel.
- Remedial classes to cope up the shortage of attendance of the students.
- Renovation of bathrooms/urinals.
- Construction of multi sports court.

Criterion – VI

6. Governance, Leadership and Management

VISION: To strive, to seek, to find out, not to yield

MISSION: To enable the students to think logically, analytically and critically in order to inculcate scientific temper in them

To realise ones potential for self-development in terms of physical, emotional, intellectual and moral attainments through educational experience

To enquire a comparative capability to appreciate and imbibe the emerging values of contemporary times such as concern for ecology, equity, credibility, harmony and cultural pluralism

6.2 Does the Institution has a management Information System

- The college has its own website managed by IT department which serves as swift link between college and its stake holders. The events and information regarding various academic activities are flashed and highlighted to keep college informational system abreast with pace of time.
- The latest proposal by higher education department is online admission which would decrease the void and keeping information at cursory glance. In fact, this step has been appreciated as a step forward in bringing transparency and ease of doing work. The principal being the head supervises the internal management of information and also coordinates it with external information system through website, IQAC, newsletters, annual college magazine, souvenirs etc.
- Electronic print media plays important role
- Manual circulation through convening committees.

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

6.3.1 Curriculum Development

The design and development of the curriculum by Kashmir University is compulsorily adopted by the institution. The faculty at both UG and PG level contribute in its development during board of studies meeting held annually at University. The innovative and motivational practices are instilled at personal level during academic transactions like use of e-resources is now in vogue that compliments study material.

6.3.2 Teaching and Learning

- To augment intellectual acumen interaction with resource persons is a regular practice.
- Teaching by blending classical and modern practices.
- Laboratory assisted with latest instruments of accuracy and precision for practicals.
- To connect with changing paradigms relevant lectures, talks and seminars are organised
- Subject and syllabus oriented field works are carried to expose students to real time problems.
- The Project works carried at PG level imparts real research experience with hands on experience related to field, lab as well as writing skills.

6.3.3 Examination and Evaluation

- Examination matters are prerogative of affiliating university of Kashmir and whatever changes are carried by them are incorporated at external and internal level. University is planning to introduce semester system at UG level.
- Introduction of Mid-term examinations have increased active participation of students in class room chores and turnout had dramatically increased
- Periodical Internal and external assessments for lab courses
- Preparation and Presentation of assignments boosts confidence among students
- Viva and group discussions also sharpens and prepares students for coming cut throat competitions.
- Remedial classes provide opportunities to poor performing students to improve their academic performance during examinations.

6.3.4 Research and Development

- Encouragement and support from institution in terms of Laboratory and library facilitation to enhance research appetite.
- Lead role of institution in organising events of National and state level like seminars, workshops and conferences.
- Field studies as a mega laboratory for students.
- Research based project work at UG and PG level

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library
- Addition of reference books and journals is a regular feature for enriching the collection for maximum benefit of students
- Books issued to students and staff for stipulated period of time
- Subsidised Xerox facility for student's acts as boon for preparing study material.
- Internet access of e-books, e- journals to staff and students provide additional window in understanding new emerging trends at global level
- Library is constantly in pursuit of up gradation in terms of books, journals reference books, e-books, e-journals and other allied infrastructure. Library is having **81669 number** of books and **07 number** of computers available during the session respectively.
- Automation and digitization of library records.

ICT
- Hi- Tech conference hall.
- Digitization of records
- Use of Edu-Sat as link to learning resources
- Access to college information through website
- Up gradation of software and hardware

Physical Infrastructure/Instrument
- Renovation of Main and new blocks including laboratories of Physics and chemistry.
- Browsing facilities for students and staff
- Hi Tech gymnasium
- Procurement of advanced instruments as per subjects requirements

6.3.6 Human Resource Management

- Management of institutional affairs is done by framing different committees comprising of teaching and non-teaching faculty of the college for optimal utilization of available Human resource
- For smooth functioning and close coordination at different levels experience and contribution during previous year by constituent members is always prioritized.
- Non-permanent faculty members are appointed through a set mechanism and are important component of our institution.
- For up gradation of the knowledge and teaching skills, the deputation of faculty for orientation/refresher through refresher/ summer/winter schools and training workshops is regular feature to help the students.
- Need based engagements of temporary non-teaching staff to perform varied tasks like plumberring, electrical works, masonry, carpentry, gardening, cookery and watch and ward.
- Faculty assistance in implementation of different state and national level programmes for masses is a major contribution and effective utilization of human resources

6.3.7 Faculty and Staff recruitment

Since our college is Government owned institution therefore all kinds of recruitments are done, as per the rules laid by state Government.

6.3.8 Industry Interaction / Collaboration

- Career counselling cell of the college took initiatives for arranging the interactions with the students by National and State level organizations, through programmes like UDDAN or other consultancies associated with placements or job avenues etc.
- Departmental interactions with state run departments or private sector is a regular feature, which help the students in deciding their future plans like Zoology Dept. carries field interactions with state fisheries, sericulture and apiculture departments. Similarly Physics, Chemistry, Geography and Environment science departments also take keen interest in such interactions.
- Interactions of students with eminent personalities associated with industry took place in the campus.
- NO formal collaboration with any agency is in place so far.

6.3.9 Admission of Students

- The admission at UG and PG level is purely on the basis of merit set by University of Kashmir.
- J and K Higher Education Department is planning to introduce the on-line admission process for efficient management of the process
- Admission committee looks after all admission processes
- Reservations as per statutes.

6.3.10 Welfare schemes for

Teaching	• General Provident Fund • NPS • State life Insurance, • health insurance
Non-teaching	• General Provident Fund • NPS • State life Insurance, • health insurance
Students	• Hostel facility at subsidised rate • Various types scholarships and grants • Hostel facility

6.5 Total corpus fund generated   Rs. 23633891

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	No	Yes	Principal , IQAC
Administrative	Yes	Finance Department	Yes	Principal/ Through committees

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

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

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

- Not applicable

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

- No such efforts in place

6.11 Activities and support from the Alumni Association

- Activities with alumni association is based on interaction through talks, sharing nostalgia, career experiences and personal achievements.
- Distribution of Professor Noor Uddin memorial scholarship by the family of the former alumni for orphans and meritorious student in mathematics.

6.12 Activities and support from the Parent – Teacher Association

- Parent teacher association is not existing however our institutions do interact with parents through career guidance cell by assisting students through counselling them with career options available and applied aspects of subjects.

6.13 Development programmes for support staff

- Career development IT based training programmes.
- Interaction programmes with worthy Principal for the redressal of grievances at departmental level.

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

- Awareness programmes through rallies, posters, and Tree talks with famous personalities
- Focus on use of clean energy although our state stands at top in terms of least carbon foot print generation.
- Green and clean campus is our motto achieved through annual plantation drives.
- Active participation by NSS volunteers in cleanliness drives.
- Use of latest technology in terms of efficiency and conservation by installing CFL and LED bulb instead of incandescent bulbs.

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.

- Publication of the proceedings of events in the local media in order to make public aware of the activities carried out in the campus besides regular transaction of the syllabi.
- The students are trained to impart awareness among the masses and in this context schools are visited by members of various clubs of the college and various activities are organised in the schools.

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

S.No	Plan of Action	Action Taken Report
1.	Admission process	A
2.	Commencement of classwork	A
3.	First General staff meeting	A
4.	Special social service camp	A
5.	Seerat conference	NA
6.	Induction meet	A
7.	National Seminar	A
8.	World Arbor Day	A
9.	Enrolment of NSS volunteers	A
10.	Annual Road Race	A
11.	Annual Cycle Race	A
12.	Enrolment of NCC cadets	A
13.	Activity Group meeting	A
14.	Group Tournament	NA
15.	World Environment Week Celebrations	A
16.	Special social Service camp (Blood donation)	A
17.	Field trip	A
18.	Excursion	A
19.	Inter-college football tournament	NA
20.	Social activities	A
21.	Cultural Program	NA
22.	Inter college cricket tournament	NA
23.	Practical sessionals	A
24.	Inter-college debating competition	A
25.	Hiking expedition	NA
26.	Staff meeting for review of functioning of committees	A
27.	College Athletic meeting	NA
28.	College Annual Day	NA
29.	P.G. Internal Assessment and sessionals	A

A= Accomplished; N.A. = Not Accomplished

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

Annexure II

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

7.4 Contribution to environmental awareness / protection

• Programs related to environmental awareness conceived and presented • Visit to leprosy colony for awareness regarding environmental issues • World Arbor Day

7.5 Whether environmental audit was conducted? Yes ☐   No √

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

Academic Calander

S.No	Plan of Action	Action Taken Report
1.	Admission process	A
2.	Commencement of classwork	A
3.	First General staff meeting	A
4.	Special social service camp	A
5.	Seerat conference	NA
6.	Induction meet	A
7.	National Seminar	A
8.	World Arbor Day	A
9.	Enrolment of NSS volunteers	A
10.	Annual Road Race	A
11.	Annual Cycle Race	A
12.	Enrolment of NCC cadets	A
13.	Activity Group meeting	A
14.	Group Tournament	NA
15.	World Environment Week Celebrations	A
16.	Special social Service camp (Blood donation)	A
17.	Field trip	A
18.	Excursion	A
19.	Inter-college football tournament	NA
20.	Social activities	A
21.	Cultural Program	NA
22.	Inter college cricket tournament	NA
23.	Practical sessionals	A
24.	Inter-college debating competition	A
25.	Hiking expedition	NA
26.	Staff meeting for review of functioning of committees	A
27.	College Athletic meeting	NA
28.	College Annual Day	NA
29.	P.G. Internal Assessment and sessionals	A

A= Accomplished; NA= Not Accomplished

Best Practice 1:

Title of Practice:

Training of faculty and use of e-resources

Goal:

To equip them with the latest skills for gaining maximum benefit from e-resources

The Context:

In order to get the maximum benefit out of e-resources, it is very important to have proper knowledge for accessing and getting the maximum output from these online resources. Proper training saves time and enhances online usage.

The practice:

The staff and the students were given a live demonstration of the online resources and thereafter unique ID and passwords were assigned to them for accessing the e-resources.

Evidence of success:

The frequency of the students and staff visiting the library has increased and the number of queries being addressed is also on the rise.

Best Practice2:

Title of Practice:

Pioneering the framing of General and open elective courses from the college in Choice Based Credit System (CBCS)

Goal:

To enhance the self-sufficiency within the college with regard to teaching of diverse courses offered in CBCS.

The Context:

The College faculty has to be encouraged to come forth with courses designed as per their fields of expertise which will attract students from other subjects in the colleges and from other institutions to opt for the offered courses which will further strengthen the base of institution as a science college.

The Practice:

Attractive courses have been floated by the faculty in the two post-graduate departments of Environmental Sciences and Chemistry

Evidence of Success:

During the current year, a number of students from other colleges and from other departments of the college have opted for the courses offered.