Annual Quality Assurance Report

2016-17

SUBMITTED ON:

DECEMBER 31, 2018

SUBMITTED TO:

N A A C

Prepared by:

IQAC

VARDHAMAN COLLEGE

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)* | 2016-17

1. Details of the Institution

1.1 Name of the Institution | VARDHAMAN COLLEGE

1.2 Address Line 1 | Kiratpur Road

Address Line 2 | District- BIJNOR

City/Town | BIJNOR

State | UTTAR PRADESH

Pin Code | 246701

Institution e-mail address | principalvcb@rediffmail.com

Contact Nos. | 01342-262788

Name of the Head of the Institution: | Prof. C.M. Jain

Tel. No. with STD Code: | 01342-262788

Mobile: | 9359336388

Name of the IQAC Co-ordinator: | Mr. T.N. Soorya

Mobile: | 9412606840

IQAC e-mail address: | iqac.vcb@gmail.com

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

<div style="border:1px solid;"> </div>

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)/23/A&A/20.2 Dated 28-03-2017

1.5 Website address:

www.vardhamancollege.edu.in

Web-link of the AQAR:

http://vardhamancollege.edu.in/content-image/AQAR_2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.40	March 31, 2007	March 30, 2012
2	2nd Cycle	B+	2.63	March 28, 2017	March 27, 2022
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

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

13/12/2011

1.8   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2014-15submitted to NAAC on 12-10-2014)*

  i.   AQAR ___   (2011-2012) ___   SUBMITTED
  ii. AQAR_____(2012-2013) __ _   SUBMITTED
 iii. AQAR_____(2013-2014) __ _   SUBMITTED
 iv. AQAR_____(2014-2015) ___   SUBMITTED
  v.   AQAR------------(2015-2016)-------   SUBMITTED
 vi. AQAR------------(2016-2017)-------   SUBMITTED to NAAC on 31-12-2018

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-financing [ ]

1.10 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu.) [ ]

TEI (Edu) [✓] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) | . Not Applicable |

1.11 Name of the Affiliating University *(for the Colleges)*   **MJP ROHILKHAND UNIVERSITY, BAREILLY (UP)**

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

Autonomy by State/Central Govt. / University | NA |

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme | NA | UGC-CE | NA |

UGC-Special Assistance Programme | NA | DST-FIST | NA |

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

UGC-COP Programmes | NA |

2. IQAC Composition and Activities

2.1 No. of Teachers | 08

2.2 No. of Administrative/Technical staff | Nil

2.3 No. of students | Nil

2.4 No. of Management representatives | Nil

2.5 No. of Alumni | Nil

2. 6 No. of any other stakeholder and

Community representatives | Nil

2.7 No. of Employers/ Industrialists | Nil

2.8 No. of other External Experts | Nil

2.9 Total No. of members | 08

2.10 No. of IQAC meetings held | 05

2.11 No. of meetings with various stakeholders: No. | 02   Faculty

Non-Teaching Staff Students | 01   Alumni | 01   Others | --

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | NA

2.13 Seminars and Conferences (only quality related) :   NIL

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

Total Nos. [ ] International | -- National [ ] State | -- Institution Level | --

(ii) Themes | NA

2.14 Significant Activities and contributions made by IQAC

- Significant activities and contributions of IQAC during the ongoing year has been to develop an effective system for consistent and substantial improvement in the overall functioning of the institution by acting as a catalyst in the efficient functioning of all the stakeholders in the institution.
- It has taken due care in ensuring coordination among all the departments ,cells and committees formed for facilitating smooth conduct of academics coupled with the promotion of quality research and administrative efficiency reviewed in its five meetings held in the calendar year.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To conduct the meeting of IQAC.	1. Conducted 5 meetings of IQAC in a year.
2. To make the efforts for beautification of campus.	2. Plantation of saplings in large number by the faculty and the students on different occasions.
3. To enrich Library & Laboratories.	3. Textbooks and reference books worth Rs.29,31,452.29 were in stock and 237 new books worth Rs. 1,11,287 were purchased. Equipments and chemicals worth Rs 7,34,584 were also purchased for laboratories as per requirement.
4. To encourage the students for building their overall development.	4. Students of all streams represented college in various academic cum sports activities and brought laurels to the college by holding coveted positions. The exposure and the success of such students greatly motivated others to follow suit. It also helped college administration to gear up with greater vigor to continue to groom students for all round development of personality.
5. To prepare the proposal for developing grants from UGC.	5. Project entitled "Effect of learning and forgetting in inventory model "submitted by Dr.Dharmendra Yadav was sanctioned by UGC but for want of release of grant it could not be pursued.

6. Conduct of orientation programme for 1st year students.	6. Orientation programme for fresh students at the threshold of graduation in all streams were organized separately in all the faculties for providing platform to students to get the pulse of departments, cells, bodies and committees existing in the college for their all round development. The response and the participation of the students was enthusiastic.

* 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, submitted by its coordinator, was placed before the principal for thread base discussion. All the members shared their views and experiences and suggested various measures to the principal for consideration and action. The meeting chaired by the principal unanimously decided to act on the suggestions and ensure its implementation by involving all the stakeholders including the management of the college in particular. It was also decided to actively monitor all the activities being conducted by various cells and committees in the interest of students.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Program

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	10	NIL	NIL	NIL
PG	09	NIL	02	NIL
UG	05	NIL	01	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	24	NIL	03	NIL

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	NIL
Trimester	NIL
Annual	✓

1.3 Feedback from stakeholders*   Alumni [x]   Parents [x]   Employers [x]   Students [x]
(On all aspects)

Mode of feedback   :   Online [NA]   Manual [NA]   Co-operating schools (for PEI) [NA]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The college continues to follow the syllabi prescribed for each subject by the University.

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

> No department or centre was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	**40**	**25**	**01**	**--**

2.2 No. of permanent faculty with Ph.D.   53

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
15	19	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty   Guest 0   Visiting 0   Temp 31

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	16	03
Presented papers	07	76	Nil
Resource Persons	01	04	03

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

Institution is committed to keep pace with the latest technology in respect of quality teaching and learning. It took initiative in the installation of smart boards for teaching in Physics, Chemistry, Zoology and Botany Departments. Students were taught and trained through power point presentation for effective communication and enlightenment. Department wise internet facility was also thrown open for the access of faculty. Besides following traditional and modern tools of teaching- learning, students were also motivated to participate in debate / quiz and group discussion activities held both in and outside the college. The students were receptive and enthusiastic and came forward to benefit from such students' friendly endeavours.

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

145

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)
The College follows guidelines and regulations of the MJPRU for the final practical as well as theory exam.

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

08	-	-

      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	652	--	17	556	62	97.39
B.COM	221	--	15	195	09	99.10
BSc. MATHS	255	02	111	138	02	98.43
BSc. BIO	196	02	57	134	--	97.45
BSc. CS	50	01	26	18	--	88
B.ED	47	02	44	03	--	100
M.A (HINDI)	55	--	--	26	20	83.64
M.A.(ENGLISH)	65	--	02	53	07	95.38
M.A(SANSKRIT)	76	--	13	52	07	94.74
M.A(HISTORY)	53	--	06	40	--	86.79
M.A(ECONOMICS)	73	--	12	45	16	100
M.A(GEOGRAPHY)	53	--	28	23	--	96.23
M.COM FINAL	72	--	13	52	06	98.61
MSc. FINAL(MATHS)	60	--	03	33	16	86.68
MSc. FINAL(PHYSICS)	11	--	08	03	--	100
MSc. FINAL(CHEMISTRY)	28	--	11	15	--	92.86
MSc. FINAL(ZOOLOGY)	18	01	17	01	--	100

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

IQAC plays key role in the development of teaching learning process through the series of following initiative.

- IQAC ensures the timely circulation and implementation of all the students' related guidelines issued time to time by the University and UGC.
- IQAC continues to monitor and supervise the teaching learning process.
- All the articles focused on the improvement of teaching learning are circulated among the teaching fraternity.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	13
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	10
Faculty exchange programme	--
Staff training conducted by the university	01
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	11
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	14	01	22
Technical Staff	14	07	02	01

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC is also proactive in taking initiatives in order to sensitize its faculty and students for research. Faculty members are time to time encouraged to undertake minor and major research project under funding agencies like UGC, DST, ICSSR and other agencies. Students are also enlightened about the preparation of research papers and projects.

3.2   Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	--	--	01 proposal submitted but not approved.
Outlay in Rs. Lakhs	--	--	--	50 Lac

3.3   Details regarding minor projects: NA

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	23	22	Nil
Non-Peer Review Journals	01	03	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	08	Nil

3.5 Details on Impact factor of publications:

Range [0-3.77]   Average [   ]   h-index [4-138]   Nos. in SCOPUS [09]

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 *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	---	--	--	--

3.7 No. of books published   i) With ISBN No. | 10 | Chapters in Edited Books | 17 |

ii) Without ISBN No. | 07 |

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 | NA |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NA	NA	NA	NA	NA

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

Expert	Chairperson	Resource Person	Total
04	06	10	= 20

3.13 No. of collaborations   International | -- | National | -- | Any other | -- |

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

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency | -- | From Management of University/College | -- |

Total | -- |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	02	--	03	--	--

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

17

06

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

03

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 200   State level -

National level -   International level -

3.22 No. of students participated in NCC events:

University level -   State level 48

National level 15   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 02   International level -

3.25 No. of Extension activities organized

University forum | -- | College forum | 03

NCC | 06 | NSS | 05 | Any other | NIL

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

Environmental protection and its conservation, eradication of social evils through awareness campaigns undertaken by the Eco Club and N.S.S. wings of college constitute the thrust of extension activities. One of the faculty members is actively engaged in providing health care and shelter to sick animals through her NGO. National Graduate Physics exam has been conducted in January, 2017 in which students of various colleges have participated.

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	53520 Sq. Mtr.	--	--	--
Class rooms	30	--	Vardhaman Educational Society	--
Laboratories	20	--	College Fund	--
Seminar Halls	--	--		--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--		--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	7,34,584	College Fund	--
Others	--	11,54,781	College Fund	--

4.2 Computerization of administration and library

> 1. Annual accounts, financial statements, salaries received from the government, provident fund, arrear bills (excel format), Income Tax have been computerized through administration office.
> 2. Online payment of University fees.
> 3. Declaration of results is executed online by the University.
> 4. Library Automation Software SOUL is existing in college library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	56571	2931452.29	237	111287.00	56808	3042739.29
Reference Books	1856		--	--	1856	
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	N. List subscription @ 5000/- p.a.					
Digital Database	SOUL (OPAC)					

CD & Video	--	--	--	--	--	--
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	60	30	2 connecti ons with 10 Mbps	02	--	08	11	09
Added	--	--	--	--	--	01	--	--
Total	60	30		02	--	09	11	09

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

> College provides platform to its entire faculty to get digitally trained to computer literacy through NRC.

4.6 Amount spent on maintenance in lakhs :

   i)   ICT   0.51518

   ii) Campus Infrastructure and facilities   6.94721

   iii) Equipments   ----

   iv) Others   0.25

              Total: 7.71239

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC remains actively engaged in providing and enhancing students support services from the very beginning of the session. It organizes orientation programme for all the students of all streams separately. IQAC provides much needed information to students relating to academics and administrative machinery of college through power point presentation given by the heads of different cells, committees and the departments.
- IQAC also takes due care to ensure the drafting and up gradation of prospectus by incorporating all the students' related facilities provided under various college and government schemes. Career counselling cell actively organizes talks on career options in different streams.
- IQAC also promotes student participation in extracurricular and extension activities.

5.2 Efforts made by the institution for tracking the progression

IQAC continues to monitor the progress of students though regular interaction and also by ensuring healthy teachers taught relationship. In co-curricular activities such as sports, debates, meetings are conducted with respective coordinators to facilitate student achievement at higher level.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4396	1154	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%
	2064	37.2

Women	No	%
	3486	62.8

Last Year (2015-16)							This Year						
General	SC	ST	OBC	Jain Minority	Others	Total	General	SC	ST	OBC	Jain Minority	Others	Total
905	1683	--	2195	775	38	5596	731	1740	--	2238	827	14	5414

Demand ratio 1:1.43   Dropout %   -- 3.2%

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

Students support mechanism includes imparting coaching to the desirous students by the faculty at the departmental level. The response of the students is always enthusiastic.

No. of students beneficiaries   ---

5.5 No. of students qualified in these examinations

NET   03   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counseling and career guidance

Student counselling and career guidance is made available through guest lectures delivered on career buildup by eminent personalities.

No. of students benefitted   240

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
01	05	02	--

5.8 Details of gender sensitization programmes

- International women day is celebrated on 8th March in a joint programme organized by Women Cell. Students are enlightened about women empowerment and allied issues by the faculty. The participation of large number of students proves the success of the endeavours made for gender sensitization. Such programmes are a regular feature of college since the number of female students is higher in comparison to male.
- Talk on "Women empowerment" on 23rd Feb., 2017 by Prof. Sheela Mishra, Head, Dept. of Statistics, Lucknow University was organized to arouse student awareness on gender related issues.

5.9 Students Activities

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

State/ University level/Inter collegiate | 109 | 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

State/ University level/Inter collegiate | 24 | 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 (Student aid fund and poor boys fund)	08	6500/-
Financial support from government	3891	Available, directly credited to students: bank accounts
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 | (Cleanliness Drive, under Swatch Bharat Abhiyan).

5.13 Major grievances of students (if any) redressed:
There were no major grievances of students. Minor grievances like attendance, library and internal assessment were solved by the College.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
1. To maintain excellent academic standard through innovation and effective teaching methods.
2. To motivate students to achieve self-confidence.
3. To enhance the personality by practices that facilitates the intellectual, emotional, physical, cultural, moral and ethical values.

Mission
1. To achieve academic excellence.
2. To orient students and promote faculty towards quality research.
3. To use modern teaching aids to improve teaching and learning process.
4. To compete at national level in academic fields and sports.
5. To encourage the girls towards entrepreneurship aspects through special training programmes.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Curriculum development is based on the time bound allocation and completion of fixed syllabus by adopting plans and methodologies. Papers teaching are allotted as per the specialization of subject teachers. Periodical interaction with alumni is in place to have their feedback. Visiting dignitaries also share their valued experience and reaction regarding the standards of teaching learning activities.

. Faculty members regularly participate and give academic inputs in meetings conducted by the respective parent department in the MJPRU to discuss and upgrade the theory as well as practical syllabus.

. Geography and Teacher Education faculty has been involved in curriculum design of the University.

6.3.2 Teaching and Learning

- Teaching and learning involved adequate advance preparation for effective inflow and communication of knowledge in keeping with the syllabi in the calendar year.
- Application of modern need based teaching aids is ensured. Library is an important part of academic infrastructure. Every effort is made to strengthen library by the supply of required books.

6.3.3 Examination and Evaluation

- Examination and evaluation are the important part of academics. College follows all the examination related guidelines in letter and spirits and ensures their compliance through university approved assistant and senior superintendents.
- The faculty of the college is also engaged in evaluation work conducted at university head quarter. Besides, the entire faculty also holds classes as well as department level group discussions and seminars in order to tap the full potential of students.

6.3.4 Research and Development

- Research and Development are always at the core of academics as without their role and application, nothing new can be found out. Therefore, students are enlightened and encouraged to take part in seminars and workshops.
- Lab and library facilities are also provided to supplement the efforts of budding researchers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

NRC is always available for the faculty as a resource for teaching, learning and research. Lab and library infrastructure is updated from time to time. ICT based instruments are purchased and made available to the students.
.

6.3.6 Human Resource Management

- A student being as a prime HR, the college strives to develop this resource through variety of activities like, N.S.S., N.C.C., Social and cultural activities. Besides regular teaching the college provides a number of other support services which contribute significantly in the development of Human Resource.
- Faculty members are encouraged to participate in conferences, seminars, symposium, workshops and refresher courses.
- Faculty members are granted study leave according to the rules and regulations of the University.

6.3.7 Faculty and Staff recruitment

- The recruitment of the faculty and non teaching staff is done on the basis of type of post created, strictly by following the rules and regulations laid down by the government, university and UGC.
- The temporary teaching and non teaching staff for non grant or skill development or other courses are recruited by following all the prescribed rules and regulations too.

6.3.8 Industry Interaction / Collaboration

Students are taken to nearby industry units for on the spot observation and learning the functioning of system. This helps the students to co relate their theoretical knowledge with its practicality.

6.3.9 Admission of Students

* Students are selected for admission on the basis of past academic record, or entrance test depending on the course to which admission is sought..
* Merit lists are generated based on the +2 marks and weightage for various categories GEN/OBC/SC/ST.
* As the college is an aided institution, admission of students is done as per Government norms. 50% of the seats are filled as per the Government policy of reservation.
* Admission to undergraduate courses are done as per the rules and regulations of the MJPRU.
* The college coordinates with the University to providing information about admission procedures through its website.

6.4 Welfare schemes for

Teaching	Teachers are encouraged to participate in seminars/conferences and workshops.
Non teaching	Fee concessions to educate the children of supportive staff.
Students	1.Endowment Prizes & Scholarships 2. Admission fees in installment for poor students. 3. Students Aid Fund for needy students.

6.5 Total corpus fund generated | 5.22708 Lakh |

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	YES (INFORMAL)	IQAC
Administrative	No	-	No	-

6.8 Does the University/ Autonomous College declare results within 30 days?   Not Applicable

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?

Not Applicable

6.11 Activities and support from the Alumni Association

- Alumni meet held on 08.10.2016
- In this alumni association was formed.
- President, Secretary, treasurer and executive council were elected.
- Constitution was framed and presented to the council on 28.01.2017

6.12 Activities and support from the Parent – Teacher Association

Parents and the teachers informally interact on the issues involving academics, discipline and career buildup besides personality development. One such meeting was held in college in February, 2017 wherein the parents enthusiastically participated and discussed issues in the presence of their wards.

6.13 Development programmes for support staff

- Organisation of training programmes related with Information and Communication Technology
- Training has been provided to library staff for the SOUL software.

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

Institution is located in grassland of plain area having fertile landscape and crowded with variety of trees and vegetation. The front part of the college is surrounded by ornamental plants giving an eco-friendly outlook. Following initiatives have been taken for making campus eco-friendly:
- Cleanliness drive on various days
- Efforts are directed to save Non-renewable sources of energy.
- Solar Panels for lights.
- Rain Water harvesting.

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 introduces and adds periodically new innovative need based courses in its curriculum.
>
> - Special attention is paid for the development of better communication skills in English among the students of all streams by organising joint classes separately.
> - Orientation programmes for incoming students of graduation are organized in the beginning of the session.
> - Besides short term computer courses are also conducted for desirous students by the computer department.
> - Organisation of seminars, workshops and conferences for the students.

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

P.O.A.	Action Plan
1. Environment consciousness	Plantation of Saplings inside & outside the campus.
2. Training programme in computer and English Language.	Programme in computer and English language both ran successfully.

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

> Initiatives taken by the college and management to promote best practices mentioned as under.
> 1. Help of poor and meritorious students by teachers and Alumni
> 2. Fee concession for economically and socially backward students.

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

7.4 Contribution to environmental awareness / protection

Activities initiated in the college premises for environmental awareness /protection are given below:-
1. All classrooms are well ventilated which minimises the use of energy.
2. NSS and NCC students organise rallies and special lectures have been given in the village.
3. Use of Solar street lights in campus
4. World Water Day celebration is organized to create awareness on meticulous usage of water.
5. "Vanamahotsva" is organised by planting sapling in the college premises and villages in joint venture with the Forest Department
6. 'Environment' subject is compulsory for the under graduate students.

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:
1. Good academic excellence
2. Students stand in Merit-List in university examinations.
3. Faculties involved in paper publication in National/International conferences.
4. Well Qualified Staff, Good Result Tradition.
5. Students qualified NET/TET exam and also are selected for various services.

Weakness:

1. Infrastructural facilities required. Lack of staffroom, auditorium, common girls' common room with attached toilets for girls.
2. Lack of Infrastructural facilities for students with disability.
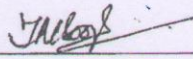
Opportunities:
1. The college has the opportunity to play significant role in nation building and in the eradication of social evils by grooming the students for the services they opt for.
2. Different existing students' friendly cells are proactive in leading the students to their destinations through ceaseless endeavors aimed at their betterment.
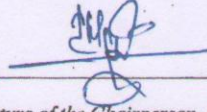
Challenges:
1. The greatest challenge posed to the college is to find out ways and means for inculcating genuine academic interests among the students as their poor turnout in the class as a matter of concern.
2. There is also urgent need to evolve effective mechanism for discovering the suitability of students in the course opted by them at the time of admission.

8. Plans of institution for next year

1. Plan to improve infrastructure facility.
2. Beautification of college campus.
3. To enrich the library with new periodicals, Journals and reference books.
4. Department of computer science and English are planning to organize short term course for basic computer knowledge and English speaking courses for students.
5. Plan to organize University Level games Tournament.
6. Seminar and debate committee member planned to organize national level seminar.

Signature of the Coordinator, IQAC
(T. N. SOORYA)

***

Signature of the Chairperson, IQAC

(C.M. Jain)
Principal
Vardhaman College
BIJNOR

Annexure I
Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE:

UNDER ACTION PLAN OF THE COLLEGE

Dated: 01.07.2016

Academic Calendar of the college for the session 2016-17

S.N	Particular / Subject	From	To	Remarks
1	Sales of Prospectus for Admission for various classes	13.06.2016	30.06.2016	Started
2	Last date of submission of admission form of U.G. part - I Classes	01.07.2016	11.07.2016	Started
3	Preparation of College Annual Staff Statement	31.07.2016	20.08.2016	Prepared
4	Preparation and Display of 1st Merit List of admission in U.G. part - I Classes	11.07.2016	-	
5	Distribution of Marksheets	As and when mark sheets received		
6	Deposit of Admission Fees	12.07.2016	Till last date to be declared by the University	
7	UGC Statistics Annual Statement of Institute for Higher Education (Numerical Data)	20.07.2016	15.09.2016	Now to be started
8	Duration of admission in U.G. part-I Classes	11.07.2016	31.07.2016	
9	Admission form will be received from P.G. class students	01.08.2016	20.08.2016	Subject to availability of mark sheets
10	Starting of teaching work of U.G. part - I classes	01.08.2016	Feb., 2017	
11	Admission in U.G. Part II & III classes will be started directly not according to merit list.	05.07.2016	Till marksheets of Part – I & II year are received	
12	Starting of admission in PG Previous and Final year Classes	15.07.2016	Till the University Order	
13	Starting of teaching in P.G. classes	10.08.2016	Feb., 2017	
14	Submission of Scholarship form at the time of admission	As and when admission completed and according to instruction received from department concerned	Till the Govt. order	
15	Improvement Exam forms of various classes	As per university programme, generally in Sept., 2016	Till the University Order	
16	Filling of Regular & Private Exam form 2016-17	As per university instruction		In Oct., 2016 may be possible
17	Result declaration of Improvement Exam	In the month of Nov., 2016		
18	Receiving & Distribution of mark sheets of Improvement Exam	In the month of Nov., 2016		
19	Admission of students who passed Improvement Exam, 2016	In the month of Nov. / Dec., 2016		
20	Annual Sports Meet & Annual Function of the college (Sh. R.K. Jain memorial meets)	In the month of Jan/Feb.,2017		
21	University Practical Exam, 2017	As per university programme, generally in the month of Feb., 2017		
22	University Main Exam, 2017	Most probably 1st week of March, 2017	As per university examination scheme	
23	Declaration of last working day	As per university declaration		
24	Declaration of summer vacation	May & June, 2017		
25	Entrance Examination for admission in M.Sc./B.Ed. classes	As & when university declared		
26	Preparation of next session	In the month of June & July, 2017		

(Dr. Meena Bakshi)
Acting Principal
Vardhaman College
BIJNOR