

CAREER COLLEGE, BHOPAL



Annual Quality Assurance Report

2016- 17



The Annual Quality Assurance Report (AQAR) of the IQAC For the Year 2016-17

Part – A

AQAR for the year (*for example 2013-14*)

2016-17

1. Details of the Institution

1.1 Name of the Institution

Career College

1.2 Address Line 1

Govindpura

Address Line 2

BHEL

City/Town

Bhopal

State

Madhya Pradesh

Pin Code

462023

Institution e-mail address

info@careercollegeindia.com

Contact Nos.

0755-2456042, 2488051

Name of the Head of the Institution:

Dr. P.N Tiwari

Tel. No. with STD Code:

0755-2475366

Mobile:

9425149572

Name of the IQAC Co-ordinator:

Prof. Pradeep Jain

Mobile:

9926803132

IQAC e-mail address:

info@careercollegeindia.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MPCOGN 12960

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/66/RAR/049

1.5 Website address:

www.careercollegeindia.com

Web-link of the AQAR:

http://careercollegeindia.com/functional-cell-
iqac.php/AQAR2016-17.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	86.90	2006-2007	5 Yrs
2	2 nd Cycle	B	2.91	2013-2014	5 Yrs
3	3 rd Cycle				
4	4 th Cycle				

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

01/07/2007

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

- i. AQAR _____ 2012-13 _____ (05/08/2015)
- ii. AQAR _____ 2013-14 _____ (23/12/2016)
- iii. AQAR _____ 2014-15 _____ (10/08/2017)
- iv. AQAR _____ 2015-16 _____ (23/04/2018)

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)

Paramedical – BPT, MPT, BMLT

Library Science & Information Science – B.Lib, M.Lib.

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

Barkatullah University, Bhopal

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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. International National State Institution Level

(ii) Themes

- National Workshop on “Sport injury management and concept of dry needling” by Dept. of Physiotherapy on 10-11 Aug 2016.
- “Good and Bad Students: The myth on 22nd Aug 2016.
- National seminar on “Recent Advances in Science Technology and Health Care” organised by Dept. of Microbiology on 29-30 Sep 2016.
- National Workshop on “Molecular Diagnostic Techniques” by Dept. of Biotechnology on 26th Oct 2016.
- Cashless transaction by Devashish Sarkar on 27th Dec 2016.
- Research and Patent by Mr. Partha Dey on 18th Jan 2017.
- International Conference on “Make in India: An opportunity for Entrepreneurship Development” by the Department of Computer Science and Commerce and Management on 16-17 Feb 2017.
- International Conference on “Technological Advancements in Environment Management” by the Department of Life Science on 1-2 Mar 2017
- Modern Teaching Aids by Lt. Col. Mannomani Venkat on 1st April 2017.
- Smile therapy by Dr. Pankaj Jain on 16th May 2017.

2.14 Significant Activities and contributions made by IQAC

- IQAC made minimum 5 Guest lectures compulsory for each department. IQAC emphasised that at least two research topics should be included in the guest lectures.
- The IQAC has developed a mechanism for receiving and using regular, timely and specific feedback from students, parents and other stakeholders.
- Industrial visits/ Educational tours were regularly arranged for students to give them exposure of experiential and collaborative learning.
- Introduced 13 more relevant certificate courses in this session.
- 5 Faculty Development Programmes were organised.
- Digitization: E-file System to promote paperless culture and also promoted Online fee payment system. The faculties were encouraged to submit e-notes, study material which are to be uploaded in the college website for the benefit of students.
- Concept of Knowledge Bank was evolved so that all the data should be kept centralised at one place.
- Previous year University Question Papers are made available in college website to facilitate students.
- To enhance research culture in the college, the Research Cell is constituted now at all the departmental level which earlier was only at college level.
- 5 new MOU's were signed during the session.
- Two International and one National seminars have been organized by IQAC.
- Faculties and students are encouraged to take up major and minor research projects.
- Students participation in Seminars/Workshops/Conferences is encouraged by the IQAC.
- IQAC made mandatory publication of at least 2 Research Articles/Papers in peer reviewed Journals in a session for each faculty.
- IQAC suggested involvement of maximum students in activities of Institutional Social Responsibilities.
- Computerization of administration got increased and library facilities got upgraded. Added more titles in library books, journals, periodicals and e-resources.
- With an objective to enhance academic standard, IQAC suggested to make at least one hour visit in the library per week compulsorily for all the faculties.
- IQAC suggested to include more number of students in various cells to ensure their continuous involvements in co- curricular activities.
- Wall magazine has been introduced so that students get the platform to share their ideas, opinions and thoughts on the contemporary social issues.
- To provide the support and guidance for competitive exams relevant study materials are made available in library for the use of the students.
- Minimizing environmental degradation by decreasing use of paper and plastic. Encouraged disposal of E-Waste.
- Proper guidance and counseling provided to students throughout the session by the professional counselors so that students can fight and win their weak areas in academics.

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	Acheivements
<ol style="list-style-type: none"> 1. Five Guest lecture should made compulsory in one Academic Year (Two from Curriculum, Two from Research and One from Alumni). 2. Industrial Visit/ Educational Tour 3. Feedback form for various stakeholders be devised and designed. 4. Short term Certificate programme 5. Faculty Development Programme 6. Initiation of experiential and participative learning. 7. Enrichment of course by enhancing the computer literacy. 8. To facilitate students to perform better in the examinations, question bank comprising of all earlier year question papers is planned. 9. National/International Seminar /Conference/ /Workshop/Symposia 	<ol style="list-style-type: none"> 1. All the departments made sincere efforts to organize Guest Lectures. As per the plan a total of 30 Guest Lectures have been successfully conducted in the session 2016-17. 2. Every department organized at least one Industrial visit/Educational Tour. Total 28 visits were organized in the session 2016-17. 3. The college has designed a total of 10 different feedback forms to cater to the requirements of different stakeholders such as – Students, Alumni, Parents, Industrialist, Guest Lectures, etc. A proper analysis was done for each feedback form. All suggestions discussed in IQAC meetings. 4. A total of 37 short term certificate programmes have been devised by all the departments of Career College. 5. Five FDP were organized during the session 2016-17: <ul style="list-style-type: none"> • FDP on “Good and Bad Students: The myth” on 22nd Aug 2016. • Cashless transaction by Devashish Sarkar on 27th Dec 2016. • FDP on Researrch and Patent by Mr. Partha Dey 18th Jan 2017. • FDP on Modern Teaching Aids by Lt. Col. Mannomani Venkat on 1st April 2017. • FDP on Smile therapy by Dr. Pankaj Jain on 16th May 2017 6. Sincere efforts were made by all HODs for developing methods to increase usage of experiential and participative learning by way of more excursion tours / industry visits/ field trips etc. 7. Spoken Tutorial Classes were organized which was designed by IIT Bombay, in association with MHRD, Govt. of India. 8. The college collected question papers of all earlier years course wise/ subject wise. These question papers were digitized and made available in our college website to facilitate students. 9. Two International and Three National conferences/workshops were organized: <ul style="list-style-type: none"> • International Conference on “Make in India: An opportunity for Entrepreneurship Development” by the Department of Computer Science and Commerce and Mgt on 16-17 Feb 2017.

<p>10. More MOUs/Linkages</p> <p>11. Augment research facilities to keep faculty members at the cutting edge of their discipline.</p> <p>12. Social outreach programmes</p> <p>13. Maintenance of Infrastructure and IT facility</p> <p>14. Library visit made compulsory for faculties</p> <p>15. College Wall magazine should be displayed for students to share their ideas, opinions and thoughts in the form of poem/article drawing etc. on contemporary social issues..</p> <p>16. Facility for preparation of Competitive Examinations to the students.</p> <p>17. Innovations and Best practices</p>	<ul style="list-style-type: none"> • International Conference on “Technological Advancements in Environment Management” by the Department of Life Science on 1-2 Mar 2017. • National seminar on “Recent Advances in Science Technology and Health Care” organised by dept. Of Microbiology on 29-30 Sep 2016. • National Workshop on “Sport injury management and concept of dry needling” by Dept. of Physiotherapy on 10-11 Aug 2016. • National Workshop on “Molecular Diagnostic Techniques” by Dept. of Biotechnology on 26th Oct 2016. <p>10. Five new MoUs were signed with different organisations such as Scan Laboratories, NIIT, IIT Bombay, etc.</p> <p>11. The Research Cell was constituted now at all the departmental level which earlier was only at college level. This move augmented research activities at the departmental level.</p> <p>12. Min. 3 ISR activities were made compulsory for each department with the association of government or non-government organisations. A total of 50 ISR activities were conducted at college level during the session.</p> <p>13. Annual maintenance is a regular process. Proper check on E- waste and calibration of lab equipment is ensured on a regular basis.</p> <p>14. IQAC took a decision in the beginning of the session to make at least one hour per week compulsory for every faculty. During visit each faculty needs to mention the topic/book referred in the library. A monitoring system is devised by the library cell to monitor visiting time of every faculty, and generating report every week.</p> <p>15. Each department ensured the active participation of students in display of wall magazine turn by turn on weekly basis. A total of 52 wall magazines were displayed.</p> <p>16. Different books and study materials for various competitive examinations are made available in the college as well as departmental library and regular guidance were provided by the faculty members to the interested students for the competitive examinations.</p> <p>17. Institution adopted following best practices in session 2016-17</p> <ul style="list-style-type: none"> • Institutional scholarship to meritorious students. • Adoption of Ekta Nagar Basti by NSS. • Regular health check- up for students and parents. • Sewage Treatment Plant in the campus. • Distribution of old books to needy students. • Personal counselling to identified weak students after their results.
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<p>18. Placement oriented Comprehensive Training Programme increased.</p> <p>19. Environment Awareness Campaign</p>	<p>18. Comprehensive Training Programme for Ist Year students also imparted from this session, so now the students get training during all three years of their graduation. .</p> <p>19. Under the aegis of Green Cluster various Environment Awareness Campaigns were organized.</p> <ul style="list-style-type: none"> • Nursery development at College campus for developing saplings. • Plantation and cleanliness programme was organised at Joggers Park Bhopal MP under the mission of Swatch Bharat Abhiyan on 11/Aug/2016. • Plantation Programme in collaboration with CPA (Capital Project Administration) on 5/July/16 at BM Buch Memorial Smrati Udyan, Kanhakunj Kolar road, Bhopal MP. • Distribution of saplings to all the invited Guests in the campus throughout the session. A total of 582 saplings were distributed to the invited guests during the session. • Poster Competition was organized by Green Cluster on 21/Jan/2017. Topic of competition was “Make in India and Green Economy”. Students from different Colleges participated and won prizes.
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** Attach the Academic Calendar of the year as Annexure. (ANNEXURE I)*

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 was prepared and sent to the Members of Career Society. All the suggestions forwarded by the Secretary of the Society have been incorporated before while finalization of AQAR report.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	09		09	
UG	09		09	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				14
Others				23
Total	18		18	37

Interdisciplinary				
Innovative				

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

Elective Options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06(UG) + 07(PG)
Trimester	
Annual	03(UG) + 02(PG)

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.

- BSc and MSc Microbiology syllabi have been altered by the University in view of the current trends in the subjects.
- BSc V & VI Sem Chemistry Practical changed in which new analytical techniques is introduced to make it more beneficial from the industry point of view.
- BSc V & VI Sem Biochemistry syllabi have been changed in which advance molecular biology, immunology and clinical biochemistry are incorporated.
- Exercise Physiology has been shifted to MPT II year from MPT I Year.
- Research Methodology has been shifted in MPT I year from MPT II Year.
- BBA I & II Sem syllabi updated by adding subject Business Environment in place of additional computer subject.
- BSc V & VI Sem Zoology syllabi have been revised as some portion has been shifted from V Sem to VI Sem.

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

Dept. of Chemistry is now recognized as a Research Centre by Barkatullah University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
85	85			

2.2 No. of permanent faculty with Ph.D.

38

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
05								05	

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	71	66	
Presented papers	26	16	
Resource Persons		04	

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

- Industrial visits/ Educational tours were regularly arranged for students to give them exposure of experiential and collaborative learning.
- Faculty members adopted new methodologies like ICT, N-LIST, NPTEL and e-materials to prepare lecture material for developing a quality digital study material course wise/ subject wise. The materials are kept in the library and made accessible to everyone.
- With a view to give knowledge about free software Spoken Tutorial Classes were organized which was developed by IIT Bombay and sponsored by MHRD, Govt. of India, New Delhi.
- The college collected question papers of all earlier years course wise/ subject wise. These question papers were digitized and made available on our college website to students.
- Depending on the type of contents of the syllabus, the faculty members adopted methodologies such as group discussion, role play and personal interviews among the students to make learning interactive.
- Exhaustive assignments provided to all the students so as to enhance academic standard.
- The regularity of conducting classes is monitored strictly by HOD to ensure the achievement of learning objectives by the students.
- Teachers motivate students to participate in conferences, seminars and symposia and encouraged them to write paper and also to participate in poster presentations.

2.7 Total No. of actual teaching days

191

during this academic year

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

More numbers of parameters are included in Continuous Comprehensive Evaluation at the institution level.

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

04

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

2.10 Average percentage of attendance of students

75% - 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.C.A. I Year	124	04.03	61.29	37.09		98.38
B.C.A. II Year	76	05.26	27.63	65.78	01.31	94.72
B.C.A. III Year	53	17.00	67.92	32.08		100.00
B.Sc. I Year CS	176	02.27	53.97	38.06	05.68	97.71
B.Sc. II Year CS	172	01.16	55.23	43.60		98.83
B.Sc. III Year CS	139	02.16	68.34	30.93		99.27
M.Sc.(C.S.) Prev. Year	06		50.00	50.00		100.00
M.Sc. (C.S.) Final. Year	07	14.28	71.43			71.43
BBA I YEAR	143		73.00	13.00	0	86.00
BBA II YEAR	93	10.75	86.00	14.00	0	100.00
BBA III YAER	76	17.10	100.00	0	0	100.00
B.COM I YEAR HONS	52		67.00	33.00	0	100.00
B.COM II YEAR HONS	53		91.00	09.00	0	100.00
B.COM III YEAR HONS	43	23.25	98.00	0	0	98.00
M.COM I YEAR	19		42.00	47.00	05.00	94.00
M.COM II YEAR	33		100.00	0	0	100.00
B.COM I YEAR	400		47.00	46.00	06.00	99.00
B.COM II YEAR	214		31.00	43.00	24.00	98.00

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.COM III YEAR	262		80.00	15.00	01.00	96.00
B.Sc.(Biotech) I Year	49	10.20	75.51	16.32		91.83
B.Sc. (Biotech) II Year	27	17.24	66.66	29.62	03.70	100.00
B.Sc.(Biotech) III Year	35	42.85	85.71	14.29		100.00
B.Sc.(Biochemistry) I Year	14	13.33	78.57	21.42		100.00
B.Sc (Biochemistry)II Year	12	16.66	83.33	08.30		91.66
B.Sc.(Biochemistry)III Year	10	20.00	80.00	20.00		100.00
B.Sc Microbiology I	32		62.50	37.50		100.00
B.Sc Microbiology II	30	03.33	76.66	23.33		100.00
B.Sc Microbiology III	15	13.33	80.00	20.00		100.00
BSC I Bio	27		37.04	55.56	07.40	100.00
BSc II Bio	25		48.00	44.00	04.00	96.00
BSc III Bio	08		75.00	25.00		100.00
Msc I Yr Chemistry	19		47.30	47.30		84.20

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MSc II Yr Chemistry	10		80.00	20.00		100.00
M.Sc Microbiology I	25	12.00	52.00	36.00		88.00
M.Sc Microbiology II	15	13.33	100.00			100.00
M.Sc.(Biotechnology) Previous Year	18	0	66.66	33.33		100.00
M.Sc.(Biotechnology) Final Year	7	0	57.14	42.85		100.00
MSc I Zoology	06		66.77	33.33		100.00
MSc II Zoology	05		60.00	40.00		100.00
MSc I Botany	06		66.77	33.33		100.00
MSc. II Botany	02		50.00	50.00		100.00
BPT II Yr Old	18		33.33			33.33
BPT III Yr	04		100.00			100.00
BPT IV Yr	07		57.14	42.86		100.00
MPT I Yr	07		100.00			100.00
BMLT I Yr	47		72.34	23.40		95.74

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BMLT II Yr	32		50.00	50.00		100.00
BMLT III Yr	20		70.00	30.00		100.00
BLib	13	100.00	100			100.00
MLib	06	33.33	66.77	33.33		100.00

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

- The IQAC monitors the students profile every year after the admission. Mostly, the student profile get greater diversified every year wherein the students from different background.
- The IQAC first discusses the academic calendar in the beginning of the academic session and then monitors the teaching and learning processes of the institution by ensuring effective implementation of academic calendar.
- The IQAC discusses various innovations in teaching learning processes adopted by faculties through sharing of experience with each other. The scope of CCE got further increased to include experiential learning and collaborative learning by greater participation of students.
- The IQAC monitors the Mentor-Mentee system and suggested on enhancing its effectiveness.
- The IQAC ensured that new recruitment of faculties is done with focus on PhD/NET Qualifications. Similarly the quality of faculty teaching is enhanced as visiting library was made compulsory.
- The IQAC encourages all the faculties for the usage of e-learning resources such as NPTEL, DELNET, etc. and sharing the same with their students.
- The IQAC monitors the result of S.S.R.U (Student Satisfaction Research Unit) which gives unbiased opinions of the students about their subject faculties.
- To overall implement effectively, the IQAC encourages department to conduct meetings and analyze their teaching learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes/Development Programme	8
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	19
Others	81

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	20			
Technical Staff	08			

Criterion – III

3. Research, Consultancy and Extension

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

- The Research Cell was constituted now at all the departmental level which earlier was only at college level. This move augmented research activities at the departmental level.
- Five new MoUs were signed with different organisations such as Scan Laboratories, NIIT, IIT Bombay, etc.
- Two International and Three National conferences/workshops were organized:
 - ❖ International Conference on “Make in India: An opportunity for Entrepreneurship Development” by the Department of Computer Science and Commerce and Mgt on 16-17 Feb 2017.
 - ❖ International Conference on “Technological Advancements in Environment Management” by the Department of Life Science on 1-2 Mar 2017.
 - ❖ National seminar on “Recent Advances in Science Technology and Health Care” organised by dept. Of Microbiology on 29-30 Sep 2016.
 - ❖ National Workshop on “Sport injury management and concept of dry needling” by Dept. of Physiotherapy on 10-11 Aug 2016.
 - ❖ National Workshop on “Molecular Diagnostic Techniques” by Dept. of Biotechnology on 26th Oct 2016.
- The IQAC encouraged faculties to motivate their students to write Scientific Review Articles and presenting the same in the conferences/seminars/symposia.
- The IQAC encouraged Faculties and students to attend Seminars/Conferences and to read their research papers and also to participate in poster presentation, etc.
- The IQAC encourages faculties for writing project proposals to be submitted to various funding agencies.
- Every department was encouraged by the IQAC to conduct at least two research based lectures out of five guest lectures.
- The IQAC for promoting Research climate encouraged students for Research oriented Internship/Projects for UG Final year and PG students.
- The IQAC recommended to announce cash reward to the faculty members on their research paper publications.
- IQAC made mandatory publication of at least 2 Research articles in peer reviewed Journals in a session for every faculty.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				01
Outlay in Rs. Lakhs				19 Lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	56	14	-
Non-Peer Review Journals	04	-	-
e-Journals	48	-	-
Conference proceedings	01		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored	01	Indore Taxi	25000	
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	06 Months	Self Finance	20000	
	06 Months	Self Finance		
	06 Months	Self Finance		
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	02 <ul style="list-style-type: none"> • International Conference on “Make in India: An opportunity for Entrepreneurship Development” by the Department of Computer Science and Commerce and Mgt on 16-17 Feb 2017. • International Conference on “Technological Advancements in Environment Management” by the Department of Life Science on 1-2 Mar 2017. 	01 Recent Advances in Science Technology and Health Care” organized by dept. Of Microbiology on 29-30 Sep 2016			
Sponsoring agencies	1. Make In India----- EPCO, LIC, Syndicate Bank	ISCA MPCST			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
18	12	06				

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="05"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="05"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="28"/>
NCC	<input type="text" value="08"/>	NSS	<input type="text" value="14"/>
		Any other	<input type="text"/>

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

- NCC organized Awareness Rally and plantation drive on the occasion of World Environment Day on 05 June 2016.
- Dept. of Physiotherapy celebrated Doctors Day on 01 Jul 2016.
- Dept. of Library Science Distributed Educational kit to slum area Children on the occasion of librarian day on 12 Aug 2016.
- Dept. of Pathology organized free health check up on 15 Aug 2016.
- Dept. of Commerce & Management Visited Maatra Chaya on 21 Aug 2016.
- NSS organized three days skill development workshop in association with Pidilite on 01 Sep 2016 in which students learnt various techniques of fabric painting, craft work and embroidery.
- NSS and NCC organized Rally on World literacy Day on 08 Sep 2016.
- Dept. of Pathology organized free diabetes check up camp on 08 Sep 2016.
- Dept. of Biotechnology and Biochemistry celebrated World Literacy Day with the slum children and distributed stationary material and chocolates on 08 Sep 2016.
- Dept. of Physiotherapy celebrated World Physiotherapy Day on 08 Sep 2106
- Department of Computer Science celebrated World Literacy Day in association with Helping hands groups on 08 Sep 2016.
- Dept of Zoology and NSS jointly arranged Awareness Drive titled "Balanced diet: Today's necessity "on 12 Sep 2016. Our teachers and students visited Ekta Nagar BHEL to makes the residents aware of the importance of balanced diet for physical and mental health.

- NSS and NCC organized blood donation camp and Guest lecture in association with Red Ribbon Club on 27 & 28 Sep 2016.
- Dept. of Pathology organized Blood donation camp on 29 Sep 2016.
- Dept. of Biotechnology and Biochemistry organized a Rally on Non Violence Day on 01 Oct 2016.
- NSS in association with Red Ribbon Club organized blood donation camp on 01 Oct 2016.
- NSS and NCC organized cleanliness drive in campus on 02 Oct 2016.
- Dept. of Library Science celebrated Diwali with slum area Children.
- Dept. of Chemistry organized Cleanliness Awareness on 06 Nov 2016, "Students develop a sense of responsibility and get aware of their duties towards society"
- To develop sense of social and moral values Department of Botany and Microbiology organized a visit to Apna Ghar (Old Age Home) on 08 Nov 2016. About 40 Students of Life Sciences led by the HOD and Staff members visited Senior Citizens Home. Teachers as well as students donated clothes, food items and other accessories to Senior citizens present there.
- Dept. of Commerce & Management Visited Apna Ghar an old age home on 08 Nov 2016.
- Dept. of Pathology organized free health check up on 11 Nov 2016.
- Dept. of Biotechnology and Biochemistry and NSS organized Nukkad Natak and awareness drive on the occasion of World AIDS Day on 01/ Dec 2016
- Dept. of Physiotherapy organized a camp for Osteoarthritis Patients on 25 Dec 2016
- Dept. of Physiotherapy organized Physiotherapy camp on 14 Dec 2016.
- NSS and NCC organized workshop on cashless transaction in association with State Bank of India on 27 Dec 2016.
- Dept. of Commerce & Management organized a visit to Prayas Nasha Mukti Kendra on the occasion of National Youth Day on 11 Jan 2017.
- NSS on the occasion of National Youth Day organized Surya Namaskar on 12 Jan 2017.
- Dept. of Pathology organized free health check up on Jan 2017.
- Dept. of Biotechnology and Biochemistry celebrated Girl Child Day on 24 Jan 2017.
- Dept. of Microbiology organized cancer awareness drive on World Cancer Day on 04 Feb 2017.
- Dept. of Biotechnology and Biochemistry organized an event on cancer awareness in association with Jawaharlal Nehru Cancer Hospital on World Cancer Day 04 Feb 2107.
- Dept. of Chemistry organized "Environmental Awareness Talk" on 23 Feb 2017 "Students taught people and children of slum about pollution and how to prevent it and imbibed themselves a sense of responsibility to aware others being Indian Citizen"
- Dept. of Chemistry organized Nukkad Natak on 23 Feb 2017 "Students explained the people and children of slum about polythene pollution, its harmful effect and convinced them not to use polythene
- NSS, NCC & WEC cell celebrated International Women Day and organized cancer awareness lecture on 08 March 2017.

- NSS in association with Red Ribbon Club organized Health checkup camp in Village Barkhedhi Obedullaganj on 31 March 2017.
- NSS organized awareness programme for village people about finance schemes, computer knowledge and also making them aware on burning issues like save girl child, women rights etc. during their 7 days NSS camp from 28 March to 4 April 2017.
- Dept. of Computer Science visited Jawaharlal Nehru Cancer Hospital on 04 April 2017 and distributed fruits and also donated blood.

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	160000 Sq ft			160000 Sq ft
Class rooms	42			42
Laboratories	17			17
Seminar Halls	01			01
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.		01		01
Value of the equipment purchased during the year (Rs. in Lakhs)		3.9 lakhs	Management	3.9 Lakhs
Others				

4.2 Computerization of administration and library

- The college website was revamped this year with lots of user friendly features in a fresh look. The website now enables the students to use it for latest news, notification, academic time table, syllabus, old question papers, companies visiting for placements, etc.
- Online admission in II year & III year graduation and II year of PG courses through college portal. Also admission of BPT Ist year, BMLT Ist Year and MPT Ist Year are done online through college portal.
- SMS alert/notification for academic /co curriculum and T&P activities.
- Library: Fully Automated- i) Transactions like issue/return are done with Bar Coding Technology through SOUL software.
ii) DELNET and N-LIST facilities for students and faculties to download study materials, books, e-journals, etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17819	2144337	726	179046	18545	2323383
Reference Books	2500	1638384	200	129213	2700	1767597
e-Books	Through N-List Membership					
Journals	66	137149	7	5986	73	143135
e-Journals	Through N-List Membership					
Digital Database	DELNET N-List	11500 5725	DELNET N-List	750	DELNET N-List	11500 6475
CD & Video						
Others (specify) News Paper	21	22863	01	904	22	23767
Vivekanand Library	01	8000				
Maulana Azad Central Library			01	11000	01	11000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	204	105	Broadband	0	0	12	42	45
Added	17	1		0	0	0	0	16
Total	221	106	Broadband	0	0	12	42	61

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

- Faculty training Program on Networking, PHP, SEO and Digital Marketing by external agencies.
- Student of BCA 6th Sem were imparted special training on Networking by external agencies.
- Student of B.Sc. Computer Science 6th Sem imparted training on PHP by external agencies.
- Student of B.Sc. (IT) 6th Sem imparted training on SEO & Digital Marketing by external agencies.
- Student of M.Sc. Computer Science 4th Sem imparted training on PHP by external agencies.

4.6 Amount spent on maintenance in lakhs :

i) ICT	6.70 Lakh
ii) Campus Infrastructure and facilities	57.61Lakh
iii) Equipments	6.47 Lakh
iv) Others	3.47 Lakh
Total :	74.27Lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC suggested to explain the student support activities in the orientation programme in the beginning of the session so as to create awareness right in the beginning.
- To provide the support and guidance for competitive exams relevant study materials are made available in library for the use of the students.
- Thus following cells included students as Green Cluster, Women Empowerment Cell, Training & Placement Cell, IQAC etc.

5.2 Efforts made by the institution for tracking the progression

- The mentor has been made responsible to keep track on the progression of his/her students.
- Students' academic progressions are tracked at the departmental level by analyzing their university results and discussed the same in the department meetings and also at parents teachers meet.
- The progress reports of students are discussed and analyzed in IQAC meetings.
- The Personality Assessment and Development Cell monitors the progress of the students in terms of certain personality traits, twice in the duration of course.
- The placement records are also analyzed by Training & Placement Cell to ensure progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2943	219		

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	2114	66.86		1048	33.14

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1517	249	55	854	-	2675	1768	300	91	1003	-	3162

Demand ratio 1.40:1 Dropout % 6.92%

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

The information about various competitive examinations are collected by the college and a plan is formulated for giving support to interested students at the department level. The faculties extend academic support to the interested students regularly.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college provides student counselling and career guidance to students through Personality Assessment & Development Centre and T&P Cell periodically.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
63	2788	459	28

Note: The figure includes the number of students participated in the drive number of times as the number of companies visited during the session.

5.8 Details of gender sensitization programmes

S.No.	Name of the Activity	Date
1.	Self Defense Classes	August 2016 onwards
2.	Literacy awareness program (Rally and nukkad natak)	8 September 2016
3.	Non Violence	1 October 2016
4.	Aids Awareness Program (nukkad natak and rally)	1 December 2016
5.	Girl child Day (Rally)	24 January 2017
6.	International Women's Day (Lecture on breast cancer)	8 March 2017
7.	Talent hunt for Village girls in association with Nayab Foundation	8 June 2017

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	43	6,01,400
Scholarship to meritorious student	79	8,83,100
Scholarships in sports quota	23	3,83,050
Financial support from government	312(OBC) 65(SC) 10(ST)	2266616 894568 120414
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- More no. of RO water purifiers – RO installed.
- Quality of hostel food – A mechanism for regular monitoring of hostel food was evolved.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The greatest challenge before the new generation is to shape up an excellent career amidst the burning problem. Our aim is to educate the new generation for their career. We target to equip our student to face the challenges of the new era. The college is dedicated to make future citizens responsible in holding and leading the humanity on a global platform and play a vital role in transformation of our country from developing to a developed one, by imparting quality education of standard and best faculty to the student. The college pursues excellence in providing training to develop a sense of professional responsibility, social and cultural awareness and to set the students on the path to leadership.

Mission

- A firm commitment to academic excellence in career achievements to the students ensuring a head start on the track to success, through pragmatic approaches.
- Greater opportunities to the students to augment their potential for the development of prudence, skill, stewardship, moral values and culture through its multifaceted curricular and co-curricular activities.
- Inculcation of strong attitude in the students for the development of diverse attributes of personality spectrum to face global challenges of 21st century and the proud citizens of India.

6.2 Does the Institution has a management Information System

- Yes the Institution has a Management Information System. We maintain a database of students with the help of customized software.
- We transmit/exchange information through notices, staff meetings, SMS, E-mails, etc.

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

6.3.1 Curriculum Development

- Feedbacks regularly obtained from all the stakeholders and suggestions are sent to the University & Member Board of Studies for implementation.
- Curriculum for short term courses are being designed and updated by external subject experts and our faculties.
- Guest lectures are organized on regular basis.

6.3.2 Teaching and Learning

- The entire academic activities are conducted as per the pre-approved academic calendar.
- Use of modern ICT-based teaching methodologies are adopted through use of audio, video, power point presentations, you tube lectures, etc.
- Institution lays emphasis on e-learning resources through DELNET, NPTEL, N-List etc.
- Additionally, remedial classes are conducted for weaker students as per their need.
- Regular emphasis on interactive and participatory classes through spot questions, quizzes, etc. Students are exposed to the experiential learning, participative learning through presentation, excursion tours, seminars, workshops, etc.

6.3.3 Examination and Evaluation

- CCE Examinations are conducted by the college as per the schedule mentioned in the academic calendar in accordance with the guidelines of the Department of Higher Education, Government of MP, encompassing Group discussion, class teaching, assignments & its presentation, library reading & survey work, preparation of poster/chart/model, semi-surprise test, etc.
- To maintain transparency and impartiality answer-books of internal tests are shown to the students. Queries and major/minor doubts are resolved satisfactorily.
- Mock exams are conducted only for those courses where CCE is not applicable.

6.3.4 Research and Development

- To enhance research culture in the college, the Research Cell is constituted now at all the departmental level which earlier was only at college level.
- Special lectures are conducted by all the departments of Eminent Research Guides.
- Faculty members and students are encouraged to undertake research projects. Workshop, Conference and seminars are conducted regularly.
- The faculties have been encouraged to present research papers in conferences and research publications in reputed journals of National and International levels.
- IQAC made mandatory publication of at least 2 Research Articles/Papers in peer reviewed Journals in a session for each faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library of the college is equipped with updated version SOUL Software. This software helps in automated issue/return of books to library users.
- Library has DELNET, NPTEL and N List facilities.
- The college has adopted a well-defined ICT System for its usage in teaching and learning and also in administration.
- Part of the college campus is having Wi-fi facility.
- Every year requirements of books and equipment are taken from the departments and the library and laboratories are supplemented accordingly.
- College has biometric attendance system for faculties & staff.
- The college website was revamped this year with lots of user friendly features in a fresh look. The website now enables the students to use it for latest news, notification, academic time table, syllabus, old question papers, companies visiting for placements, etc.
- Most of classrooms have been fitted with CCTV cameras. All the corridors, open space, canteen, etc also have been now under the surveillance of CCTV cameras.

6.3.6 Human Resource Management

- The institution makes conscious efforts in recruiting the quality teachers with good experience as well as in retaining the experienced faculties and staff.
- Regular faculty development programmes are arranged. Faculty members are sent to other institutions for Faculty development programmes, workshops and seminars, etc.
- The College has well defined strategies to reward and motivate the quality teachers.
- The college has evolved various welfare schemes to retain the qualified faculties and staff.

6.3.7 Faculty and Staff recruitment

- The faculties and staff are recruited as per the university norms as mentioned in code 28 of universities Adhiniyam, 1973, MP.
- Advertisements inviting applications from qualified candidates are published in leading newspapers to attract quality faculties and staff.

6.3.8 Industry Interaction / Collaboration

- The college has a well maintained Training & Placement Cell which aims at various Industry linkages and organizes successful campus placement drives by inviting various companies for selection of eligible students.
- The major companies visited the campus are as follows: TCS, L&T, Lotte India, Eureka Forbes, Capgemini, ICICI, Lupin, NIIT, Godrej, SRL, RBL bank, Magnum, IndusInd Bank, Axis bank etc.
- The college has been trying to develop enhanced numbers of Industry Interaction/ Collaboration with various agencies in the field of Biotechnology, Microbiology, Chemistry, Commerce, Computer Science, etc.
- MOU signed between NIIT Bhopal, Mentor Corp Pvt. Ltd, SCAN laboratories etc. and linkages with RBI, LIC India, MFP Park, Sanchi Dugdha Sangh, Cummins Turbo (Pithampur), IISER Bhopal, Red Cross Society, Thyrocare, Digdarshika Bhopal, Composite Regional Center, MANIT, NITTTR, HEG, CIFE Hoshangabad, Rapture Biotech, Top N Town Bhopal, Aristo Pharmaceuticals, CSRD People's University, EPCO Bhopal, Spring Technologies, Appin Technology Bhopal, CRISP Bhopal, etc.

6.3.9 Admission of Students

- The college takes part in Online off campus admission process conducted by Govt. of M.P. for all the Govt. and Private Colleges of M.P through the portal of Dept. Of Higher Education, Govt. of M.P. having URL epravesh.nic.in.

The student first need to register themselves in the portal Higher Education portal. They also need to get their original documents verified by the officials of Government colleges of M.P. Thereafter the students select course, college name as per their choice. The Deptt. Of Higher Education allots the list as per merit and reservation policy. Then, the students take admission as per the allotted list in the respective college.

- The college undertakes various promotional activities like inserting ads in the newspapers, display of hoarding throughout the Madhya Pradesh, printing and distribution of pamphlets, brochures, banners, etc. to attract talented students.
- The college has course wise counseling facility to visiting students for admission and selection of particular subjects and specializations.
- The college admitted students in BMLT, BPT, MPT through off line direct admission on merit basis as per the guidelines of Dept. of Higher Education, Govt. of M.P. However, the college admits students of these courses through software.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> * College provides 13 casual leave and 03 Optional leave. * Increment every year on the basis of individual performance. * Salary is being paid to all the employees in the 1st week of the every month. * From this session onwards, the period of maternity leave gets extended to 6 months from earlier 3 months. * From this session onwards, the college started giving 15 days paternity leave to the eligible faculties. *Medical benefits and medical concession in the society's hospital CIMS. * Residential quarters for few staff. *Employees provident fund for all eligible employees. *ESIC scheme for all eligible employees. *1.5 month paid leave for PhD and Rs. 1000/- increment to the staff when the Ph.D get awarded. * 15to 20 Days summer vacation during May and June only. * 21 days paid leave on being selected for refresher or orientation course. * 15 days leave for Marriage of a staff member. * 15 days leave on death of close family member. *On duty leave given to faculty members for various academic and Research activities. *Salary advance on specific requirements of its teaching staff. * Fee exemption to wards of faculties. *Best article award in Hindi and in English in College Magazine Abhivyakti. * To encourage faculties to write more numbers of research articles, the college management decided to reward faculties monitorily.
Non teaching	<ul style="list-style-type: none"> * From this session onwards, the period of maternity leave gets extended to 6 months from earlier 3 months. * From this session onwards, the college started

	<p>giving 15 days paternity leave to the eligible faculties.</p> <p>* Increment every year.</p> <p>*Medical benefits and medical concession in the society's hospital CIMS.</p> <p>*Free uniform to class IV employees</p> <p>* PF /Employees provident fund for all eligible employees.</p> <p>*ESIC scheme for all eligible employees.</p> <p>*Salary advance on specific Requirements.</p> <p>* Fee exemption to wards of Non- teaching staff.</p> <p>* Residential quarters for few staff.</p> <p>* 15 days leave for Marriage of a staff member.</p> <p>* 15 days leave on death of close family member.</p> <p>* 10 to 15 Days summer vacation.</p>
Students	<p>*Scholarships from society to needy students.</p> <p>*Medical facility to all hostellers and day scholars.</p> <p>*Railway Concession for travelling.</p> <p>*Book bank for economically weaker section.</p> <p>*Wi-Fi/ internet facility is also available</p> <p>*Payment of college fee in 2 to 4 easy installments.</p> <p>* Best article award in Hindi and in English in College Magazine Abhivyakti.</p>

6.5 Total corpus fund generated

2 crore

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	Yes	Chartered Accountant	Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

NA

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

NA

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

NA

6.11 Activities and support from the Alumni Association

1. All the departments have organised at least one guest lecture of alumni sharing their experience with the students.
2. College has an active Alumni Cell. Every Year cell organizes annual meet for alumni. 81 alumni took part in Alumni Meeting in the session 2016-17 on 30th April 2017.
3. Alumni help in placements by giving the information about any job opportunities in their respective companies, also help the college in arranging Industrial Visits.
4. Alumni suggest improvements in course content/extra trainings to be given according to the industry requirements for the course in their feedback.

6.12 Activities and support from the Parent – Teacher Association

1. Parent Teacher Meeting is conducted twice in this session on 12Th Nov 2016 and 22nd April 2017.
2. Parents' feedback is taken on major aspects such as academic standard, teaching quality, infrastructure, etc.
3. Parents representing in the IQAC were actively involved in providing suggestions regarding quality enhancement and its implementation.
4. Record of student's attendance is sent to the parents of those students whose attendance is short through SMS.
5. Parents are regularly updated about their wards performance during the meeting.

6.13 Development programmes for support staff

- Regular meetings with the Principal to identify and solve their problems.
- All technical, administrative and support staff were taught duties such as cleanliness and sanitation etc. by the Principal.
- College organized a short term training programme to upgrade their computer knowledge and also knowledge of office filing system.
- The College makes sincere efforts to enhance and enrich the professional development of its non-teaching staff and promote stress free work environment.
- The College encourages support staff members to enhance their educational qualifications.
- The college provides reasonable financial support in the form of advance is provided during times of need to support staff.

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

1. Green Audit of the Campus was carried out by the external agency, Niche Quality Solutions Private Limited for the session 2016-17.
2. Green Cluster conducts awareness program and activities for the student community like plantation, celebration on world environment day, etc.
3. Students are educated regularly regarding proper disposal of lab waste. Proper lab waste method has been displayed.
4. On the Independence Day College distributed one plant to each faculty for plantation.
5. Faculty members take initiative to make campus ecofriendly by re-using the one sided used paper and thereby reducing the wastage of paper.
6. We have installed power saving features on our computers.
7. We are constantly replacing tube light with energy efficient compact fluorescent light (CFL)/LED wherever it is possible.
8. College is maintaining Rain water harvesting system to continue to get our borewells recharged.
9. The College is using solar water heater system in its hostel and hospital to ensure carbon neutrality.
10. The college follows the biomedical rules 1998 wherein we segregate and collect all kinds of wastes as per bio medical waste rules. This systematically collected waste is disposed by an authorized and approved agent, Bhopal Incinerators Ltd.
11. College ensures no use of plastic in the campus.
12. Consumption of Tobacco & Tobacco products is strictly prohibited.

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.

- Sewage Treatment Plant installed in the campus.
- Lectures and interactive sessions with distinguished alumni.
- Wall magazine has been introduced so that students get the platform to share their ideas, opinions and thoughts on the contemporary social issues.
- College introduced some new activities for students during their Annual Function like Treasure Hunt, Jugaad gadgets, Best out of waste etc.
- T&P cell organized training program for Ist year students from this session.
- Distributed old books to needy students.
- IQAC took a decision in the beginning of the session to make at least one hour per week compulsory for every faculty. During visit each faculty needs to mention the topic/book referred in the library. A monitoring system is devised by the library cell to monitor visiting time of every faculty, and generating report every week.

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

1. All the departments made sincere efforts to organize Guest Lectures. As per the plan a total of 30 Guest Lectures have been successfully conducted in the session 2016-17.
2. Every department organized at least one Industrial visit/Educational Tour. Total 28 visits were organized in the session 2016-17.
3. The college has designed a total of 10 different feedback forms to cater to the requirements of different stakeholders such as – Students, Alumni, Parents, Industrialist, Guest Lectures, etc. A proper analysis was done for each feedback form. All suggestions discussed in IQAC meetings.
4. A total of 37 short term certificate programmes have been devised by all the departments of Career College.
5. Five FDP were organized during the session 2016-17:
 - FDP on “Good and Bad Students: The myth” on 22nd Aug 2016.
 - Cashless transaction by Devashish Sarkar on 27th Dec 2016.
 - FDP on Research and Patent by Mr. Partha Dey 18th Jan 2017.
 - FDP on Modern Teaching Aids by Lt. Col. Mannomani Venkat on 1st April 2017.
 - FDP on Smile therapy by Dr. Pankaj Jain on 16th May 2017
6. Sincere efforts were made by all HODs for developing methods to increase usage of experiential and participative learning by way of more excursion tours / industry visits/ field trips etc.
7. Spoken Tutorial Classes were organized which was designed by IIT Bombay, in association with MHRD, Govt. of India.

- 8 The college collected question papers of all earlier years course wise/ subject wise. These question papers were digitized and made available in our college website to facilitate students.
9. Two International and Three National conferences/workshops were organized:
 - International Conference on “Make in India: An opportunity for Entrepreneurship Development” by the Department of Computer Science and Commerce and Mgt on 16-17 Feb 2017.
 - International Conference on “Technological Advancements in Environment Management” by the Department of Life Science on 1-2 Mar 2017.
 - National seminar on “Recent Advances in Science Technology and Health Care” organised by dept. Of Microbiology on 29-30 Sep 2016.
 - National Workshop on “Sport injury management and concept of dry needling” by Dept. of Physiotherapy on 10-11 Aug 2016.
 - National Workshop on “Molecular Diagnostic Techniques” by Dept. of Biotechnology on 26th Oct 2016.
10. Five new MoUs were signed with different organisations such as Scan Laboratories, NIIT, IIT Bombay, etc.
11. The Research Cell was constituted now at all the departmental level which earlier was only at college level. This move augmented research activities at the departmental level.
12. Min. 3 ISR activities were made compulsory for each department with the association of government or non-government organisations. A total of 50 ISR activities were conducted at college level during the session.
13. Annual maintenance is a regular process. Proper check on E- waste and calibration of lab equipment is ensured on a regular basis.
14. IQAC took a decision in the beginning of the session to make at least one hour per week compulsory for every faculty. During visit each faculty needs to mention the topic/book referred in the library. A monitoring system is devised by the library cell to monitor visiting time of every faculty, and generating report every week.
15. Each department ensured the active participation of students in display of wall magazine turn by turn on weekly basis. A total of 52 wall magazines were displayed.
- 16 Different books and study materials for various competitive examinations are made available in the college as well as departmental library and regular guidance were provided by the faculty members to the interested students for the competitive examinations.
- 17 Institution adopted following best practices in session 2016-17
 - Institutional scholarship to meritorious students.
 - Adoption of Ekta Nagar Basti by NSS.
 - Regular health check- up for students and parents.
 - Sewage Treatment Plant in the campus.
 - Distribution of old books to needy students.
 - Personal counselling to identified weak students after their results.
- 18 Comprehensive Training Programme for Ist Year students also imparted from this session, so now the students get training during all three years of their graduation.

19. Under the aegis of Green Cluster various Environment Awareness Campaigns were organized.

- Nursery development at College campus for developing saplings.
- Plantation and cleanliness programme was organised at Joggers Park Bhopal MP under the mission of Swatch Bharat Abhiyan on 11/Aug/2016.
- Plantation Programme in collaboration with CPA (Capital Project Administration) on 5/July/16 at BM Buch Memorial Smrati Udyan, Kanhakunj Kolar road, Bhopal MP.
- Distribution of saplings to all the invited Guests in the campus throughout the session. A total of 582 saplings were distributed to the invited guests during the session.
- Poster Competition was organized by Green Cluster on 21/Jan/2017. Topic of competition was “Make in India and Green Economy”. Students from different Colleges participated and won prizes.

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

- Scholarship to meritorious students.
- Motivating and empowering students to fight and win over their weak moments.

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

7.4 Contribution to environmental awareness / protection

1. Guest lectures, Seminars and workshops on green technologies for environment management and protection, conducted during the session.
2. Ozone layer preservation day was celebrated on 16th Sep 2016.
3. NSS and NCC organised cleanliness drive in campus on 02nd Oct 2016.
4. Rallies are part of our camps. Students of Career College organize rallies from Career College to various areas of Bhopal on various occasions.
5. **Nursery Development**
 - To create awareness about preservation of natural diversity and protection of environment among students and faculty members, college has developed one nursery of plants which is maintained by ‘Green Cluster. Instead of flowers the saplings which are developed in nursery are given to HR executives of eminent companies, guests, academicians, eminent, subject experts and also to alumni's. This year total 582 saplings were distributed.
6. **Plantation Drive**
 - Green Cluster has planted about 1500 saplings since July 2016 onward during the session.
 - 05th July 2016-Plantation at BM Buch Memorial Smrati Udyan, Kanhakunj Kolar road Bhopal MP in Collaboration with CPA.
 - 11th Aug 2016-Plantaion at Joggers Park, Bhopal MP.
 - Several plants were planted by Green Cluster in College campus.

- Mr Arindam Nath planted sapling who was resource person of FDP organized on 22nd Aug 2016
- Mr P.K. Verma Director of Madhya Pradesh Council of Science and Technology who was Chief Guest of National Conference held on 29th Sep 2016.
- Hon Chairman of Career Society Shri Vishnu Rajoria planted sapling at College campus on his birthday 27th March 2017.
- One small plantation programme was organized in collaboration with Mariott Courtyard Bhopal in Career College Campus on 27th April 2017.

7. Positive Step towards Energy Conservation

- Counting of total bulbs was done by members of Green Cluster, requirement was generated and 10% of total conventional bulbs were replaced by LEDs.
- **“The Swachh Bharat campaign” a positive move**

In Compliance to Prime Minister’s Swachh Bharat Campaign, and to do its bit for the national missions for cleanliness, Career College adopted a Joggers Park of Alkapuri Area. Around twenty students clean the Joggers Park once a month and beautify it. With motto of ‘Clean India Green India’ Cleanliness Campaigns were organized every month at Joggers Park and also at our College Campus.

8. Poster Making Competition:

Competition was organized by Green Cluster on 21st Jan 2017. Topic of competition was Make in India and Green Economy. Students from different College participated and won prizes.

7.5 Whether environmental audit was conducted? Yes No

Green Audit of the campus was carried out by the external agency, Niche Quality Solutions Pvt Ltd on 24th Dec 2016. The certified auditor observed the efforts made by college in terms of plantation and maintaining greenery in the campus. Nurturing plants is one of the non-academic pursuits that develop eco-concern among the students.

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

Strength

- Highly qualified, experienced and dedicated faculties and staff.
- Proactive T&P Cell - Excellent campus selection track record in multinational and reputed national companies such as TCS, Capgemini, ICICI Bank, L&T Construction, MP Online, etc.

Weakness

- Constraint of delay in result declaration due to University.
- Constraint of no control on the quality of intake of students due to online admission governed by Department of Higher Education , Govt. of M.P.

Opportunities

- Number of students admitted in the add-on courses is increasing thus more opportunities for the overall development of the students.
- Excellent academic environments should ensure more number of university merit holders.

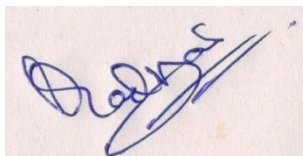
Threats

- Lesser interest towards biology in the science students.
- Constraint due to uncertainty in the minds of students with respect to their focus on future prospects.

8. Plans of institution for next year

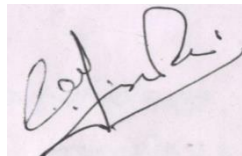
- Donation of old usable computers to needy people.
- More Research projects with involvement of faculties and student.
- More certificate courses will be implemented.
- More MOU with Govt. Organisations.
- Publication of Journal in the field of Physical Sciences, Chemical Sciences, Biological Sciences and Social Sciences.
- Adding Google classroom technology in the Teaching & Learning.
- Expansion of Chemistry Lab and Physics Lab to accommodate more students and extending research facilities
- Collection of old books from students and donate it to needy students.
- Inclusion of more study materials of competitive exams.
- More number of classrooms fitted with LCD projectors.
- To promote research in the college management will constitute Career Research Initiative.

Name **Prof. Pradeep Jain**



Signature of the Coordinator, IQAC

Name **Dr. P.N. Tiwari**



Signature of the Chairperson, IQAC

_____*_*_*_____

ANNEXURE I

ACADEMIC CALANDER FOR THE YEAR - 2016 – 17						
Dept. of Commerce & Management						
WEEK	JUL	AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher's Party Orientation	Self Defence Classes Insurance week (1/9/16 to 7/9/16)	Industrial Visit to Pithampur Educational Tour to Goa	Diwali Holidays	Semester Exam
II	Orientation Programme for I Sem	KSA	CCE Workshop on Research Methodology	Dussehra Holidays	Remedial Classes	Semester Exam
III	Commencement of Classes - III & V	Self Defence Classes Debate, Guest Lecture on Revised Company Act 2013	CCE SSRU	Community work : Safe water CAMS	Pre Practical/Viva Orientation for UG & PG	Semester Exam
IV	Bridge Course	Self Defence Classes, PADC Guest Lecture on Time & Quality Management, CAMS	World Tourism Day (27/9/16) CAMS	Diwali Holidays	Practical Examination	Semester Exam
Dept. of Computer Science		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher's Party Orientation	Educational Visit to RRL	Education Visit to MAP IT	Diwali Holidays	Semester Exams
II	Counselling & Admission	KSA	CCE SSRU	Dussehra Holidays	Remedial Classes	Semester Exams
III	Commencement of Classes - III & V	Guest lecture on Cloud Computing	Self Defence Classes Workshop on Basic Electronic Circuit	Digital Society Day (17/10/16)	Pre Practical/Viva Orientation for UG & PG	Semester Exam
IV	Bridge Course	PADC & C.A.M.S.	Self Defence Classes Workshop on Basic Quantum Mechanics	Diwali Holidays	Practical Examination	Semester Break
Dept. of Biotechnology & Biochemistry		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher's Party Orientation	Class Test	Non violence Day (2/10/16)	Diwali Vacation	World AIDS Day (1/12/16) Semester Exam
II	Counselling & Admission	KSA	World Literacy Day Celebration CCE, SSRU.	Dussehra Holidays	Self Defence Classes Remedial Classes	Semester Exam
III	Commencement of Classes - III & V	Educational Visit to AIIMS/ IISER Poster Comp	Guest lecture Advance Techniques in Molecular Biology	Self Defence Classes CAMS	Pre Practical/Viva Orientation for UG & PG	Semester Exam

IV	Commencement of Classes - III & V	PADC, CAMS	Short term Certificate course on Biochemical & Hematological Analysis, CAMS	Diwali Holidays	Practical Exam	Semester Break
Dept. of Botany		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher's Party Orientation	Guest Lecture for UG/PG on Identification of Plants	Short term certificate course on preservation techniques	Diwali Vacation	Semester Exam
II	Counselling & Admission	KSA	CCE SSRU	Dussehera Holidays	Self Defence Classes Remedial Classes	Semester Exam
III	Commencement of Classes - III & V	Short term Certificate course on Nursery Development	Workshop on Bonsai Technique/Medicinal plant nursery visit (MFPPARC)/Research Lab Visit	Social Activity (Visit to Orphan House) Self Defence Classes	Pre Practical/Viva Orientation for UG & PG	Semester Exam
IV	Commencement of Classes - III & V	PADC, CAMS	Short term certificate course on Phytochemical Extraction & Screening Guest lecture on Recombinant DNA technology CAMS	Diwali Holidays	Practical Exam	Semester Break
Dept. of Zoology		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher's Party Orientation Visit to CIFE	Short term training program on Preservation Techniques MSc I Sem	Celeb. Of Wild life Conserv. Day	Diwali Holidays	Semester Exam
II	Counselling & Admission	KSA	Social Activity Visit to slum Area CCE SSRU	Dussehra Holidays Educational Tour to Gujrat	Self Defence Classes Remedial Classes	Semester Exam
III	Commencement of Classes - III & V	Short term training program for BSc I sem on Vermiculture	Short term training program on Stain Preparation MSc III Sem	Self Defence Classes Revision Practical	Pre Practical/Viva Orientation for UG & PG	Semester Exam
IV	Commencement of Classes - III & V	PADC, CAMS Guest Lecture on Molecular Biology	Science Exhibition	Diwali Holidays	Practical Exam	Semester Exam
Dept. of Chemistry		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher Party Orientation	Industrial tour to Top & Town	Guest lecture on Spectroscopy	Diwali holidays	Semester exams

II	Counselling & Admission	KSA	CCE SSRU	Dussehra holidays	Pre Practical/Viva Orientation for UG & PG	Semester exams
III	Commencement of Classes - III & V	Pract. orientation for UG and PG	Ozone layer preservation day (16/9/16)	Self Defence Classes Short term training program PG on Synthesis of Schiff Base CAMS	Self Defence Classes Remedial Classes Social Awareness program to SOS Balgram	Semester exams
IV	Commencement of Classes - III & V	PADC, CAMS	Short term training program on Flame Photometer CAMS	Diwali Holidays	Practical Exam	Semester break
Dept. of Microbiology		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher Party Orientation	Skill Development Certificate course MSc	AV Show	Diwali Holidays	Semester exams
II	Counselling & Admission	KSA	CCE	Dussehra Holidays	Self Defence Classes Remedial Classes	Semester exams
III	Commencement of Classes - III & V	Group discussion on latest trends in science for students	CCE SSRU	Self Defence Classes Educational Visit to MANIT/ Science Centre CAMS	Pre Practical/Viva Orientation for UG & PG	Semester exams
IV	Commencement of Classes - III & V	PADC, CAMS	National Seminar on Recent Advances in Science Technology & Health Care, CAMS	Diwali holidays	Practical Exam	Semester break
Dept. of Library Science		AUG	SEP	OCT	NOV	DEC
I	Counselling & Admission	Fresher Party Orientation	Class Seminar Current Trends in Library Science	Assignment UG/PG	Diwali Holidays	Assignment UG/PG
II	Counselling & Admission	KSA	World Literacy Day (8/9/16)	Dussehra Vaccations	Class Seminar: RFID System	Class Seminar
III	Commencement of Classes - III & V	Dr. Ranganathan Jayanti (12/8/16)	Hindi Diwas (14/9/16)	Class Seminar: Role of ICT in Library	Social Activity SOS Balgram	I Mock Exam
IV	Commencement of Classes - III & V	PADC, CAMS	Orientation for Classification Schemes I	Diwali holidays	Assignment UG/PG	Assignment UG/PG

Dept. of Paramedical Sciences		AUG	SEP	OCT	NOV	DEC	
I	Counselling & Admission Doctor's day celebration (01/07/2016)	Final Year Clinical posting	Free camp BPT	1 st Mock Exam for P.P.T. Project Submission Final Year	Diwali Holidays Self Defense classes	World Aids Day (01/12/2016)	
II	Counselling & Admission Continual of Previous session	Clinical posting BMLT	World Physiotherapy Day (08/09/2016) Free camp BPT, BMLT	Guest Lecture On Serological Test Dussehra vacations	Visit to CRC Univ. Exam for BPT & BMLT, Self Defence Classes	Free Camp 1st Mock exam- MPT	
III	Visit to Aarushi Rehab Centre Visit to Red Cross Blood Bank	Guest Lecture on Safe Blood Transfusion	Blood Donation Camp	Short term course on Blood Safety for BMLT	Free Camps BPT, BMLT Self Defense Classes	MPT Case Presentation Mock exam BMLT-I	
IV	UG Short Term Course on First AID	Senior Citizen Day/ (21/08/16) CAMS	World Heart day celebration (29/9/16) KSA, PADC, CAMS	Diwali Holidays	Short Term Course on Dengue Test for BMLT CAMS	Workshop on symptoms and Diagnosis of Zika Virus CAMS	
NSS / NCC		AUG	SEP	OCT	NOV	DEC	
I	Counselling and Admission	NSS Orientation Program	Chess (M/F)	Basket Ball (F)	Diwali Holidays	World ADIS Day (01/12/16)	
II	Counselling and Admission	International Youth Day (12/08/16)	Cricket (M)	World Hand Wash Day (15/10/16) Dussehra Holidays	Kabaddi (M)	Semester Exam	
III	Counselling and Admission	Table Tennis (M/F)	Badminton (M/F)	Volley Ball (M)	Kho-Kho (F)	Semester Exam	
IV	Counselling and Admission	Football (M)	Blood Donation Camp (28/09/16) Basket Ball (M)	Diwali Holidays	NCC Day (26/11/16)	Community service NSS Annual Camp	
COMMON ACTIVITIES		AUG	SEP	OCT	NOV	DEC	
I		Plantation by Green Cluster Cell	Teachers Day (05/09/16)	Abhyudaya 2k16			
II			World Literacy Day (08/09/16)				
III		Independence Day Celebration (15/08/2016)	Hindi Diwas (14/09/16)				
IV	Plantation by Green Cluster Cell	National Sports Day	National Seminar				
ACADEMIC CALANDER FOR THE YEAR - 2016 – 17							
Dept. of Commerce & Management		JAN	FEB	MAR	APR	MAY	JUN
I	Commencement of Classes	Short Term Certificate Course on Taxation	CCE	Annual Function	Semester Exams	Semester Break	
II	Nation Youth day (12/01/17)	International Conference on MII	CCE, SSRU	Remedial Classes	Semester Exams	Semester Break	

III	Community Work Visit to Old age home/ Orphanage	Short term certificate on TALLY ERP9	PTM	Practical Exam	Semester Exams / Counselling	Online Admission Process & Counselling
IV	Republic Day	Management Day Fete & classes (20/02/17) CAMS	Pre Practical Viva Orientation UG/PG CAMS	Farewell Party	Semester Break / Counselling	Online Admission Process & Counselling
Dept of Computer Science	JAN	FEB	MAR	APR	MAY	JUN
I	Commencement Classes	Short Term Certificate Course on Spoken Tutorial	Education Visit to Sun Carrier Omega	Annual Function	Semester Exams	Counselling for Admission
II	Guest Lecture on Smart & Advance Material	International Conference on MII	CCE SSRU	Remedial Classes	Semester Exams	Counselling for Admission
III	Workshop on Cyber security & Awareness	Short Term Certificate Course on Spoken Tutorial	ICT Day(21/03/17)	Practical Examination	Semester Exams	Counselling for Admission
IV	Educational Visit to Chandigarh	Guest lecture on SEO & Digital Marketing	Practical Exam. C.A.M.S.	Farewell Party	Semester Break	Counselling for Admission
Dept of Biotechnology & Biochem	JAN	FEB	MAR	APR	MAY	JUN
I	Commencement of Classes Short term certificate course on Manufacturing & Formulation	Class Test	Internship	Annual Function	Semester Exam	Semester Break / Counselling
II	Practical orientation	Short term Course on Immunodiagnostics	CCE SSRU	Remedial Classes	Semester Exam	
III	Industrial visit	Guest lecture on Applied Immunology	PTM	Practical Exam	Semester Exam / Counselling	Admission Counseling
IV	National Girl Child Day (24/01/17) CAMS	National Science Day(28/02/17) CAMS	Pre Practical Viva/Orientation UG & PG CAMS	Farewell Party	Semester Exam / Counselling	Admission Counseling
Dept of Botany	JAN	FEB	MAR	APR	MAY	JUN
I	Commencement of Classes	Local Botanical Excursion to Udaigiri	Guest lecture on Remote Sensing	Annual Function	Semester Exam	Semester Break / Counselling
II	Educational Tour to Botanical Garden	Evaluation of Internship of Msc	CCE SSRU	Remedial Classes	Semester Exam	
III	Project allotment to all Sem. Classes/ Internship of M.Sc.	Short Term Certificate Course on Mushroom cultivation	PTM	Practical Exam SSRU	Semester Exam / Counselling	Admission Counseling
IV	CAMS	Guest Lecture on Gymnospermic Plants CAMS	World Forest Day-21 March 2017 CAMS	Farewell party	Semester Exam / Counselling	Admission Counseling

Dept of Zoology	JAN	FEB	MAR	APR	MAY	JUN
I	Commencement of Classes	Assignment Allocation BSc II & IV	Internship MSc IV Sem	Annual Function	Sem. Exam	Sem exam/ Counselling
II	Project Orientation for B.Sc-VI Sem	Training Programme on Food & Nutrition MSc II	CCE SSRU	Remedial Classes	Sem. Exam	Sem exam/ Counselling
III	Assignment Allocation MSc II & IV	Guest Lect. On Cancer	PTM Field Visit and report preparation for PG students	Practical examination	Sem exam	Admission/Counselling
IV	CAMS	CAMS	World Water Day (22/3/17) Pre Practical Viva/ Orientation for UG & PG CAMS	SSRU	Sem exam break	Admission/Counselling
Dept of Chemistry	JAN	FEB	MAR	APR	MAY	JUN
I	Commencement of classes	Project training M.Sc IV Sem	PPT presentation of Project/PTM	Annual Function	Sem. Exam	Sem exam/ Counselling
II	Educational tour to IISS & CIAE	Project training M.Sc IV Sem/ Guest lecture	CCE SSRU	Remedial Classes	Sem. Exam	Sem exam/ Counselling
III	Workshop on Advanced Instrumentation	Guest Lecture on Environment Awareness	PTM	Practical examination	Sem exam	Admission/Counselling
IV	CAMS	National Science day (28/02/17) CAMS	Pre Practical Viva/ Orientation for UG & PG CAMS	Farewell Party	Sem exam break	Admission/Counselling
Dept of Microbiology	JAN	FEB	MAR	APR	MAY	JUN
I	Commencement of Classes	Industrial visit to Modern Bread/ Top & Town	Guest Lecture on Biosafety & Disposal Methods in Labs	Annual Function	Sem. Exam	Sem exam/ Counselling
II	Commencement of Classes	Educational, field visit to Bhojpur	CCE SSRU	Remedial Classes	Sem. Exam	Sem exam/ Counselling
III	Magic of Biology/ Fun Activity	Skill Development Certificate Course BSc on Antimicrobial Products	PTM	Practical examination	Sem exam	Admission/Counselling
IV	CAMS	Skill Development Certificate Course MSc on Industrial Microbiology	World Water Day (22/3/17) Pre Practical Viva/ Orientation for UG & PG CAMS	Farewell Party	Sem exam break	Admission/Counselling
Dept of Library Sc	JAN	FEB	MAR	APR	MAY	JUN
I	Assignment UG/PG	National seminar on Library Management in Digital Era	In-house Training on N-List & SOUL 2.0 Version	Workshop on Open Sources Library software	Internship PG	Summer Vacation
II	Class seminar: Open Sources Library Software	Class Seminar: Management of Modern Library	Educational Tour to Indore/Delhi	Workshop on Digital Library software	Internship UG	Summer Vacation
III	Library visit to IISER	Library visit to SPA	ICT day(21/3/17)	Short Term Certificate course on ABCD Open Sources Software	Univ Exam	Counselling for new Admission
IV	Guest Lecture on IT Trends	Guest Lecture on Entrepreneurship Skills	Mock Exam II	Presentation on Libraries	Univ Exam	Counselling for new Admission

Dept of Paramedical	JAN	FEB	MAR	APR	MAY	JUN
I	Clinical Posting/ Short term course BPT, BMLT	Free Camp BPT	Seminar on Orthotics	II mock exam BPT BMLT	University exam	Summer Vacation
II	Educational Visit to BMHRC	Community visit to Red Cross Bhopal/ Short term course on Window Period for HIV Test for BMLT	Short term course on Culture of Micro Organisms for BMLT	Guest Lecture on Neurology for MPT	Uni. Practical exam	Summer Vacation
III	Seminar Presentation Short Term Course on Effects of Dots on Kidney & Liver, BMLT	Regular session	PPT Presentation MPT Lab Posting BMLT	Research orientation Instrumentation	Summer Vacation	PG Case Presentation Reporting Work BMLT
IV	Free Camp BPT CAMS	Final year project submission	Thesis Submission Case Presentation Instrumentation file submission BMLT	Case Presentation Mock Exam II MPT	Summer Vacation	UG & PG counselling for Admission
NCC & NSS	JAN	FEB	MAR	APR	MAY	JUN
I	Inter departmental Volley Ball Visit to Old age home	Annual Sports Meet	Games & Sports	Sem Exam	Sem Exam	Sem Break
II	National Youth Day (12/1/17)	Social Activity	Games & Sports	International Health Day (7/4/17)	Sem Exam	International Day of Yoga (21/6/17)
III	Pre RDC Camp	NCC B & C Certificate Exam	Games & Sports	Fire Extinguishing Day (14/4/17)	Sem Exam	Counselling & Admission
IV	Annual Sports Meet	Volley Ball (F)	Games & Sports	Kho-Kho (M)	Sem Break	Counselling & Admission
Common Activites	JAN	FEB	MAR	APR	MAY	JUN
I		National Seminar on Library Management in Digital Era				
II		International conference on MII	International Women's Day			
III						
IV	Republic Day, Sports week	National Science Day (28/02/17)	Alumni Meet			

A-II FEEDBACK FORMS

Career College Bhopal

Report on Analysis of feedback taken from Stakeholders

(2016-17)

The institution constantly interacts with various stakeholders such as alumni, industry, employers, research agencies, parents, faculties, students etc from time to time on various points like infrastructure, support facilities, academic improvements, etc. At the same time feedbacks with regard to curriculum is also taken and discussed. Thorough analysis of feedback is done and accordingly actions are taken. Points relating to improvements/changes in curriculum are sent to University through Board of Studies.

Graphical representations of analysis of feedback from Alumni, Students and Parents are annexed with this report and same were discussed in the meeting of IQAC on 11th November 2017.

Comments and suggestions received from Stakeholders are as follows:

Some of the Positive Comments by Stakeholders:

- Happy to be a part of Career Family
- Alumni meet by college led us to meet our friends and teachers too.
- Excellent focus on the placement of the students.
- Faculty is really supportive and excellent.
- Excellent in every field.
- Everything is up to the mark.

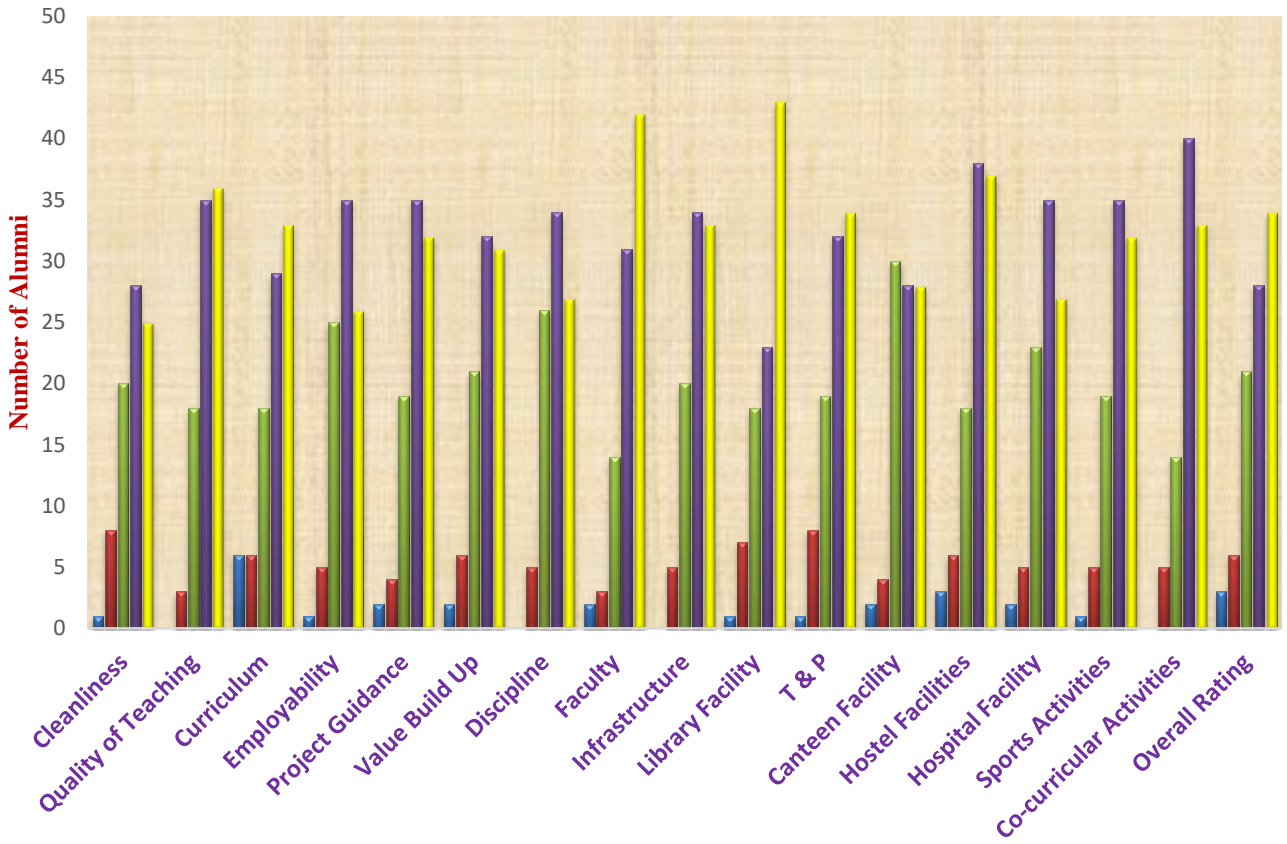
Suggestions by stakeholders:

1. College should organize more intercollegiate activities at city and state level.
2. Parking area needs to be improved /developed separately for two wheelers and four wheelers.
3. More than one fee counter.
4. Waiting room should be provided for parents.
5. Boy's hostel facility should be there.
6. Bus facility should be there.

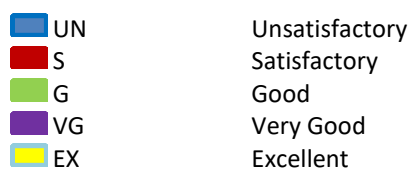
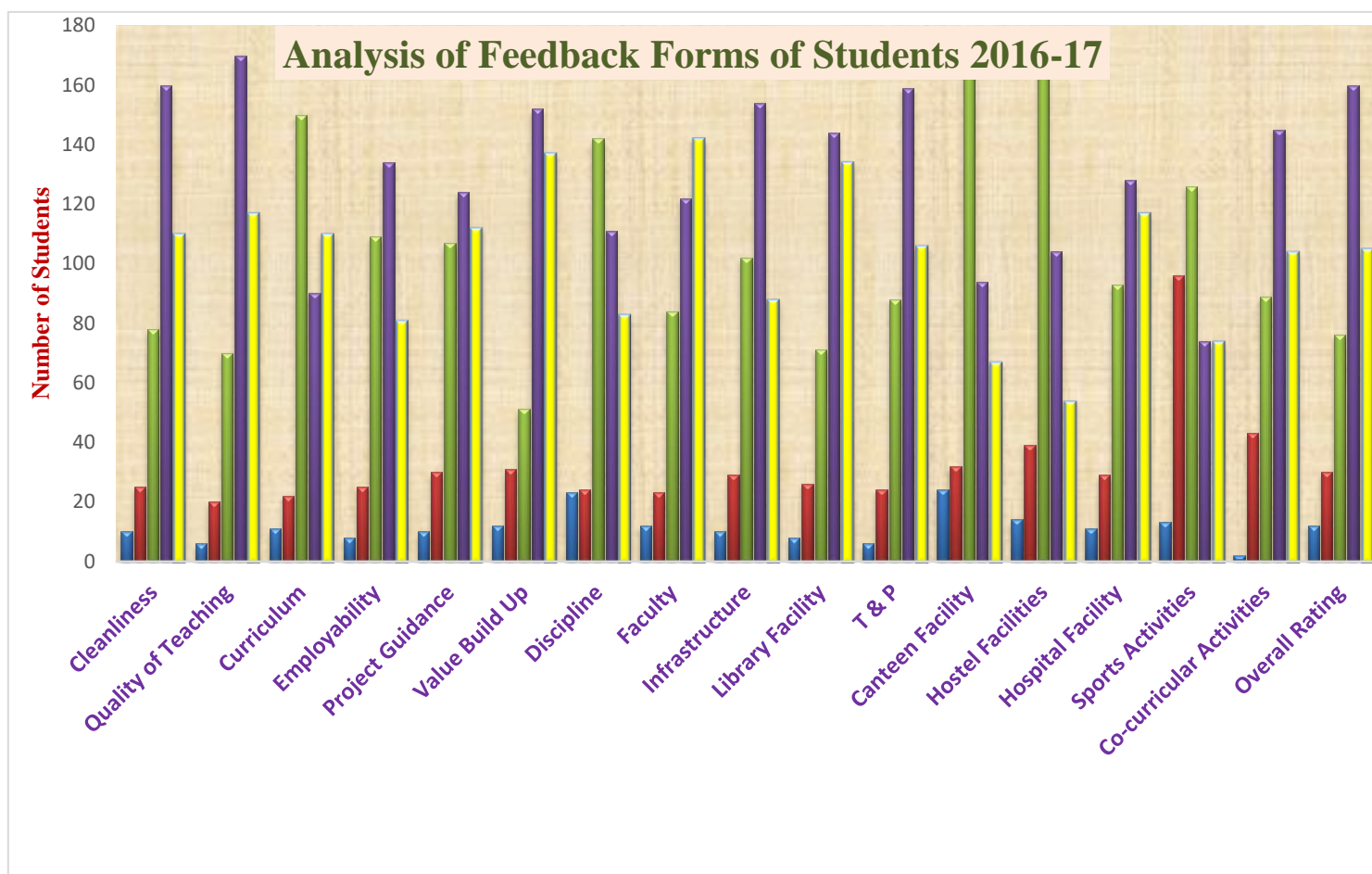
Action taken:

1. Cultural Cell has been constituted and also instructed to organise more numbers of Inter College Competitions.
2. Good parking facility has been provided to students in campus by earmarking specific space for two wheeler parking.
3. Provision for one more fee counter is made from the next session.
4. Waiting room for parents has been provided.
5. College has developed a tie up with Boys hostel in the nearby area.
6. As such the college is located in the main commercial area and hence is well connected by Public transport. However, college hires bus services for students visit to various places.

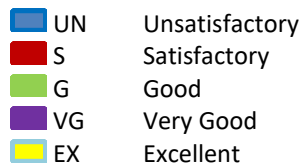
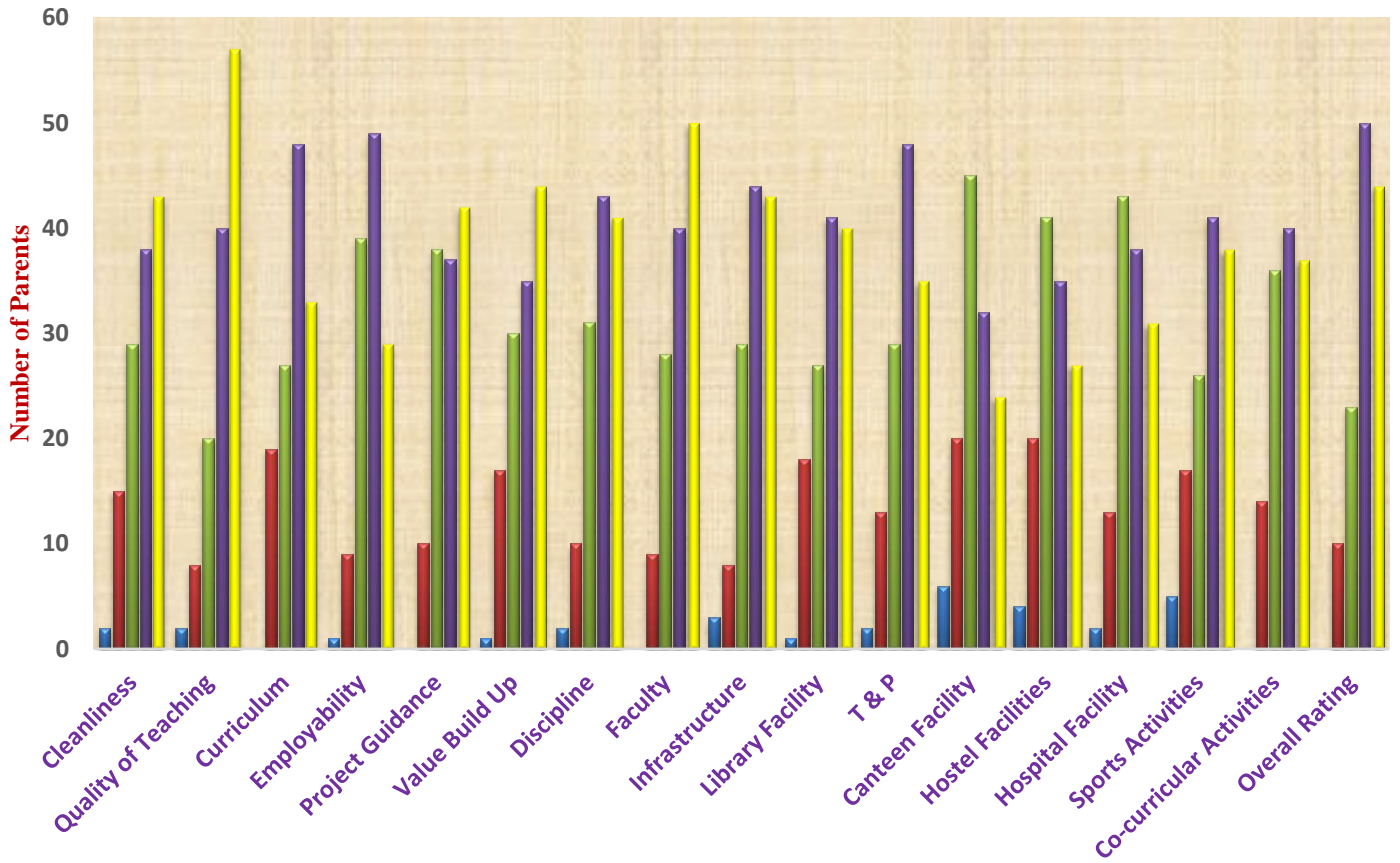
Analysis of Feedback Forms of Alumni 2016-17



- UN Unsatisfactory
- S Satisfactory
- G Good
- VG Very Good
- EX Excellent



Analysis of Feedback Forms of Parents 2016-17



A-III BEST PRACTICES

1. Title of Practice:

Scholarship to Meritorious Students

2. Goal:

Scholarship is a boon for those students who find difficulty in managing fee for their courses. Scholarship is an incentive as well as encouragement for students. Some students are very talented but do not have the means to study. Scholarship scheme is really very helpful for those students. Our aim behind this scheme is to motivate students for pursuing higher education. The scholarship scheme is open to all students who fulfil the set eligibility criteria and wish to pursue the course of their choice at Career College.

3. The Context:

The scholarship scheme is meant for all the years of UG and PG students studying in Career College. Scholarship is given in the form of fee concession. Even if the deserving students deposit their fee at the time of admission because of any reason, the excess fee if any is adjusted for the next year or refunded to the students of final year of any course. The basis of scholarship is the marks of last qualifying examination. For the course having semester system, student's aggregate marks of last two semesters (odd & even) is taken for considering the scholarship. Marks of all subjects given in the mark sheet of the student is considered for the scholarship scheme. Scholarship scheme is applicable to all irrespective of state boards/CBSE/ICSE/University.

4. The Practice

The students in the first year of UG and PG courses eligible to get this scholarship exclusively on the basis of marks of their respective qualifying examination. These students do not have to fulfil any criteria in order to qualify for this scholarship scheme. But students of all other years of UG and PG courses must need to complete 75% attendance in the current academic year in addition to having minimum qualifying marks in order to be eligible for this scholarship scheme. The amount of scholarship is given as per the following table.

Slab	Last Year's Marks	Tuition fee Concession in %	Maximum No. of seats reserved
I	Above 95%	99%	10% of total sanctioned seats of respective course
II	90% to 94.99%	75%	10% of total sanctioned seats of respective course
III	85% to 89.99%	60%	10% of total sanctioned seats of respective course
IV	80% to 84.99%	50%	10% of total sanctioned seats of respective course

***Note:** The management reserves the right to alter any or all of the above mentioned clauses and/or withdraw the total scheme without any prior information at any given point.

Major terms and conditions are envisaged for this scholarship scheme:

This scheme is meant for all the years of all the UG & PG levels of Career College w.e.f. academic session 2016-17. The basis of scholarship will be the marks of qualifying examination in the first year and subsequently aggregate marks of two semesters (one odd & one even) irrespective of state boards/ CBSE/ University. Marks of all the subjects in the marksheet(s) will be added for this purpose. Scholarship will be given in the form of fee concession. Even if the deserving students deposit their fee at the time of admission because of non-availability of results, the excess fee if any will be adjusted for next year/refunded as the case may be. The student will be eligible to get this scholarship in the first year of UG & PG courses exclusively on the basis of marks of qualifying examination. But to be eligible to get this scholarship in all other years of UG & PG courses, the students need to record minimum 75% attendance in the previous two semesters in aggregate. However the clause of attendance will not be applicable for the students who seek admissions in the other year courses from the other institutions.

5. Evidence of Success

Receiving scholarship is a pride moment for any student. Scholarship helps students to achieve their career goals easier. Scholarship encourages students for learning and studying, which can lead to better grades.

In the session 2016-17, we started this scholarship scheme with the aim to motivate the meritorious and other students to excel in their academics. We have provided Rs 611,000 under the category of 50 % scholarship to 58 students, Rs 162,600 in the category of 60% scholarship to 14 students and Rs 109500 in the category of 75% scholarship to 7 students. No student could qualify in the category of 99%.

6. Problem Encountered and Resources Required

Being a private self-financed college it is a challenge to provide such kind of huge scholarship to students. But with a clear aim and positive mind, management fulfils its commitment towards the students. Sometime very good students fail to achieve the scholarship by few marks and feel disappointed. We need to motivate and counsel those students. Sometimes more students qualify for the scholarship in few courses. In such cases excess students have to be placed in the next best slab with lesser scholarship amount.

7. Contact Details

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1. Title of the Practice

Motivating and empowering students to fight and win over their weak moments

2. Goal

Teachers always have long lasting impacts on the lives of their students, the teachers inspire students toward achieving their career objectives. A good teacher develops a strong bonding with students and establishes relationship with trust. At the same time a teacher has high expectations from their student. In present scenario a teacher should maintain open communication with parents and keep them informed about their academic curriculum and co-curricular activities. Teachers need to recognize, acknowledge and care about every student especially to understand the academic needs of struggling students who are at a greater risk of failure in the exams.

3. The Context

A student is a learner. The term student is used for anyone who is learning. Student life is golden life. It is the most important part of human life. In other words it is the formative period of human life. Students are the future of our country. So it is our duty to help them to be the best in all respects. For this they need peaceful environment and full support of parents and teachers in their educational activities. But now a days student have more stress than ever. In fact, India has one of the highest rates of suicide among people aged between 15 and 29. Reasons may be many such as failure in examinations, unemployment and depressions. Pressure to do well in studies is causing anxiety among students which has substantial negative effects on their academic and social success. So being a teacher we must do strong hand holding of our students to help them in overcoming their weak moments and motivate them for their better future.

4. The Practice

Motivation is a key factor in student's success at every stage of their education and a teacher can play pivotal role in providing motivation to encourage them. Although it is not as easy task because all students have different motivational levels. Lots of efforts are required for motivating weak students. We must have strong and friendly relations with these students. For this first of all we need to know family background and living environment of our students individually. It means not only memorizing their names but understanding their needs, desire and interests. With our inspiration they feel safe to discuss their weak points. It is a common perception that a teacher's expectations have a powerful impact on student's performance. We love our students and care for them so that they don't feel lonely during their tough times. Failure in exam can disappoint and frustrate students. It really affects students psyche. Many times, students get depressed and even resort to unwarranted methods of relieving tension. Faculties and institution provide an array of support for these students. It is extremely important for students to feel that they are valued member of a learning community. Students must feel the teacher is caring and supportive, and that he/she respect their values and opinions. We adopt a two-step process for supporting weak students. First, we must identify these students, and second, we must figure out to help them for the particular situation.

Institute follows the following steps to motivate the students towards learning and empower them for future opportunities-

- (1) Institution identifies weak students who have had ATKT in any subject in a given session, and/or had lost a year. This process is done after each semester and each yearly exams on the basis of result analysis.
- (2) Identified students and their parents are being called by their respective mentor within 24 hours of result declaration for personal counselling.
- (3) On the basis of result, these students are counselled about the possibilities of applying for reevaluation/retotaling as per the provisions of University.
- (4) The first follow up is done within a fortnight and if needed the student are sent to an expert counsellors.
- (5) If needed remedial classes for the specific subjects are arranged.
- (6) Some more subject tests are akin to University examination conducted to evaluate his/her performance and to motivate him/her after evaluation.
- (7) The entire record is kept in a format department wise given below.
We have common formats to keep the records of such students.

Career College, Bhopal

Name of Department

Session

List of Motivating and Empowering of Students (Follow-up Record)

S.No.	Name of Student	Class	Result	Date of result declared	Parent Contact No.	Person contacted	Date of Contact	Response/feedback

5. Evidence of Success

By adopting this practice and by following all the steps of this practice we found that motivating and helping students during their weak moments really works. All the students and parents appreciated this practice. Students and parents have expressed their feedback that teachers are really very much caring and supportive. Parents believed that their kids are not alone in college during their weak moments as the entire teacher fraternity are with them. Students believed that they can hold their teachers hand to come out from this situation. Students become confident after counselling, revision and remedial classes. By subject specific test they can solve their confusions or doubts in the particular subject and get ready to face the examination again. About 150 students in each semester were called by our faculties and around more than 130 students attended counseling session and revision classes. Most of the students cleared their re-exam successfully and it gives us a deep sense of satisfaction that by a little effort we helped our students during their tough time. During counseling we made our students realize that failure is not the end but it is the beginning of a new lesson of their life. We advised our students to make a master plan for the exams and to develop a general overall schedule for the exams. We try to figure out the actual reason behind the failure, like not sparing enough time for studies, poor concentration, poor reading, poor comprehension or some

sudden family issues, etc. Our intervention encouraged students to take a few specific actions to deal with such situation with more confidence.

6. Problems encountered and resource required to implement the practice

This practice develops the relation of trust between teacher and student and also with parents. This practice doesn't need any materialistic resources. It requires instincts of teachers to help their students. The reward of this practice is sense of satisfaction for the teacher that he/she can stand behind his/her students during their tough or weak moments. This practice made parents to believe that teachers were concerned about the performances of their children. Very few students have no sense of responsibility towards studies. They took failure very casually and they have not responded to the efforts made by their teachers. To fail in an exam is not a matter of shame or concern for them. Some parents are also very casual about the performance of their wards. They didn't take any interest when we called them to inform about their result to them. Some parents expressed that their wards don't need any help, they are able to pass their exam with their own efforts. But overall we received good response from students as well as from parents.

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