Annual Quality Assurance Report

2017-18

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)* | 2017-18 |

1. Details of the Institution

1.1 Name of the Institution | VARDHAMAN COLLEGE |

1.2 Address Line 1 | Kiratpur Road, |

Address Line 2 | BIJNOR |

City/Town | BIJNOR |

State | UTTAR PRADESH |

Pin Code | 246701 |

Institution e-mail address | principalvcb@rediffmail.com |

Contact Nos. | 01342262788 |

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)*

OR

1.4 **NAAC Executive Committee No. & Date:**   EC(CS)/23/A&A/20.2 dated 28-03-2017

(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)

1.5 Website address: www.vardhamancollege.edu.in

Web-link of the AQAR: http://vardhamancollege.edu.in/content-image/AQAR_2017-18.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)*

AQAR ___   (2011-2012) ___   SUBMITTED
AQAR_____(2012-2013) __ _   SUBMITTED
AQAR_____(2013-2014) __ _   SUBMITTED
AQAR_____(2014-2015) ___   SUBMITTED
AQAR------------(2015-2016)-------   SUBMITTED
AQAR------------(2016-2017)-------   SUBMITTED
AQAR------------(2017-2018)-------   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)   . NA

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

--

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

09

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

09

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. --   Faculty

Non-Teaching Staff Students --   Alumni --   Others --

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. Nil   International --   National   State --   Institution Level --

(ii) Themes   --

2.14 Significant Activities and contributions made by IQAC

- **IQAC created a visionary plan of activities for the college for next year**
- **IQAC designed a format for feedback for alumni and parents**
- **Departmental AQAR were created to compile the information for preparation of AQAR relevant from the departments.**

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
Curriculum Planning	Internal Assessment through Mid Term Examination.
Environmental Consciousness.	Consequent open collaborative efforts involving eco club, NSS, NCC and Beautification committee. College witnesses its facelift through massive plantation, Nest Hanging for the protection of extinction facing sparrows. Reuse of one sided papers is in general practice.
To enrich Library and Laboratories.	56808 text books and 1856 reference books worth Rs. 3042739.29 were in stock. New 15 books worth Rs. 6000.00 were purchased. Equipments and chemicals of worth Rs. 6,63,089.00 were also purchased for Laboratories.
To encourage the students for their overall development.	Students of all streams enthusiastically availed all students' friendly activities conducted by the sports department, cultural committee, career counselling cell and all the units of NSS and NCC. Many students did college proud by winning individual events held at University level and also by begging winner's trophy for the Institution. Local media also prominently highlighted the achievements of Individual students and the institution.
Students support and Mentoring.	Orientation programme aimed at providing exposure and enlightenment to students about community life of college and availability of facilities was organized for the students of all streams of graduation first year on 09.07.2018. Students were briefed about the role and function of different cells committees and departments.
Research.	Many faculty members published their research work in journals of high repute. Faculty members also presented their research work in national & international conferences.
Social Responsibility.	Cleanliness drive under "Swachch Bharat Abhiyaan" in the campus.

* *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 placed the following suggestions:**
> 1. **Administrative and Academic Audit**
>   IQAC recommended the college to undertake academic and administrative audit for reviewing the quality of academic and administrative process in the college. The purpose is to understand the existing system and assess the strengths and weakness of the department and administrative units for their continuous improvement.
> 2. **Uploading of e-resources**
>   IQAC proposed to upload guest lectures and learning modules in e-learning portal of the college website for the benefit 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 [-] 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.

   The college follows the syllabi introduced for each subject and class by the university

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

   Not Applicable.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	**36**	**28**	01	--

2.2 No. of permanent faculty with Ph.D.

55

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
Nil	20	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest-00   Visit-00   Temp-25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	13	03
Presented papers	09	52	Nil
Resource Persons	Nil	02	Nil

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

The institution takes every care to introduce and promote innovative processes by putting in place the latest technology in respect of quality teaching and learning. Installation of Smart Boards and teaching through power point presentation in the class are the major initiative initially taken for all the departments of science. All the departments have been provided computers with internet excess. Besides, following traditional methods, Institution and its faculty also motivate and groom the students for debates and group discussion. Highly motivated students take part in extracurricular activities held in and outside the college.

Faculties from different departments use several pedagogies depending upon the concept to facilitate better understanding among students. Documentaries, movies, debate class presentations, group discussions are encouraged to enhance learning outcomes. Apart from that following processes have been adopted by Institution to enhance the teaching and learning:-

- Use of ICT facility to enable students to grasp the concepts more clearly.
- The college encourages learning by doing and offers hands on experience to enable better comprehension (Now known as Human Resources Development Centre, HRDC)
- Organisation of popular lectures/talks/seminars conferences and workshops.
- Faculty attend orientation and refresher courses organised by academic staff college of UGC

2.7 Total No. of actual teaching days

during this academic year

| 148 |

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 exams.**
- **For internal assessment Midterm examination were conducted by all departments.**
- **In several departments Mock viva and practical exams were conducted for the revision of students**.

2.9 No. of faculty members involved in curriculum

| BOS-06 | | - | | - |

restructuring/revision/syllabus development

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

2.10 Average percentage of attendance of students

| 89% |

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.	628	-----	15	523	67	96.34
B.COM	227	-----	21	193	08	97.8
BSc. MATHS	230	-----	85	135	-----	96.54
BSc. BIO	174	02	67	97	-----	95.4
BSc. CS	44	-----	16	21	-----	84.9
B.ED	41	-----	35	06	-----	100
M.A (HINDI)	51	-----	-----	254	24	96.8
M.A.(ENGLISH)	70	-----	-----	36	29	92.86
M.A(SANSKRIT)	36	01	06	26	03	97.22
M.A(HISTORY)	49	-----	06	33	08	95.92
M.A(ECONOMICS)	63	-----	07	31	22	95.24
M.A(GEOGRAPHY)	59	-----	21	36	01	98.31
M.COM FINAL	70	-----	12	52	05	98.57
MSc. FINAL(MATHS)	51	-----	02	14	16	62.75
MSc. FINAL(PHYSICS)	15	-----	11	03	-----	93.33
MSc. FINAL (CHEMISTRY)	21	-----	07	10	-----	80.95
MSc. FINAL (ZOOLOGY)	19	01	16	03	-----	100

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

IQAC contribute in monitoring and evaluating the teaching and learning process by regularly interacting with the faculty. It regularly circulates the teaching learning guidelines among the staffers. It also supplements the efforts of subject heads in organizing guest lectures and talks.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	13
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	08
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	25	12	03	20
Technical Staff	14	07	01	01

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC remain actively involved in taking research promoting initiatives by sensitizing the faculty and the students. Faculty members are encourage to prepare and submit minor and major research paper and projects for approval of funding agencies like UGC, DST, and ICSSR. Students are also trained and enlightened for developing research paper writing skill etc. Popular lectures by eminent speakers and scientists are organized to sensitize students about research and its application in different areas.

3.2   Details regarding major projects :   N.A.

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

3.3   Details regarding minor projects: N.A.

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	23	12	Nil
Non-Peer Review Journals	03	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	02	06	Nil

3.5 Details on Impact factor of publications:

Range [0-3.42]   Average [--]   h-index [4.8-167]   Nos. in SCOPUS [12]

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.   01   Chapters in Edited Books   10

ii) Without ISBN No.   Nil

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   N.A.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	Nil	Nil	Nil
Sponsoring Agencies	NA	JPN Publication, Pragati Publication, Krishna Publication, Andhra Bank, SBI, Sarva U.P. Gramin Bank, Beena Prakash Hospital, Pooja Hospital	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons   Expert   Ch. P   RP.   Total

03	04	08	15

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
--	--	Nil	--	01	02	--

3.18 No. of faculty from the Institution   13

who are Ph. D. Guides and students registered under them   03

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) **NIL**

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 | 78 |

National level | 27 | 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 | 01 | International level | - |

3.25 No. of Extension activities organized

University forum | -- | College forum | 07 |

NCC | 10 | NSS | 07 | Any other | Nil |

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

Institution has conducted series of activities in spreading mass awareness about environmental protection and eradication of social evils. Eco club organized mass plantation of saplings and nest hanging for providing shelter to fast extinction facing sparrows on the occasion of World Environment Day 05.06.2018. Specially designed nests were also hung on selected trees at public places outside the college. The initiative of college drew public and media attention and it was appreciated by all.

One of the faculty members has been doing wonderful job by providing shelter and treatment to the injured and sick animals and birds. She has also been sensitizing the public about the preventive measures against dog bite etc. Anti ragging rally, AIDS awareness programs and Blood donation camp were also organized with the active participation of faculty and students.

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	29	--	Vardhaman Educational Society Fund	--
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)	--	6.63089	College Fund	--
Others (Inter-com)	--	10.75956	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 for fees.
> 3. Declaration of results is executed online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	56808	3042739.29	15	6000.00	56823	3048739.29
Reference Books	1856		--	--	1856	
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	N-LIST subscription from INFLIBNET					@ 5000 per annum
Digital Database	SOUL Software	91600.00				91600.00
CD & Video	--	--	--	--	--	--

				Others
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computers in Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	60	30	Two connection with 10 mbps each	02	--	08	11	9
Added	--	--	--	--	--	--	--	--
Total	60	30	Two connection with 10 mbps each	02	--	08	11	9

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

College encourages all its faculty to get digitally trained through NRC.

4.6 Amount spent on maintenance in lakhs :

i) ICT

----

ii) Campus Infrastructure and facilities

3.63186

iii) Equipments

----

iv) Others

Total:

3.63186

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC does everything to enhance awareness about students' supports and services. It plays key role in updating prospectus and also supplements the efforts of magazine committee in the collection and selection of material for magazine. IQAC also ensures the display of students related matter and information on the display board. Orientation programmes organized for students, in the beginning of session addressed by the members of IQAC in order to provide an update to students about the existing students friendly facilities and activities.

5.2 Efforts made by the institution for tracking the progression

> IQAC keeps close watch on maintaining healthy teacher students relation it also monitors the half yearly examination system introduced in the first time in college. The turnout of students and their performance in the half yearly exam help the faculty to note and monitor the academic level achieved by the student. The faculty facilitates mentoring of students on both curricular as well as co-curricular aspects.
> The college also ensures that all facilities and resources are adequately made available to students.

5.3

(a) Total Number of

UG	PG	Ph. D.	Others
3982	1065	--	--

students

(b) No. of students outside the state

(c) No. of international students   Nil

Men

No	%
1780	35.26

Women

No	%
3267	64.73

Last Year (2016-17)							This Year					
General	SC	ST	OBC	Jain Minority	Others	Total	**General**	**SC**	**ST**	**OBC**	**Jain Minority**	**others**	**Total**
731	1740	--	2238	827	14	5414	688	1482	25	1999	841	12	5047

Demand ratio -- 1:1.05   Dropout %   -- 6%

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

> Personal guidance related to academics and competitions' preparations are provided to the students by the faculty. Career counselling cell holds lecture series for all students and organizes lecture and addresses by the faculty and sometimes speakers are outsourced

No. of students beneficiaries | 01 |

5.5 No. of students qualified in these examinations

NET | 13 | SET/SLET | - | GATE | - | CAT | - |

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

5.6 Details of student counseling and career guidance

> Career Guidance and counseling cell in the college guides the students about career buildup it organizes guest lectures by the faculty and also outsources eminent faculty on need based requirements in the interest of students.

No. of students benefitted | 173 |

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	24	--	--

5.8 Details of gender sensitization programmes

> The college is very sensitive to gender sensitization. It organizes programmes on International women's day. Women cell of college is actively engaged in enlightening the student about rights of women and their empowerment.

5.9 Students Activities

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

State/ University level/Inter collegiate | 101 | 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 | 36 | 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	10	14800/-
Financial support from government	3617	Not available as scholarship directly credited in students bank accounts
Financial support from other sources	01	6000/-
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 |

(Awareness Campaign on National Voter's Day)

5.13 Major grievances of students (if any) redressed:

Redressal of grievances constitutes the thrust area of college administration. Proctorial board and women cell work shoulder to shoulder in addressing issues related to students. Complaint box installed at vital points in college is opened regularly. Besides this the faculty also interacts with the students to know about their problems. During this session, there are no major grievances of students.

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, the institution maintains management information system. The meetings of existing cells and committees are held as and when necessaries.

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 for 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.

6.3.2 Teaching and Learning

- Teaching and learning involve adequate advanced 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.

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 spirit 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 headquarter.
- Besides the entire faculty also hold classes as well as departmental level group discussions and seminars in order to tap the full potential of students.
- College also conduct half yearly exam after the completion of 70% syllabus in order to provide students an opportunity to assess their performance and make further improvement.

6.3.4 Research and Development

- Research and development are always at the core of academics as without their role and application, nothing can be found out therefore students are enlightened and encouraged to take part in seminars and workshops.
- Labrary & Laboratory facilities are also provided to the students to supplement the efforts of budding researches.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- NRC is always available for the faculty.
- Labrary & Laboratory infrastructure is updated time to time. ICT based instruments purchased are made available for the benefit of 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 physical, 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.

6.3.7 Faculty and Staff recruitment

Appointments for teaching and non teaching staff are done on the basis of merit and incompliance with the norms and rules as lay down by UGC, University and Government. The temporary staff is also recruited in teaching and non teaching category by the management. At present 90% teaching staff are held by permanent faculty. The process for the remaining posts is in progress.

6.3.8 Industry Interaction / Collaboration

Students of science and commerce are taken to nearby industrial units for an on the spot observation and learning the functioning of system. This helps the students to correlate their theoretical knowledge with its practical application.

6.3.9 Admission of Students

* Students are selected for admission on the basis of past academic record, interviews or a combination of these three 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

6.4 Welfare schemes for

Teaching	Admission to teachers wards as per the rules and regulations of the college.
Non teaching	Fees concession to educate the children of support staff.
Students	Poor Boys Fund Scholarship Admission fees in instalments for needy students. Career counselling sessions by the department.

6.5 Total corpus fund generated

11.74348 Lakh

6.6 Whether annual financial audit has been done   √

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

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

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?

The power to make examination reforms lies with the University (Not with the College)

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

1. 57 members have been added to the Vardhaman Alumni Association. Formal Alumni meet was not held in this session.
2. Alumni are invited to provide career counselling to students.

6.12 Activities and support from the Parent – Teacher Association

There is no parent teacher association in the college. There is informal interaction with the parents as and when required and parents are informed about the progress of their wards.

6.13 Development programmes for support staff

- Participation in the training programmes
- Training for non-teaching staff for development of computers and communication skills.

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

The college took the giant leap by declaring the institution as "Polythene and Tobacco Free". Students have been sensitized and motivated to discard polythene and tobacco. The harmful effects of evils are explained to the students through the notice board installed at the threshold of the college. College sets an example to promote the use of jute bags through distribution among staffs and local residents. Eco friendly campus attracts the attention of public and the media alike.
- Compost pit in the college transforms waste to Manure
- Reuse one sided printed papers.
- 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 has proposed five add on courses namely:
>   - Journalism
>   - English Speaking
>   - Computer Literacy
>   - GST and Income Tax
>   - Mental Ability and General Studies.
> - Organization of seminar / workshops and conferences.
> - Environmental consciousness through in plantation drives and PATF (Polythene and Tobacco Free Campus)

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

Plan of Action	Action Taken
Environmental Consciousness to a higher level.	• Polythene and Tobacco free campus. • Sparrow houses.
Quality related seminar to be organised.	National level seminar organized by Department of Mathematics on 23 -24 February, 2018.

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

> 1. The college provides financial assistance to the students of weaker sections of society for the continuation of their studies. The alumni association also contributes to the corpus fund used for the help of economically backward students.
> 2. College has carved out a place for itself by ensuring polythene and tobacco free campus through regulatory monitored sanitation.

*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:**
> - Good and regular classes contributing in the growth of academics besides extracurricular activities.
> - Students get place in the list of University toppers.
> - Faculty is engaged in research publication and participation in national/ international seminars and workshops.
> - One of the faculty acted as an observer for the official Indian team to participate in Asian Physics Olympiad held in Russia in May, 2017
>
> **Weakness:**
> Lack of staffroom, Girls common room with attached toilets and Auditorium.
>
> **Opportunities:**
> - 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.
> - Different existing students friendly cells are proactive in leading the students to their destinations through ceaseless endeavours aimed at their betterment.
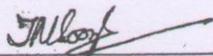>
> **Challenges:**
> - The greatest challenge posed to the college is to find out ways and means for inculcating genuine academic interests among the students.
> - The challenge is also to guide students about the courses/subject appropriate for them as per their capabilities while going for higher education.
> - The challenges also include all efforts for working hard in ensuring 'A' Grade in the forthcoming NAAC.

8. Plans of institution for next year

1. The institution proposes to introduce add on courses in journalism, English speaking, Computer literacy, GST and Income tax and Mental ability and general studies.
2. Extension of library infrastructure through Construction of additional building, staffroom and Girls' common room with the financial assistance of public representative is also to be initiated on priority basis.
3. Renovation of reading room adjoining college library.
4. Separate toilet for boys and girls are proposed to be constructed.
5. Installation of smart board in all remaining rooms.
6. Construction of cycle and Motorcycle stand.
7. Upgradation of canteen.

ANNEXURE:

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

Signature of the Chairperson, IQAC
(C.M. Jain)
Principal
Vardhaman College
BIJNOR

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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: 06.06.2017

Academic Calendar of the college for the session 2017-18

S.N	Particular / Subject	From	To	Remarks
1	Sales of Prospectus for Admission for various classes	25.06.2017 / **13.06.2016**	25.07.2017 / **30.06.2016**	
2	Last date of submission of admission form of U.G. part - I Classes	As per notification of the University / **01.07.2016**	**11.07.2016**	
3	Preparation of College Annual Staff Statement	01.04.2017 / **31.07.2016**	30.06.2017 / **20.08.2016**	
4	Preparation and Display of 1st Merit List of admission in U.G. part-I Classes	It will be declare by the University. Dates are yet to be declared / **11.07.2016**	**11.07.2016**	
5	Distribution of Mark sheets	As and when mark sheets received		
6	Deposit of Admission Fees	10.07.2017 / **12.07.2016**	Till last date to be declared by the University	
7	UGC Statistics Annual Statement of Institute for Higher Education (Numerical Data)	20.07.2017 / **20.07.2016**	15.09.2017 / **15.09.2016**	
8	Duration of admission in U.G. part-I Classes	As per notification of the University / **11.07.2016**	**31.07.2016**	
9	Admission form will be received from P.G. class students	01.08.2017 / **01.08.2016**	16.08.2017 / **20.08.2016**	Subject to availability of mark sheets
10	Starting of teaching work of U.G. part - I classes	01.08.2017 / **01.08.2016**	Feb., 2018 / **Feb., 2017**	
11	Admission in U.G. Part II & III classes will be started directly not according to merit list.	10.07.2017 / **05.07.2016**	Till mark sheets of Part – I & II year are received	
12	Starting of admission in PG Previous and Final year Classes	15.07.2017 / **15.07.2016**	Till the University Order	
13	Starting of teaching in P.G. classes	10.08.2017 / **10.08.2016**	Feb., 2018 / **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., 2017 / **As per university programme, generally in Sept., 2016**	Till the University Order	
16	Filling of Regular & Private Exam form 2017-18	As per university instruction / **As per university instruction**		In Oct., 2017 may be possible
17	Result declaration of Improvement Exam	In the month of Nov., 2017 / **In the month of Nov., 2016**		
18	Receiving & Distribution of mark sheets of Improvement Exam	In the month of Nov., 2017 / **In the month of Nov., 2016**		
19	Admission of students who passed Improvement Exam, 2017	In the month of Nov. / Dec., 2017 / **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.,2018 (Only after 15th Feb., 2018) / **In the month of Jan/Feb.,2017**		
21	University Practical Exam, 2018	As per university programme, generally in the month of Feb., 2018 / **As per university programme, generally in the month of Feb., 2017**		
22	University Main Exam, 2018	Most probably 1st week of March, 2018 / **Most probably 1st week of March, 2017**	As per university examination scheme	
23	Declaration of last working day	As per university notification		
24	Declaration of summer vacation	As per university notification / **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, 2018 / **In the month of June & July, 2017**		

Note: Information in green color for previous year.

(Dr. C.M. Jain)
Principal
Principal
Vardhaman College
BIJNOR

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