

SELF STUDY REPORT

Submitted to

**NAAC ASSESSMENT AND
ACCREDITATION COUNCIL
BANGLORE**

BY



SHIVNATH SINGH EDUCATIONAL MAHAVIDHYALYA

GWALIOR

TRACK ID

MPCOTE 23638

INDEX

Sl.No	Particulars	Page No
Part I	Institutional Data	09
IA	Profile of Institute	10
IB	Criterion wise Inputs	16
Part II	Evaluative Report	
	Executive summary	50
	Curricular Aspects	53
	Teaching-Learning & Evaluation	63
	Research Consultancy & Extension	79
	Infrastructure & Learning Resources	91
	Student support & Progression	104
	Governances & Leadership	119
	Innovative Practices	141
PART III	Annexure	148
	Undertaking & Declaration	End

**SHIVNATH SINGH EDUCATIONAL
MAHAVIDHYALAYA
GWALIOR**



**MR. SHIVNATH SINGH
CHAIRMAN**

SHIVNATH SINGH EDUCATIONAL

MAHAVIDHYALAYA

GWALIOR



MRS. MITHILESH SINGH

FOUNDER TRUSTEE

**SHIVNATH SINGH EDUCATIONAL
MAHAVIDHYALAYA
GWALIOR**



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**SMT.USHA SINGH
SECRETARY**

**SHIVNATH SINGH EDUCATIONAL
MAHAVIDHYALAYA
GWALIOR**



MR.KEERTHI VARDHAN SINGH
DIRECTOR/TREASURER

**SHIVNATH SINGH EDUCATIONAL
MAHAVIDHYALAYA
GWALIOR**



**DR. ASHISH SHARMA
PRINCIPAL**

SELF APPRAISAL REPORT

SELF APPRAISAL REPORT



Part-I

Institutional Data

Shivnath Singh Educational Mahavidhyalaya

Gwalior

SELF APPRAISAL REPORT

SELF APPRAISAL REPORT



Part I-A

Profile of Institute

Shivnath Singh Educational Mahavidhyalaya

Gwalior

Part I-A Profile of the Institution

1. Name and address of the institution:

**Shivnath Singh Educational Mahavidhyalaya
MIG-168, Madhav Nagar, Gwalior, Madhya Pradesh.**

2. Website URL:

www.shivnthsinghcollege.com

3. For communication:

Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal Dr.Ashish sharma	0751-2970195		principalssemgwl@gmail.com
Vice-Principal Dr.Upasana mathur	0751-2970195		Upasanamathur405@gmail.com
Self - appraisal Co-ordinator Mr.K.V.singh	0751-2970195		singh_kv@yahoo.com

Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal – Dr Ashish singh	0751-2970195	0989375751
Vice-Principal - Dr.Upasana Mathur	do	0982623073
Self-appraisal Co-ordinator Mr.K.V singh	do	0989375751

4. Location of the Institution:

Urban ☒ Semi-urban ☐ Rural ☐ Tribal ☐

5.Campus area in acres:

8.5 acres

6. Is it a recognized minority institution?

Yes ☐

No ☒

7. Date of establishment of the institution:

Month & Year

MM	YYYY
March	2005

8. University/Board to which the institution is affiliated:

Jiwaji University

9.Details of UGC recognition under sections 2(f) and 12(B)
of the UGC Act.

Month & Year

MM	YYYY
-	--

2f

Month & Year

MM	YYYY
--	---

12B

10. Type of Institution

- a. By funding
- i. Government ☐
 - ii. Grant-in-aid ☐
 - iii. Constituent ☐
 - iv. Self-financed ☒
 - v. Any other ☐
- b. By Gender
- i. Only for Men ☐
 - ii. Only for Women ☐
 - iii. Co-education ☒
- c. By Nature
- i. University Dept. ☐
 - ii. IASE ☐
 - iii. Autonomous College ☐
 - iv. Affiliated College ☒
 - v. Constituent College ☐
 - vi. Dept. of Education of
Composite College ☐
 - vii. CTE ☐

11. Does the University / State Education Act have provision for autonomy?

Yes ☒ No ☐

If yes, has the institution applied for autonomy?

Yes ☐ No ☒

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary/ Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary/ Sr. secondary			Certificate		
				Diploma		
		B.Ed	Any Graduate with 50%	Degree	Two Year	Hindi & English
iv.	Post Graduate			Diploma		
				Degree		
v.	Other (specify)			Certificate		
				Diploma		
				Degree		

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Program me	Order No. & Date	Valid upto	Sanct ioned Intak e
Pre-primary				
Primary/Elementary				
Secondary/ Sr.secondary	B.ed	WRC/APW06 13/223274/201 5/144990	Permanent	100
Post Graduate				
Other (specify)				

SELF STUDY REPORT



Part I-B

Criterion Wise Inputs

Shivnath Singh Educational Mahavidhyalaya

Gwalior

Part I-B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated

Vision

Yes	•	No	
-----	---	----	--

Mission

Yes	•	No	
-----	---	----	--

Values

Yes	•	No	
-----	---	----	--

Objectives

Yes	•	No	
-----	---	----	--

a) Does the institution offer self-financed programme(s)?

If yes,

Yes	•	No	
-----	---	----	--

a) How many programmes?

01

b) Fee charged per programme

Rs.32000

3.Are there programmes with semester system

No

2. Is the institution representing/participating in the curriculum development/ revision processes of the regulatory bodies?

Yes		No	•
-----	--	----	---

If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority.

N.A

3. Number of methods/elective options (programme wise)

D.Ed.	
B.Ed.	09
M.Ed. (Full Time)	
M.Ed. (Part Time)	
Any other (specify and indicate)	

4. Are there Programmes offered in modular form

Yes		No	•
Number		N.A	

5. Are there Programmes where assessment of teachers by the students has been introduced

Yes		No	•
-----	--	----	---

Number	
--------	--

5. Are there Programmes with faculty exchange/visiting faculty

Yes	•	No	
-----	---	----	--

Number	06
--------	----

6. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools
- Academic peers
- Alumni
- Students
- Employers

Yes	•	No	
-----	---	----	--

Yes	•	No	
-----	---	----	--

Yes	•	No	
-----	---	----	--

Yes	•	No	
-----	---	----	--

Yes	•	No	
-----	---	----	--

7. How long does it take for the institution to introduce a new programme within the existing system?

1 year

8. Has the institution introduced any new courses in teacher education during the last three years?

Yes		No	•
-----	--	----	---

Number	N.A
--------	-----

9. Are there courses in which major syllabus revision was done during the last five years?

Yes		No	•
-----	--	----	---

Number	NA
--------	----

10. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	•	No	
-----	---	----	--

11. Does the institution encourage the faculty to prepare course outlines?

Yes	•	No	
-----	---	----	--

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission into various courses?

- a) Through an entrance test developed by the institution ☐
- b) Common entrance test conducted by the University/Government ☒
- c) Through an interview ☐
- d) Entrance test and interview ☐
- e) Merit at the qualifying examination ☐
- f) Any other (specify and indicate) ☐

2. Furnish the following information
(for the previous academic year): **2014-15**

- a) Date of start of the academic year
- b) Date of last admission
- c) Date of closing of the academic year
- d) Total teaching days
- e) Total working days

3. Total number of students admitted -2014-15

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.									
B.Ed.	43	56	99	29	24	53	14	32	46
M.Ed. (Full Time)									
M.Ed. (Part Time)									

4. Are there any overseas students?

Yes		No	•
-----	--	----	---

If yes, how many?

NA

5. What is the 'unit cost' of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

a) Unit cost excluding salary component

17550

b) Unit cost including salary component

32000

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.Ed.	68	30	58	34

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes

☒

No

☐

8. Does the institution develop its academic calendar?

Yes

☒

No

☐

9. Time allotted (in percentage)

Programmes	Theory	Practice Teaching	Practicum
D.Ed.			
B.Ed.	65%	20%	15%
M.Ed. (Full & part Time)			

14. Pre-practice teaching at the institution

a) Number of pre-practice teaching days

1	0
---	---

b) Minimum number of pre-practice teaching lessons given by each student

2	1
---	---

10. Practice Teaching at School

a) Number of schools identified for practice teaching

0	7
---	---

b) Total number of practice teaching days

4	3
---	---

c) Minimum number of practice teaching lessons given by each student

4	0
---	---

11. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons In simulation

No. 7

No. of Lessons Pre-practice teaching

No. 21

12. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

13. Does the institution provide for continuous evaluation?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

14. Weightage (in percentage) given to internal and external evaluation

Programmes	Internal	External
D.Ed.	--	--
B.Ed.	35%	65%
M.Ed. (Full & part Time)	--	--

15. Examinations

a) Number of sessional tests held for each paper

0	2
----------	----------

b) Number of assignments for each paper

-	-
---	---

16. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	•	
Intranet	•	
Internet	•	
Software / courseware (CDs)	•	
Audio resources	•	
Video resources	•	
Teaching Aids and other related materials	•	
Any other (specify and indicate)		

18. Are there courses with ICT enabled teaching-learning process?

Yes	•	No	
-----	---	----	--

Number	01
--------	-----------

19. Does the institution offer computer science as a subject?

Yes		No	•
-----	--	----	---

Criterion III: Research, Consultancy and Extension

1. Number of teachers with Ph. D and their percentage to the total faculty strength

Number	4	50	%
--------	---	----	---

2. Does the Institution have ongoing research projects?

Yes		No	•
-----	--	----	---

If yes, provide the following details on the ongoing research projects

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any

3. Number of completed research projects during last three years.

N.A

4. How does the institution motivate its teachers to take up research in education? (Mark ✓ for positive response and X for negative response)

○ Teachers are given study leave

✓

○ Teachers are provided with seed money

✓

○ Adjustment in teaching schedule

✓

○ Providing secretarial support and other facilities

✓

○ Any other specify and indicate

5. Does the institution provide financial support to research scholars?

Yes

☐

No

☒

6. Number of research degrees awarded during the last 5 years.

a. Ph.D.

b. M.Phil.

7. Does the institution support student research projects

(UG & PG)?

Yes

☐

No

☒

8. Details of the Publications by the faculty (Last five years)

International journals	Yes	No	Numbers
National journals – referred papers	•		05
Non referred papers			
Academic articles in reputed magazines/news papers	•		05
Books	•		05

9. Are there awards, recognition, patents etc received by the faculty?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Number	NA
--------	----

10. Number of papers presented by the faculty and students (during last five years):

National seminars

Faculty

Students

10
-
-

20
-
-

International seminars

Any other academic forum

11. What types of instructional materials have been developed by the institution? (Mark '✓' for yes and 'X' for No.)

Self-instructional materials

☒

Print materials

☒

Non-print materials (e.g. Teaching

☒

Aids/audio-visual, multimedia, etc.)

Digitalized (Computer aided instructional materials)

☒

Question bank

☒

12. Does the institution have a designated person for extension activities?

Yes

☒

No

☐

If yes, indicate the nature of the post.

Full-time

☐

Part-time

☐

Additional charge

☒

13. Are there NSS and NCC programmes in the institution?

Yes

☐

No

☒

14. Are there any other outreach programmes provided by the institution?

Yes

☒

No

☐

15. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

02

16.Does the institution provide consultancy services?

Yes

☐

No

☒

In case of paid consultancy what is the net amount generated during last three years.

NA

17.Does the institution have networking/linkage with other institutions/ organizations?

Local level	•
State level	•
National level	•
International level	

Criterion IV: Infrastructure and Learning Resources

1. Built-up Area (in sq. mts.)

1698 .2 Sq.meter

2. Are the following laboratories been established as per NCTE Norms?

- | | | | | |
|---|-----|-------------------------------------|----|--------------------------|
| a) Methods lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| b) Psychology lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| c) Science Lab(s) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| d) Education Technology lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| e) Computer lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| f) Workshop for preparing teaching aids | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

3. How many Computer terminals are available with the institution?

30

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

Rs.200000

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

Rs.50000

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

Rs.50000

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

Rs.500000

8. Has the institution developed computer-aided learning packages?

Yes

☒

No

☐

9. Total number of posts sanctioned

Teaching
Non-teaching

Open		Reserved	
M	F	M	F
1	5	1	1
-	-	-	-

10. Total number of posts vacant

Teaching
Non-teaching

Open		Reserved	
M	F	M	F
-	-	-	-
-	-	-	-

11.a. Number of regular and permanent teachers –GENDER WISE

Lecturers

Open		Reserved	
M	F	M	F
-	5	1	1

Readers

M	F	M	F
-	-	-	-

Professor

M	F	M	F
-	-	-	-

b. Number of temporary/ad-hoc/part-time teachers (Gender-wise)

	Open		Reserved	
Lecturers	M	F	M	F
	3	3	-	-
Readers	M	F	M	F
	-	-	-	-
Professors	M	F	M	F
	-	-	-	-

c. Number of teachers from Same state

06

Other states

02

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	
B.Ed.	8:100
M.Ed. (Ful & partl Time)	

13.a. Non-teaching staff

	Open		Reserved	
Permanent	M	F	M	F
	2	5	-	-
Temporary	M	F	M	F
	-	-	-	-

b. Technical Assistants Permanent

M	F	M	F
2	-	-	-

Temporary

M	F	M	F
-	-	-	-

14. Ratio of Teaching – non-teaching staff

1:1

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

45.6%

16. Is there an advisory committee for the library?

Yes

•

No

17. Working hours of the Library

On working days

7 hrs

On holidays

--

During examinations

7 hrs

18. Does the library have an Open access facility

Yes

•

No

19.Total collection of the following in the library

a. Books	7813
- Textbooks	6790
- Reference books	1023
b. Magazines	10
e. Journals subscribed	
- Indian journals	25
- Foreign journals	02
f. Peer reviewed journals	05
g. Back volumes of journals	10
h. E-information resources	
- Online journals/e-journals	05
- CDs/ DVDs	50
- Databases	15
- Video Cassettes	--
- Audio Cassettes	--

20.Mention the

Total carpet area of the Library (in sq. mts.)

112 sq.mtr

Seating capacity of the Reading room

50

21.Status of automation of Library

Yet to intimate

☐

Partially automated

☐

Fully automated

☒

22. Which of the following services/facilities are provided in the library?

- | | |
|--|-------------------------------------|
| Circulation | <input type="checkbox"/> |
| Clipping | <input type="checkbox"/> |
| Bibliographic compilation | <input type="checkbox"/> |
| Reference | <input checked="" type="checkbox"/> |
| Information display and notification | <input checked="" type="checkbox"/> |
| Book Bank | <input checked="" type="checkbox"/> |
| Photocopying | <input checked="" type="checkbox"/> |
| Computer and Printer | <input checked="" type="checkbox"/> |
| Internet | <input checked="" type="checkbox"/> |
| Online access facility | <input checked="" type="checkbox"/> |
| Inter-library borrowing | <input type="checkbox"/> |
| Power back up | <input checked="" type="checkbox"/> |
| User orientation /information literacy | <input type="checkbox"/> |

23. Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24. Furnish information on the following

Average number of books issued/returned per day

30

Maximum number of days books are permitted to be retained

by students

07

by faculty

10

Maximum number of books permitted for issue

for students

02

for faculty

05

Average number of users who visited/consulted per month

200

Ratio of library books (excluding textbooks and book bank facility) to the number of students enrolled

1023:100

25. What is the percentage of library budget in relation to total budget of the institution

5.2%

26. Provide the number of books/ journals/ periodicals that have been added to the library during the last three years and their cost.

	I 2014-15		II 2013-14		III 2012-13	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	3000	452855	216	69447	163	16862
Other books	100	12585	75	7500	75	7500
Journals/ Periodicals	20	10250	15	9525	18	9020
Any others specify and indicate						

Criterion V: Student Support and Progression

1. Programme wise “dropout rate” for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.			
B.Ed.	---	---	-----
M.Ed. (Full & partTime)			

2. Does the Institution have the tutor-ward/or any similar mentoring system?

Yes	•	No	
-----	---	----	--

If yes, how many students are under the care of a mentor/tutor?

10

3. Does the institution offer Remedial instruction?

Yes	•	No	
-----	---	----	--

4. Does the institution offer Bridge courses?

Yes	•	No	
-----	---	----	--

5. Examination Results during past three years (provide year wise data)

	UG		
	I 2014-15	II 2012-13	III 2011-12
Pass percentage	Awaited	100 %	100 %
Number of first classes	Awaited	90	100
Number of distinctions	Awaited	--	--
Exemplary performances (Gold Medal and university ranks)			

6. Number of students who have passed competitive examinations during the last three years (provide year wise data)

NET
SLET/SET

I	II	III
-	-	-
-	-	-

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	I - 2014-15	II -2012-13	III - 2011-12
Merit Scholarship	--	--	--
Merit-cum-means scholarship	--	--	--
Fee concession	--	--	---
Loan facilities	--	--	--
Any or Govt Scholarship	45	16	35

8. Is there a Health Centre available in the campus of the institution?

Yes	•	No	
-----	---	----	--

9. Does the institution provide Residential accommodation for:

Faculty

Yes		No	•
-----	--	----	---

Non-teaching staff

Yes		No	•
-----	--	----	---

10. Does the institution provide Hostel facility for its students?

Yes		No	•
-----	--	----	---

If yes, number of students residing in hostels

Men

Women

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields

Yes	•	No	
Yes	•	No	
Yes		No	•

Indoor sports facilities

Gymnasium

12. Availability of rest rooms for Women

Yes	•	No	
-----	---	----	--

13. Availability of rest rooms for men

Yes	•	No	
-----	---	----	--

14. Is there transport facility available?

Yes	•	No	
-----	---	----	--

15. Does the Institution obtain feedback from students on their campus experience?

Yes	•	No	
-----	---	----	--

16. Give information on the Cultural Events (Last year data) in which the institution participated/organised.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	√		02	√		15
Inter-university		√			√	
National		√			√	

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State	10	--
Regional	25	--
National	--	--
International	--	--

18. Does the institution have an active Alumni Association?

Yes	<input checked="" type="radio"/>	No	<input type="checkbox"/>
-----	----------------------------------	----	--------------------------

If yes, give the year of establishment

2013

19. Does the institution have a Student Association/Council?

Yes	<input checked="" type="radio"/>	No	<input type="checkbox"/>
-----	----------------------------------	----	--------------------------

20. Does the institution regularly publish a college magazine?

Yes	<input checked="" type="radio"/>	No	<input type="checkbox"/>
-----	----------------------------------	----	--------------------------

21. Does the institution publish its updated prospectus annually?

Yes	<input checked="" type="radio"/>	No	<input type="checkbox"/>
-----	----------------------------------	----	--------------------------

22. Give the details on the progression of the students to employment/further study (Give percentage) for last three years

	2014-15 (%)	2012-13 (%)	2011-12 (%)
Higher studies	Waited	65	50
Employment (Total)	Waited	80	90
Teaching	--	66	65
Non teaching		14	25

23. Is there a placement cell in the institution?

Yes	<input checked="" type="radio"/>	No	<input type="checkbox"/>
-----	----------------------------------	----	--------------------------

If yes, how many students were employed through placement cell during the past three years.

2014-15	2012-13	2011-12
Result not yet come	15	15

24. Does the institution provide the following guidance and counselling services to students?

- | | Yes | No |
|------------------------------------|--------------------------|--------------------------|
| • Academic guidance and Counseling | <input type="checkbox"/> | <input type="checkbox"/> |
| • Personal Counseling | <input type="checkbox"/> | <input type="checkbox"/> |
| • Career Counseling | <input type="checkbox"/> | <input type="checkbox"/> |

Criterion VI: Governance and Leadership

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee

Yes

☒

No

☐

2. Frequency of meetings of Academic and Administrative Bodies: (2014-15)

Governing Body/management	03
Staff council	11
IQAC/or any other similar body/committee	02
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	--

3. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

Loan facility

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Medical assistance

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Insurance

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Other (specify and indicate)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4. Number of career development programmes made available for non-teaching staff during the last three years

0	1	0
---	---	---

5. Furnish the following details for the past three years

a. Number of teachers who have availed the Faculty Improvement

Program of the UGC/NCTE or any other recognized

organisation

06

b. Number of teachers who were sponsored for professional development programmes by the institution

National

International

-	-	
-		

c. Number of faculty development programmes organized by the Institution:

0	0	6
---	---	---

d. Number of Seminars/ workshops/symposia on Curricular development, Teaching- learning, Assessment, etc. organised by the institution

0	0	6
---	---	---

e. Research development programmes attended by the faculty

0	0	1
---	---	---

f. Invited/endowment lectures at the institution

0	1	0
---	---	---

6. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes	•	No	
-----	---	----	--

b. Student assessment of faculty performance

Yes	•	No	
-----	---	----	--

c. Expert assessment of faculty performance

Yes	•	No	
-----	---	----	--

d. Combination of one or more of the above

Yes		No	•
-----	--	----	---

7. Are the faculty assigned additional administrative work?

Yes		No	•
-----	--	----	---

If yes, give the number of hours spent by the faculty per week

NA

8. Provide the income received under various heads of the account by the institution for previous academic session

Grant-in-aid

--

Fees

√

Donation

--

Self-funded courses

--

9. Expenditure statement (for last two years)

2014-15

2012-13

	2014-15	2012-13
Total sanctioned Budget	Rs.3200000	Rs.2250000
% spent on the salary of faculty	45.6	44.3
% spent on the salary of non-teaching employees	16.8	15.5
% spent on books and journals	5.2	2.6
% spent on developmental activities (expansion of building)	7.5	10.5
% spent on telephone, electricity and water	2.6	3.5

% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	6.5	8.5
% spent on maintenance of equipment, teaching aids, contingency etc.	10.6	10.2
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	1.5	1.2
% spent on travel	3.7	4.7
Total expenditure incurred	100%	100 %

10. Specify the institutions surplus/deficit budget during the last three years? (specify the amount in the applicable boxes given below)

	Surplus in Rs.	Deficit in Rs.
2014-15	----	Rs.154745
2012-13	----	Rs.198550

11. Is there an internal financial audit mechanism?

Yes ☐ No ☒

12. Is there an external financial audit mechanism?

Yes ☒ No ☐

13. ICT/Technology supported activities/units of the institution:

Administration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Finance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Student Records	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Career Counselling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Aptitude Testing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Examinations/Evaluation/ Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

14. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes ☒ No ☐

15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☒ No ☐

16. Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes ☒ No ☐

17. Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff?

Yes ☒ No ☐

18. Is a grievance redressal mechanism in vogue in the institution?

a) for teachers

☐

b) for students

☐

c) for non - teaching staff

☐

19. Are there any ongoing legal disputes pertaining to the institution?

Yes

☐

No

☐

20. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

Yes

☐

No

☐

21. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes

☐

No

☐

Criterion VII: Innovative Practices

1. Does the institution has an established Internal Quality Assurance Mechanisms ?

Yes

☒

No

☐

2. Do students participate in the Quality Enhancement of the Institution?

Yes

☒

No

☐

3. What is the percentage of the following student categories in the institution? 2014-15

	Category	Men	%	Women	%
a	SC	08	8.08	04	4.04
b	ST	02	2.02	01	1.01
c	OBC	20	20.02	19	19.1
d	Physically challenged	--	--	--	--
e	General Category	13	13.1	32	32.3
f	Rural	22	51.1	9	16.07
g	Urban	21	48.8	47	83.9

4. What is the percentage of the staff in the following category ?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	--	--	--	--
b	ST	--	--	--	--
c	OBC	2	25	2	25
d	Women	6	75	5	62.5
e	Physically challenged	--	--	--	--
f	General Category	6	75	6	75

5. What is the percentage incremental academic growth of the students for the last two batches?

Category	At Admission		On completion of the course	
	Batch 14-15	Batch 12-13	Batch 14-15	Batch 12-13
SC	12	--	12	--
ST	03	--	03	--
OBC	39	18	39	18
Physically challenged	--	--	--	--
General Category	45	72	45	18
Rural	31	29	31	29
Urban	68	61	68	61