

CAREER COLLEGE, BHOPAL



Annual Quality Assurance Report 2013 - 14



The Annual Quality Assurance Report (AQAR) of the IQAC For the Year 2013-14

Part – A

AQAR for the year (for example 2013-14)

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)

1.5 Website address:

www.careercollegeindia.com

Web-link of the AQAR:

http://careercollegeindia.com/career/functional
-cell-iqac.php/AQAR2013-14.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 (DD/MM/YYYY)
- iii. AQAR (DD/MM/YYYY)
- iv. AQAR (DD/MM/YYYY)

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 & Library Science

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-Special Assistance Programme DST-FIST	-	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>) -
UGC-COP Programmes	-	

2.IQAC Composition and Activities

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	01+01
2.3 No. of students	03
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	02
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders:	No.	04	Faculty	04
	Non-Teaching Staff	04	Students	04
	Alumni	04	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

- i) Teaching Learning Methodologies
- ii) Research Paper Writing

2.14 Significant Activities and contributions made by IQAC

- Training and Placement Cell strengthened by implementing personality development programs, value added certificate courses & pre placement training program for the students
- Established more linkages with other institutions
- Upgraded library
- More opportunities for students in community services
- Environment awareness programs organized
- National Seminars, conferences and guest lectures organized
- Women Empowerment Cell organize various activities for empowering female staff and students
- Conducted Faculty Development Programmes

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>1. Reaccreditation process should be initiated.</p> <p>2. For the better quality enhancement of institution at least one proposal for UGC/MPCST sponsored workshop/Seminar should be made.</p> <p>3. Various guest lectures should be planned to give students adequate exposure.</p> <p>4. For developing the scientific culture in institution management made mandatory two research publication for each faculty.</p> <p>5. The college should make proposal for two new courses i.e. B.Com(Hon) and M.Sc. Zoology.</p> <p>6. ICT enabled learning modules should be increased.</p> <p>7. Mentoring system to be effectively implemented</p>	<p>NAAC peer team inspected the college and Reaccreditation Process is completed.</p> <p>Department of Computer Science Organized a National Conference on “Innovative and Emerging Trends in Information Technology” sponsored by MPCST along with ISTE, ISCA and The SIJ.</p> <p>AIDS Day, Literacy Day was celebrated by College and Guest lectures were also organized by college for exposure to the students.</p> <p>At the end of the session each faculty published their two research paper in reputed journals.</p> <p>The college has applied for new courses i.e. B.Com (Hon) and M.Sc. Zoology to be commenced w.e.f 2014-15.</p> <p>To make Teaching-Learning more effective, different videos, notes and other study materials downloaded and shared with students in the session.</p> <p>Mentor –Mentee system started in the college, at the beginning of the session, every class was assigned a Mentor. The mentor was held responsible for the smooth conduction of classes, monitoring of attendance, CCE, Participation of students in College activities, Examination and Campus selection, etc.</p>

* *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 finalised and sent to the controlling society for its approval.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	08		08	
UG	08		08	
PG Diploma				
Advanced Diploma				
Diploma	01		01	
Certificate				
Others				
Total	17		17	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	04 (UG) + 06(PG)
Trimester	
Annual	04(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 (ANNEXURE II)

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

M.Sc I & II Sem Chemistry practical syllabus has been modified as per the present requirement.

B.Sc. III & IV Sem Botany Syllabus has changed and revised syllabus is more advanced and beneficial to students.

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

Yes. Department of Education.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	71			

2.2 No. of permanent faculty with Ph.D.

17

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
12	8								

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	49	
Presented papers	1	15	
Resource Persons	Nil	Nil	Nil

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

- Use of LCD and biological animated videos.
- Projects to students in the form of poster making etc.
- Educational tour.
- Guest lectures

- Training of students in different centres.
- Various free OPD camps for providing exposure to the paramedical students
- Presentation, Group Discussion, Class Room Teaching, Role Play.
- Use of language lab.

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

185

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

The format of Continuous Comprehensive Evaluation became more elaborative so as to cover communication & personality development of the students.

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

2

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	68	-	27.25	43.79	23.86	94.9
B.C.A. II Year	59	3.35	37.47	45.98	11.86	95.31
B.C.A. III Year	70	2.73	52.85	42.97	1.19	97.01
B.Sc. I Year	109	-	15.31	39.64	23.94	78.89
B.Sc. II Year	90	-	24.96	12.69	2.56	40.21
B.Sc. III Year	44	7.9	69.05	17.38	-	86.43
M.Sc.(C.S.) Prev. Year	19	-	66.19	18.01	-	84.2
M.Sc. (C.S.) Final. Year	5	-	66	34	-	100
B.Sc.(Biotech) I Year	20	15	75	25	-	100
B.Sc. (Biotech) II Year	9	22	100	-	-	100
B.Sc.(Biotech) III Year	11	18.1	95	5	-	100
B.Sc.(Biochemistry) I Year	9	-	22.2	77.8	-	100
B.Sc (Biochemistry)II Year	6	50	50	50	-	100

B.Sc.(Biochemistry)III Year	8	-	37.5	62.5	-	100
M.Sc.(Biotechnology) Previous Year	7	-	85.7	14.2	-	100
M.Sc.(Biotechnology) Final Year	9	-	88.8	11.1	-	100
B.Sc.(Microbiology) I Year	14	-	04	09	-	92.8
B.Sc.(Microbiology) II Year	08	-	04	04	-	100
B.Sc.(Microbiology) III Year	06	2	05	01	-	100
M.Sc.(Microbiology) Previous Year	00	-	-	-	-	-
M.Sc.(Microbiology) Final Year	07	-	07	-	-	100
MSc Botany I Year	01	-	-	100	-	100
MSc Botany II Year	09	-	100	-	-	100
B.Sc Biology I Year	11	-	64	36	Nil	100
B.Sc Biology II Year	06	-	84	16	Nil	100
B.Sc Biology III Year	03	-	100	Nil	Nil	100
MSc Chemistry I Year	9	11.11	55.55	-	-	66.66
MSc Chemistry II Year	24	22.9	56.25	4.15	-	83.33
BPT I Year	8	17	75	-	-	75
BPT II Year	23	-	57.14	42.8	-	100
BPT III Year	13	-	46	-	-	46
BPT IV Year	15	-	66.6	-	-	66.6
MPT I Year	09	-	75	25	-	100
MPT II Year	16	-	46	-	-	46
BMLT I Year	22	60	88.2	11.7	-	100
BMLT II Year	10	50	80	20	-	100
BMLT III Year	25	64	90	9.5	-	100
B.Com. I Year	396	1.28	24	80	12.6	100
B.Com. II Year	365	0.54	33.98	53.7	12.3	100
B.Com. III Year	368	4.69	69.29	3.5	5.43	72.82
B.B.A. I Year	92	11.95	52.19	26	9.7	88
B.B.A. II Year	98	15.30	82.65	17.3	-	100
B.B.A. III Year	95	25.26	82.1	1.05	-	83.1
M.Com. Previous Year	19	Nil	89.47	10.52	Nil	100
M.Com. Final Year	23	Nil	26.08	69	4.34	96
M.L.I.Sc.	5	-	60	40	-	100
B.L.I.Sc.	5	-	100	-	-	100

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

- The IQAC maintains constant communication with the staff of the institution through its chairman i.e. Principal by way of internal memo/notices/meetings.
- Monitoring of academic activities as per the pre-set academic calendar.
- SSRU (Students Satisfaction Research Unit) unveils the academic performance of all the teachers as adjudged by students on computer in an unbiased manner.
- Result analysis of Mock exams and CCE

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	64
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	18
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	-	-	-
Technical Staff	05	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- The Research Committee under the aegis of IQAC recommended to grant one month paid leave to the faculty for submission of their PhD thesis.
- College provides duty leave to faculty members when invited as an examiner or as a resource person in other institutions.
- The college reimburses the registration fee of conference/seminar to encourage faculties to attend the same and also to & fro actual fare.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	01
Outlay in Rs. Lakhs	4.9 lakhs	-	-	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	-	-	-
Outlay in Rs. Lakhs	195000 + 190000	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	84	27	01
Non-Peer Review Journals	03	02	01
e-Journals	59	-	-
Conference proceedings	05	24	02

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	02	MPCOST	4,90,000	4,90,000
Minor Projects	01	UGC	3,85,000	3,85,000
Interdisciplinary Projects	1 Month	Self		
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	4-6 Months	Self		
Any other(Specify)				
Total	02	UGC	8,75,000	8,75,000

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)
 (i) MPCOST (ii) UGC

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	04	-	-	-

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
02	-	02	-	-	-	-

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 State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Environment Awareness
- Literacy awareness
- Non Violence
- AIDS Day
- Girl Child Day
- International Women Day
- Siksha hum sabhi ka adhikar

- Visit to Aarushi (NGO)
- Distribution of Education kit in slum area
- Free OPD camps for weaker section of society
- Uric acid camp
- Health check-up camps
- Anaemia Check-up camps
- Blood donation camp
- Thyroid/ Prolactin camp
- Ozone layer preservation day

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)		2,27,950/-		2,27,950/-
Others				

4.2 Computerization of administration and library

- The college has a tailor made software for the student database. The computerization in administration of the college is under process.
- The library has also been fully computerized with SOUL software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16099	16,40,429	641	1,89,455	16740	18,29,884
Reference Books	1628	9,45,886	254	2,58,040	1882	1,02,448
e-Books						
Journals	84	93,324	66	1,02,448	66	1,02,448
e-Journals			DELNET	16,500		26,599
Digital Database			NLIST	5000		
CD & Video			ILL	5000		
Others (specify)			News Paper	21		18,205

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	179	01	All Computers	All Dept	-	12	54	-
Added	-	-	-	-	-	-	-	-
Total	179	02	All Computers	All Dept	-	12	54	-

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

- N-List and DELNET training programme organized by library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.54
ii) Campus Infrastructure and facilities	58.28
iii) Equipments	0.28
iv) Others	22.49
Total :	81.59

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is continuously monitoring all the activities conducted in different departments pertaining to Students Support Services.

IQAC suggested enhanced involvement of faculties for Student Support Services.

5.2 Efforts made by the institution for tracking the progression

IQAC suggested further improvements in Mentor-Mentee system, student welfare measures, monitoring of students, participation in various competitive examinations. IQAC noted the institution's emphasis on training & placement activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2176	174		

(b) No. of students outside the state

143

(c) No. of international students

-

Men

No	%
1542	65.62%

Women

No	%
808	34.38%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1351	174	66	782		2373	1379	177	44	750		2350

Demand ratio 1: 0.59

Dropout % 11.06%

Note: The online admission process of our college is administered by the Department of Higher Education, Govt. Of MP.

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

Based on the information collected about the competitive examinations, training programmes were designed to support student to appear in such examination.

No. of students beneficiaries

180

5.5 No. of students qualified in these examinations /Appeared

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

5.6 Details of student counselling and career guidance

The college provides career counselling and guidance to students through PADC and T&P cell.

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
10	375	74	31

5.8 Details of gender sensitization programmes

- ❖ Girl Child Day celebrated
- ❖ Nukkad Natak at 05 places in Bhopal city
- ❖ Poster Competition

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	20	1,73,450/-
Financial support from government	187 (OBC) 20(SC) & 07(ST)	11,24,136/- *2,40,000(Approx)
Financial support from other sources		
Number of students who received International/ National recognitions		

*Note: SC & ST students got financial support directly in their respective bank accounts, thus this is an approx. figure.

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:

Satellite connection was installed in hostel in place of cable connection.

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

1. A firm commitment to academic excellence in career achievements to the students ensuring a head start on the track to success, through pragmatic approaches.
2. 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.
3. 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, in the form of customised, computerised students' database software. This helps us in decision support system of the college.

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

6.3.1 Curriculum Development

Suggestions are obtained from all the stakeholders and are sent to the University & members of Board of Studies.

The institution made conscious efforts in enrichment of its syllabi by adding value added programmes like personality development, soft skill learning and various useful certificate courses.

6.3.2 Teaching and Learning

- Institution lays emphasis on e-learning resources through DELNET, NPTEL, etc.
- The entire academic activities are conducted as per the pre sanctioned academic calendar.
- Students are exposed to the experiential learning, participative learning through excursion tours, seminars, Guest lectures, workshops, etc.

6.3.3 Examination and Evaluation

Mock and 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.

6.3.4 Research and Development

- The College has active research cell which organises quarterly meeting headed by internal PhD holder faculties to encourage faculty to pursue PhD and research work.
- The College encourages its faculties to participate and organize symposia, conferences and workshops. College provide on duty leave & registration fee or to & fro fare (whichever is higher) for attending workshops/seminars/conferences.
- The College motivates teachers to undertake minor and major research projects.
- The College encourages teachers to ensure publications of research articles in reputed journals.
- The College applied for research centre status for Chemistry by setting up advanced research facilities.
- College provide 1 ½ month paid PhD leave.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library of the institution got upgraded with SOUL Software.
- Library has Delnet and N List facilities.
- The college has adopted a well-defined ICT System where almost all its activities are channelized through ICT.
- The institution has created additional infrastructure to cater to the enhanced demand.
- Part of the campus is now Wi-fi.
- Every year requirements taken from the departments and the books are procured.

6.3.6 Human Resource management

- Regular faculty development programmes are arranged.
- The College has well defined strategies to reward and motivate the quality teachers.
- The institution makes conscious efforts in retaining the quality teachers.

6.3.7 Faculty and Staff recruitment

- The college had some vacancies in this year. Hence the advertisement was released in the newspapers as per the norms under code 28 of affiliating University.
- The college appointed the required number of new faculties as per the prescribed qualification as per the guidelines of affiliating University.

6.3.8 Industry Interaction / Collaboration

- 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.
- KAD Biotech Pvt Ltd, NIIT etc. are the companies with which the institution has signed MOU.

6.3.9 Admission of Students

- The college undertakes various activities for promotion of its courses like inserting ads in the newspaper, printing and distribution of pamphlets, brochures, banners, etc.
- The college admitted students in BMLT, BPT, MPT, B Lib, M Lib through off line direct admission on merit basis as per the guidelines of Dept. Of Higher education, Govt. Of M.P.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> * 3 month maternity leave as per Govt. Policy *Medical benefits and medical concession in the society's hospital CIMS. * Residential quarters for staff. *PF /Employees provident fund for all eligible employees. *ESIC scheme for all eligible employees. *11/2 month paid leave for PhD. *Salary advance on specific requirements of its teaching staff.
Non- teaching	<ul style="list-style-type: none"> *3 month maternity leave *Medical benefits and medical concession in the society's hospital CIMS. *Free uniform to class IV employees * PF /Employees provident fund for all eligible employees. *ESIC scheme for all eligible employees. *Salary advance on specific requirements
Students	<ul style="list-style-type: none"> *Scholarships from society to needy students. *medical facility *Railway Concession for travelling. *Book bank for economically weaker section and internet facility is also available *Payment of college fee in 4 instalments.

6.5 Total corpus fund generated

14,28,67,739.26 /-

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	-
Administrative	Yes	Chartered Accountant	Yes	-

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

The affiliating University is making constant efforts to provide autonomous status to the eligible colleges as per the norms of UGC.

6.11 Activities and support from the Alumni Association

- Every Year College organizes annual meet for alumni.
- They help in placements by giving the information about any job opportunity in their respective companies.
- They suggest improvements in course content/extra trainings to be given according to the practical requirements on field.
- They help in arranging Industrial visits.
- They are invited to take guest lectures.

6.12 Activities and support from the Parent – Teacher Association

- PTM - conducted every year
- Parent - Teacher association feedback is taken on all aspects.

6.13 Development programmes for support staff

College has organised a short term training programme to upgrade their computer knowledge and also office filing system.

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

1. College has a Green Cluster Cell, which conducts awareness program and activities for the student community like plantation, celebrations on world environment day. Green Cluster maintains a small nursery from where saplings are given to guests on the dais.
2. Energy conservation-In our college we have many electronic gadgets such as computers, lab equipment etc. We have power saving features on our computers we are constantly replacing tube light with energy efficient compact fluorescent light/LED wherever it is possible.
3. Water Harvesting -college has installed the rain water harvesting system
4. Carbon neutrality-The College has ensured carbon neutrality by using solar water heater system in its hostel and hospital.
5. Hazardous waste management – As we are aware that bio medical rules 1998, notified under the environment protection act by the Ministers Of Environment segregation is the essence of Waste management and should be done at the source of generation of bio-medical waste, therefore we segregate and collect all kind of wastes as per bio medical waste rules. This systematically collected waste is disposed by an authorized and approved agent, Bhopal Incinerators Ltd.

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.

- Emphasis on soft skill training for increasing employability.
- Project/Internship at undergraduate level in all courses.
- Spoken English for the weak students
- Mentor – Mentee system is effectively implemented.

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

- NAAC peer team inspected the college and Reaccreditation Process is completed.
- Department of Computer Science Organized a National Conference on “Innovative and Emerging Trends in Information Technology” sponsored by MPCST along with ISTE, ISCA and The SIJ.
- AIDS Day, Literacy Day was celebrated by College and Guest lecture was also organized by college for exposure to the Students.
- At the end of the session each faculty published their two research paper in reputed Journals.
- The college has applied for new courses i.e. B.Com (Hon) and MSc Zoology to be commenced w.e.f 2014-15.
- To make Teaching-Learning became more effective as different videos, notes and other study materials downloaded and shared with students in the session.
- Mentor –Mentee system started in the college, at the beginning of the session, every class was assigned a Mentor. The mentor held responsible for the smooth conduction of classes, monitoring of attendance, CCE, Participation of students in College activities, Examination and Campus selection, etc.

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

- Mentor-Mentee System
- Student Satisfaction Research Unit.

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

7.4 Contribution to environmental awareness / protection

In order to create environment awareness “Green Cluster” motivated all the students & faculties to become eco-friendly by:

- (1) Unplugging of electronic items when not in use.
- (2) To switch off lights and fans before leaving classrooms
- (3) To use energy efficient compact fluorescent lights/LED wherever it is possible.
- (4) Use of eco-friendly products like paper cups, paper plates and clay kulhads etc. in canteen.

Activities:

Green cluster in collaboration with Dept of Chemistry and Indian Science Congress Association Bhopal chapter organized different events on occasion of **Ozone Layer Preservation Day** on 17/9/13. Dr Rakesh Shivastava, AGM HEG Pvt. Ltd was the chief guest. Different inter collegiate competitions (Slogan writing, Model making and skit) were held to mark the occasion. The theme of these competitions was “Protection of the environment for the coming generations.

An **Environmental Awareness Camp** was organized by Green Cluster in collaboration with Department of Botany on 7/10/13. Students of BSc enacted nukkad natak (street play) during this camp. The play were quite inspiring. Plantation was done by Principal, director, vice principal faculty and students. Students of M.Sc. & B.Sc. Botany actively participated in this Camp.

A **Guest lecture** was organized by Green cluster in collaboration with Department of Botany on 7/10/13 for UG and PG students. The topic of the lecture was “Biodiversity and conservation”. The lecture was delivered by Dr. Neerja Shrivastava Prof Department of Zoology Motilal Vigyan Mahavidyalaya Bhopal. The topic of the lecture was very interesting. During this lecture a short movie on tiger reserve Pataya was also shown to students.

A **Guest lecture** was organized by Green cluster in collaboration with Department of Botany on 26/03/14 for UG and PG classes. The topic of the lecture was “Environment Impact assessment”. The lecture was delivered by Dr Yogesh Dubey Prof Indian Institute Of Forest Management Bhopal. The topic of the lecture was very knowledgeable.

An **intercollegiate competition on Slogan writing and Poster making** was organized on 26/3/14. Topic was “Environment Management and Conservation in developed countries”. Students from MVM College, Satya Sai College and Career College Participated in these competitions. Students grabbed many prizes during this occasion.

To make aware about the significance of our home our mother earth , the Green Cluster and Dept of Biotechnology celebrated an **Environment Day** on 14/8/14. The faculty and the students prepared posters and marched on streets to make aware about the importance of environment and how to save it.

Achievements:

- Guest lectures, Seminars and workshops on green technologies for environment management and protection are our major achievements.
- Ozone layer preservation day is one of the major achievements which is celebrated every year
- Environment awareness camps in slum areas are organized every year.
- Rallies are part of our camps. Students of Career College organize rallies from Career College to various areas of Bhopal.
- Plantation activities in and out of our campus are our routine activity.

7.5 Whether environmental audit was conducted? Yes No

Yes, Environmental auditing is conducted at Career College.

IQAC, through the audit committee ensures that Green Cluster and the departments of the College maintain plantation and identify new areas in the campus for plantation.

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

Strengths:

- A strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- Excellent geographic location to provide service locally and regionally.
- The college is strongly student centred and focused.
- It has an excellent reputation with a wide range of local and regional agencies as well as within the University for its working.

Weaknesses

- Some programs need revision to keep up with changes in the field and improve course sequencing to help student progression.

Opportunities

- We have the opportunity to use our reputation for quality education.
- Changing demographics in the region and a growing population affords opportunities for the placement of our graduates in Research, Industrial and teaching professions as demand for qualified individuals in these areas grows.
- Concerted strengthening of prospering research fields and strengthening of interactions between these fields.

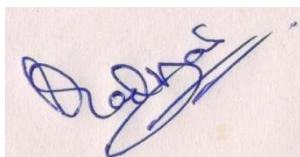
Challenges

- External threats, changing priorities, and lack of information can potentially reduce the number of student admission and orientation to the subject.

8.Plans of institution for next year

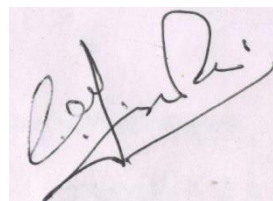
- Job oriented trainings will be provided to the students of final year
- Focus will be on research based learning

Name **Prof. Pradeep Jain**



Signature of the Coordinator, IQAC

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



Signature of the Chairperson, IQAC

A-1 ACADEMIC CALENDAR

Dept. of Commerce &
Management

WEEK	JUL	AUG	SEP	OCT	NOV	DEC
I	Bridge Course(01-12)	Classes, Patriotic Song Competition	Teachers Day, world Literacy Day	Blood Donation Camp,	Classes Remedial Classes, P.T.M.	Exam
II	Bridge Course last date for II and IIIYear	Guest Lecture, Classes, Local Visit	C.C.E.(09-14 Sep)	Guest Lecture, Classes Edu.Tour	Classes & CCE	Exam
III	Regular Classes, Freshers Party	India's Quiz, Independence Day Celebration	World Ozone Day, Industrial Visit	SSRU, Edu Tour	Exam	Exam
IV	NSS Orientation Programme	PADC, World Photography Day	National Conference (27 to 28 Sep), World Tourism Day, CAMS	S.S.R.U . Remedial Classes	Exam	Semester Break
Dept. of Computer Science		AUG	SEP	OCT	NOV	DEC
I	Counseling Orientation & Bridge Course	Guest Lecture	Teacher's Day		Diwali Vacations	Semester Exams
II	Counseling Orientation & Bridge Course	Practical Orientation/Workshop	CCE	Industrial Tour	Preparation Leave	Semester Exams
III	Commencement of Classes - UG & PG Welcome to freshers	Practical Orientation	Guest lecture	Practical Exam/S SRU/CAMS	Semester Exams	Semester Exam
IV	KSA	Guest lecture/PADC/CAMS	National Conference (Proposed)C.A.M.S.	Practical Exam/S SRU/CAMS	Semester Exams	Semester Break
Dept. of Biotechnology		AUG	SEP	OCT	NOV	DEC
I	Counseling and orientation of I Sem	Practical Orientation	Literacy Day Celebration	Non - violence Day, Dussehera	Diwali Vacations	Semester Exam
II	Commencement of Classes - III & V	Environment awareness Prog.	CCE I, III, V Sem.	Class Presentation	Exam preparation leave	
III	Welcome to Freshers	Indepen. Day celebration Plantation	Guest lecture	Practical Exam/S SRU/CAMS	Semester Exam	
IV	KSA B.Sc & M.Sc. I sem NSS, Orientation, CAMS	PADC, CAMS	Remedial Classes/CAMS	Practical Exam/S SRU/CAMS	Semester Exam /CAMS	Semester Break
Dept. of Biochemistry		AUG	SEP	OCT	NOV	DEC
I	Counseling and orientation of I Sem	Practical Orientation	Literacy Day Celebration	Non - violence Day, Dusseh	Diwali Vacations	Semester Exam

				era		
II	Commencement of Classes - III & V	Environment awareness Prog.	CCE I, III, V Sem.	Class Presentation	Exam preparation leave	
III	Welcome to Freshers	Indepen. Day celebration Plantation	Guest lecture	Practical Exam/SRU/CAMS	Semester Exam	
IV	KSA B.Sc & M.Sc. I sem NSS, Orientation, CAMS	PADC, CAMS	Remedial Classes/CAMS	Practical Exam/SRU/CAMS	Semester Exam /CAMS	Semester Break
Dept. of Botany	AUG		SEP	OCT	NOV	DEC
I	Counseling and Orientation	Evaluation of KSA	Guest lecture for UG/PG	Compilation of CCE, Dussehera	Diwali Vacation	Final Exams of Sem. UG & PG
II	Commencement of Classes - III & V	Independence Day, Environment Awareness camp	CCE of UG and PG classes	Social activity	PL for Sem. Classes	Final Exams of UG & PG
III	Welcome to Freshers and Commencement of classes	Workshop on Bonsai Techniques	Evaluation of progress of Project-Training based on medicinal Plants	Practical Exam of I, III & V Sem. Classes	Final Exams of UG & PG	Final Exams of UG & PG
IV	Attend. Eval/KSA UG & PG Sem. Classes	PADC, CAMS	Attend. Evaluation. Medicinal Plant Nursery Visit, CAMS	SSRU, Practical Exam of I, III & V Sem. Classes	Final Exams of UG & PG	Semester Break
Dept. of Zoology	AUG		SEP	OCT	NOV	DEC
I	Counseling & Orientation	Assignment for BSc I sem/Practical /Orient.	Group Diss. For BSC III	Celeb of wild life conservation	Diwali Holidays	Semester Exam
II	Counseling & Orientation	Assignment for BSc III	CCE	Workshop on vermiculture	Revision Classes/Class test	Semester Exam
III	Commencement of classes and Freshers	Independence Day celebration	Guest Lecture	Practical Exam	Preparation Leave	Semester Exam
IV	KSA	Training for BSc V sem and PADC	Educational Visit	Attendance Evaluation	Semester Exam	Semester Break
Dept. of Chemistry	AUG		SEP	OCT	NOV	DEC
I	Counseling and Orientation	Practical Orientation for UG & PG Classes	Industrial tour	Class Seminar for P. G Classes	Diwali Holidays	Semester exams
II	Bridge Course for MSc I sem	Environment awareness Prog. KSA for M.Sc and B.Sc I sem	CCE for U.G and P.G	Dussehara Holiday/ Pre Practical/Viva Orient. for U.G & P.G	Social Awareness Prog./ Prep. Leave	Semester exams
III	Welcome to Freshers and Commencement of classes	Independence day / Guest lecture series on	Ozone layer preservation day	Practical Exam for all	Semester Exams	Semester exams

IV	KSA for B.Sc & M.Sc. I sem CAMS	PADC, CAMS	CAMS	Practical Exam for all	Semester Exams	Semester break
Dept. of Microbiology		AUG	SEP	OCT	NOV	DEC
I	Counselling Orientation and Bridge	Audio Vishul session on microbiology for all B.sc. And M.Sc. (Micro)	Literacy Day Community Service	SSRU	Diwali Holiday	Semester Exam
II	Counseling & Follow up for Iins and IIIrd year	Group discussion on latest trends in science for in hous students	CCE	Remedial Classes	Diwali Holiday	Semester Exam
III	Welcome to fresher's and Commencement of	Independence day celebration (India Q;uiz)	Presentation by M.Sc. Students	Semester Exams (Practical)	Attendance Evaluation	Semester Exam
IV	NSS Orient, Prog./KSA. CAMS	Andon Training/Trainin g Continued , PADC, CAMS	Guest Lectures / CAMS	Semester Exams (Practical)	Diwali Vacations	Semester Exam
Dept. of Library Science		AUG	SEP	OCT	NOV	DEC
I	Counselling Commencement of classes	Orientation for UG/PG	Literacy Day	Assignments	Diwali Holiday	Assignment s
II	Counselling Commencement of Classes	KSA for UG/PG	Class Seminar	Class Seminar		Class Seminar
III	Welcome to Freshers	Dr. Ranganthan Jayanti	G.D.	Workshop on Open Sources Lib Software		I Mock Exam
IV	Orientation for UP/PG	PADC	Orientation for Practical	Dusshera Vaccations		Guest Lecture
Dept. of Linguistic Department		AUG	SEP	OCT	NOV	DEC
I	Couns. & Commencement of Sem. Classes	Guest Lecture Hindi	Teacher Day Celebration + Essay Comp		Seminar	
II	Couns. & Commencement of Sem Classes	I Sem CCE I	-		I Sem CCE-II	
III	Couns. & Commencement of Sem Classes	Independence day celebration	Hindi Diwas	Parents Teachers Meeting		
IV	Couns. & Commencement of Sem Classes	III Sem CCE - I	III Sem CCE - II			
Dept. of Paramedical Sciences		AUG	SEP	OCT	NOV	DEC
I	BPT/PG. Counselling, Doctors day celebration	OPD Posting	BPT, BMLT,DMLT,New Session	Blood Donation Camp,	Diwali Vacation	Aids day warness
II	Regular Session	Regular Session UG&PG	World Physiotherapy Day/Blood donation camp.	Regular Session UG/PG	1st Mock exam	Regular Session
III	Lab/hospital visits	Independence Day celebration	Guest lecture/KSA & Personality Assess.Test	Dr. Jhunjhunwala camp	Field visits	Guest lecture

IV	Regular Session	Regular Session	Clinical Posting Of BPT IV Different Hospital/World Heart day celebration	Project for BPT IV Year/Synopsis for MPT	Workshop	Free Camp
Dept. of NSS/NCC		AUG	SEP	OCT	NOV	DEC
I	Counseling Commencement of Classes	Orientation Program for All Students	-	Blood Donation Day Gandhi Jayanti		World ADIS Day/NSS Social Worker day
II	Counseling, Commencement of Classes	World Youth Day	World Literacy Day	World Hand Wash Day	Komi Ekta Diwas	World Human Rights Day
III	Counseling Commencement of Classes	Independence Day Celebration	Plantation		NCC Day	
IV	Orientation Program for All Students 27 th July	Sadbhavana Diwas	N.S.S. Day	Traffic Week	AIDS Awareness Week	Community service
SPORTS		AUG	SEP	OCT	NOV	DEC
I	Counseling for New Session	New Session Commence	Chess (M/F)	Basket Ball (F)	Diwali Vacations	Semester Examination
II	Counseling for New Session	New Session Commence	Cricket (M)	Kabbadi (M)	Diwali Vacations	Semester Examination
III	Counseling for New Session	New Session Commence	Badminton (M/F)	Foot Ball (M)	Diwali Vacations	Semester Examination
IV	Counseling for New Session	New Session Commence	Basket Ball (M)			Semester Examination
COMMON ACTIVITIES		AUG	SEP	OCT	NOV	DEC
	II Week- Commencement of Classes & Welcome to Fresher	I Week- Patriotic song competetion, Inter Dept. Competetion.	7 Sep - World literacy Day (Biotech& Biochem Dept)& Comp Dept (One day training Programme)	01 Oct- Blood Donatioon Camp		
		17 Week- India Quiz (Inter college comp) organized by dept of Micobio Dept.	14 Sep- Hindi Diwas			
	IV Week- KSA & NSS Orientation Programme	19 Aug- World Photography Day (Inter College Comp) Organized by Comm. Dept.	16 sep- World Ozone Day (Inter college comp.) By Chemistry Dept.	III & IV Week Oct- SSRU		
			27-28 Sep- National Conference Organised by Computer Dept.			

Dept. of Commerce & Management

JAN	FEB	MAR	APR	MAY	JUN	
Follow-Up for New Session, Commencement of II,IV,VI Sem	Proposed (Fete)	P.T.M.	S.S.R.U Remedial Classes	Semester Exams	Semester Break	
Classes Guest Lect.	Guest Lecture & Training	Womens Day, Water Day, CCE	S.S.R.U Remedial Classes	Semester Exams	Semester Break	
Youth Day,(18 jan) Debate/Poster Competition	Guest Lecture & Training	CCE	S.S.R.U. classes Award Ceremony	Semester Exams / Counselling	Online Admission Process & Counseling	
Sports (27-31), Fete Republic Day	Science Day (28 Feb)/ CAMS	S.S.R.U. Remedial Classes / CAMS	Semester Break	Semester Break / Counselling	Online Admission Process & Counseling	
Computer Science		MAR	APR	MAY	JUN	
Commencement of U.G. & P.G. Classes	Lab Visit	Guest lecture / PTM	Practical exams/ SSRU	Semester Exams	Semester Break	
Practical Orientation	Guest lecture	International Women's Day/ CCE	Prac.Exam/ Project,SSRU	Semester Exams	Semester Break	
Practical Orientation	Workshop	Award Function	Preparation Leave	Semester Exams	Online Admission & Counseling	
Sports Week, 27/1/14-31/1/14	National Science Day / CAMS	Practical Exam. C.A.M.S.	Semester Exams	Semester Break	Online Admission & Counseling	
Biotechnology		FEB	MAR	APR	MAY	JUN
Commencement of II,IV,VI sem.	Class Test	PTM	Practical Exams	Semester Exam	Semester Break	
Practical orientation	Presentation	International Women's Day Celebration CCE II, IV,VI sem.	Remedial Classes	Semester Exam		
Industrial visit	Guest lecture	Award Function	Class Test Farewell Party/ SSRU	Semester Exam	Admission Counseling	
Republic Day Celebration Sports Day/CAMS	CAMS	Workshop/Practical Exam / CAMS	Exam preparation leave/CAMS	Semester Exam	Admission Counseling	
Biochemistry		FEB	MAR	APR	MAY	JUN
Commencement of II,IV,VI sem.	Class Test	PTM	Practical Exams	Semester Exam	Semester Break	
Practical orientation	Presentation	International Women's Day Celebration CCE II, IV,VI sem.	Remedial Classes	Semester Exam		
Industrial visit	Guest lecture	Award Function	Class Test Farewell Party/ SSRU	Semester Exam	Admission Counseling	

Republic Day Celebration Sports Day/CAMS	CAMS	Workshop/Practical Exam / CAMS	Exam preparation leave/CAMS	Semester Exam	Admission Counseling
Botany	FEB	MAR	APR	MAY	JUN
Commencement of UG Classes, Zero Classes	Botanical Visit	PTM	Pract. Exam. UG & PG Sem Compilation of CCE	Final Exams of UG & PG	Semester Break
Practical Orientation	Evaluation of Internship of Msc	CCE of UG and PG classes	Eval. of Project Viva	Final Exams of UG & PG	Semester Break
Project allotment to all Sem. Classes/Republic Day/ Internship of M.Sc.	Workshop on Mushroom cultivation	Award Function	SSRU	Final Exams of UG & PG	Admission counselling
Sports Week	Attend. Evaluation	World Forest Day-21 March 2015 / CAMS	Final Exams of UG & PG	Compilation of session 2013-14/ Semester Break	Admission counselling
Zoology	FEB	MAR	APR	MAY	JUN
New Sem Start	Class Seminar	Workshop on Museum Keeping	Pract. Exam.	Semester Break	Semester Break
Project orientation for VI sem	Social Activity & Assing. Alloc. For BSc II Sem	CCE of UG and PG classes	Revision classes	Semester Break	Semester Break
Practical Orientation	Guest llecture	Intercollegiate slogan writing and poster competetion	SSRU	Semester Break	Semester Break
Republic Day Celebration	Attend. Evaluation / CAMS	Attendance Evaluation	Sem Exam	Semester Break	Semester Break
Chemistry	FEB	MAR	APR	MAY	JUN
Commencement of regular classes for new Sem	Project training M.Sc IV Sem	Class Seminar for P. G Classes/PTM	Practical exams for all	Semester exams	Counselling for admission
Project orientation for M.Sc IV sem	Project training M.Sc IV Sem	CCE for U. G and P. G	Practical exams for all	Semester Exams	Counselling
Educational tour	Assignment for Ug/PG Classes	Pre Practical/Viva orientation for U. G & P.G /Award function	Preparation leave/ Farewell / SSRU	Semester exams	Counselling for admission
Sports week/CAMS/Republic Day	Science day celebration /CAMS	CAMS/Practical exams for all	Semester exams	Sem. Break/Counselling for admission	Admission
Microbiology	FEB	MAR	APR	MAY	JUN
Preparation for new semester Commencement of II,IV,VI Sem	Training for M.Sc	Parent teacher meet, World water day celebration	Practical exam	Semester exam	Dept. Services/Contr.to the college, Semester Break
Classes starts	Guest Lecture	CCE	Remedial classes	Semester exam	Semester break
Orientation Program	Training for B.Sc	Award Function	Attendance Evaluation	Semester exam	Counseling

Sports day, Republic Day/CAMS	Attendance Evaluation, Industrial/Educational Visit	Social Activity/ Practical Exam	Preparation leave/Semester exam	Semester Exams / Sem Break	Counseling & Admission
Library Science	FEB	MAR	APR	MAY	JUN
Local Library Visit	Local Library Visit	University Exams	University Exams	45 working day internship . For PG Students	Counselling for new Admission
Class Seminar	Class Seminar / Social Activity	Educational Tour	University Exams	30 working days Internship for UG students	Counselling for new Admission
Training on Library Software	II Mock Exam	Annual Function	Final Practical for UG/PG	Summer Vacation	Counselling for new Admission
Sports Week / Guest Lecture	Workshop on open sources software	PL	Final Practical for UG/PG	Summer Vacation	Counselling for new Admission
Linguistic	FEB	MAR	APR	MAY	JUN
II Sem CCE-I					Counselling for new Admission
Annual function	Poster Competetion	II Sem CCE-II			Counselling for new Admission
					Counselling for new Admission
Republic Day Celebration		III Sem CCE-II			Counselling for new Admission
Paramedical Sc.	FEB	MAR	APR	MAY	JUN
Educational tour & participation for IAP, conference in Pune 2011	Regular Session	II mock exam UG & PG	Regular Session	University exam	Summer Vacation
Regular Session	Demo Class	Womens day celebration/ Womens health programme	Revision classes	Uni. Practical exam	Summer Vacation
Regular Session	Seminar	PPT Presentation of theses/ projects/ Regular Session	Annual function	Summer Vacation	UG & PG counselling
Research work & clinical posting.	PTM	Project /Theses Submission	Preperation leave	Summer Vacation	UG & PG counselling for Admission
NSS/NCC	FEB	MAR	APR	MAY	JUN
		Lecture on Women's Day			International Environment Day
National Youth Day/Week	Social Activity	International womens Day	International Health Day		
Activities on Youth Week (18th Jan)	Blood Donation Camp	University Theory Exams.			
Republic Day	Annual NSS Camp	University Theory Exams.		World Tobacco Ban Day	

SPORTS	FEB	MAR	APR	MAY	JUN
Semester Examination	Award Ceremony	Semester Examination	Counselling for new session	Counselling for new session	
Semester Examination	Award Ceremony	Semester Examination	Counselling for new session	Counselling for new session	
Volley Ball (M/F)	Award Ceremony	Semester Examination	Counselling for new session	Counselling for new session	
Semester Examination	Award Ceremony	Semester Examination	Counselling for new session	Counselling for new session	
COMMON ACTIVITIES	FEB	MAR	APR	MAY	JUN
6 Jan - 19 April 2014- Commencement of classes	Feb I Week- Fete (Organized by Comm. & Mngmt Dept.)	1st Mar 2014- PTM	April III Week- Farewell		
18 Jan- Youth day (Debate / Poster competition)		8 Mar 2014- International Women's Day & World Water Day			
27 Jan - 31 Jan 2014- Sports Week & Cultural activities	28 Feb- Science Day (Chemistry & Computer Dept)	Mar III Week- Award Ceremony			
Jan IV Week- Fete (Organised by Comm. Dept.)					

A-II Feedback Forms

**Career College ,Bhopal Curriculum
Feedback/Suggestion form**

1) Department

2) Name of faculty

Dr/Mr/Ms.....

3) Subjects taken by the faculty

i)

ii)

iii)

iv)

4) Suggestions to improve the syllabus for the up gradation of the students:

S.No.	Subject	Suggestions
1) :
2) :
3) :
4) :

Signature

12-13

**Career College, Bhopal
Curriculum Feedback /Suggestion Form**

Name of Person
Telephone/Mobile
Email
Course
Subjects

1. Do you find these subjects useful?
 - If Yes, Why?
 - If No, Why?
2. Do you feel that the curricula of these subjects cover adequate practical points?
.....
3. Do you think that the curricula of these subjects have its utility in the industries?
.....
4. Do you think that the curricula of these subjects have become obsolete: If yes what are the topics/ modules/ subject -.....
.....
5. Do you think that the curricula of these subjects should incorporate more internal marks?
.....
6. Career College offers various short term and skill development courses, in order to supplement main course programmes. What suggestions you would like to offer to further improve these courses?
.....
7. There are provisions of elective options in some courses. Do you want to suggest any change in these options?
.....
8. Do you think our university should offer lateral and vertical mobility within and across program? If Yes, How?
.....
9. Do you think that the curricula of these subjects should be supplemented with some online courses/courses in distance mode? If Yes, how?
.....
10. Do you think that the curricula of these subjects have adequate knowledge of ICT?
.....

Signature

Career College Bhopal

Department of Botany

Analysis of Feedback Forms

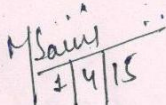
2013-2014

S.No	Class/Course	Analysis of feedback forms
1.	BSc I Sem	Stelar organization, morphology and anatomy of pteridophyta should be excluded from BSc I sem syllabus and should be added in II sem syllabus.
2.	BSc II Sem	Characters and classification of Gymnosperms, fossilization, geological time scale and origin of seed habit should be added in II sem syllabus.
3.	BSc IV Sem	Molecular Biology and Genetics should be incorporated
4.	BSc VI Sem	Instrumentation should be added in BSc VI sem so that Plain Biology students may get knowledge of instrumentation before studying plant tissue culture.

Smriti
H. O. D.
Dept. of Botany
Career College Bhopal


CAREER COLLEGE BHOPAL
DEPARTMENT OF ZOOLOGY
SESSION 2013-14
ANALYSIS OF FEEDBACK FORMS

S.No.	COURSE	TOPIC/PAPER	ANALYSIS
1.	B.Sc.I Sem	Invertebrates	The portion of taxonomy is very wide.
2.	B.Sc.II Sem	Vertebrates & Developmental Biology	Skillful knowledge should be given so that students can get jobs related to them.
3.	B.Sc.III Sem	Genetics	More practical knowledge should be given to the students
4.	B.Sc.V Sem	Applied Zoology	More & more training programs should be organized so that students can understand their subject deeply & get jobs in the related fields.
5.	B.Sc.VI Sem	Evolution & Paleontology	Practical knowledge should be given to the students through visits of historical places related to the syllabus.


 2/4/15
 H. O. D.
 Department of Zoology
 Career College
 BHOPAL.

Department of Chemistry
Suggestion for curriculum Improvement
2013-14

- (1) Practicals based on the specified subjects (M.Sc. Chemistry) should be included in the syllabus.
- (2) Syllabus of M.Sc. Should be revised.
- (3) Basic Quantum mechanics should be added in M.Sc. Physical chemistry syllabus.


HOD
Signature
Dr. Suparna Ghosh
Asst. Prof. & Head
Department of Chemistry
Career College, Bhopal

Department of Biotechnology and Biochemistry

Analysis of feedback forms

2013-2014

B.Sc. Biochemistry:

1. Include Microbial fermentation and exploitation of microorganism in the syllabus to open opportunities in fermentation industries.

B.Sc. Biotechnology:

1. Include Microbial Biochemistry in the syllabus to open opportunities in microbial biochemistry field.

M.Sc. Biotechnology:

1. The papers in M.Sc. IV Sem for the students who got below 60% aggregate should not be so difficult.
2. In M.Sc III semester V paper should be added in the IV semester.

Shankar
15/9/14
H. O. D.
Dept. of Biotechnology
Career College Bhopal

Renuka
15/9/14
H. O. D.
Dept. of Bio-Chemistry
Career College Bhopal

CAREER COLLEGE
DEPARTMENT OF PHYSIOTHERAPY
Analysis of Feedback form
SESSION 2013-2014

BPT IV Year-Sports specific injuries should be added

MPT-I Year-Research methodology should be added

Joshi
HOD
Physiotherapy
Career College
Bhopal
Department of physiotherapy

CAREER COLLEGE, BHOPAL
DEPARTMENT OF MICROBIOLOGY

FEEDBACK ANALYSIS 2013-14

S. No.	Course	Suggestion
1	B.Sc I	Detail description of all groups of microorganisms should be included
2	B.Sc III	Agricultural Research microbiology and Food microbiology should be included
3	B.Sc IV	Fermentation engineering should be included
4	M.Sc I	Medical microbiology should be included
5	M.Sc III	Research methodologies should be included

Submitted.
Recd.

H. O. D.
Dept. of Microbiol. by
Career College BHOPAL

CAREER COLLEGE, BHOPAL
COMMERCE & MANAGEMENT DEPARTMENT

Session: 2013 -14

Analysis of Curriculum feedback:

S. No.	Class/Course	Analysis
01	B.Com. I & II Sem. & B.Com. (Honors) I Sem.	Development of Entrepreneurship (E.D.) - For improving practical skill Entrepreneurship development training programme should be added.
02	B.Com. II & B.B.A. I Sem.	Business Communication – personality grooming test like Mock interviews, GD, Seminar & Presentation should be added.
03	B.Com. III & IV Sem.	Advertisement – subject syllabus should added real practical approach so industrial visit must be added there on.
04	B.Com. V & VI Sem.	Direct/Indirect Tax – Tax management system should be added like provision for filing for return, assessment of return (Individual/Firm) should be added.
05	All B.Com. (OM)	Office Management – The subject syllabus should be based on modern techniques typing practice can be done on typewriters for better practice .Module should cover more portion from computer i.e.- word excel , railway –hotel booking etc. .On job training should be made compulsory for final year students .Practical should be made compulsory for all semester students.
06	All B.Com./B.B.A./M.Com.	Guest lecture related to the subject should be compulsory added.

Coordinator
 Commerce & Management Dept.

Deptt. of Commerce/Mgt.
 Career College, Bhopal

Career College, Bhopal
Department of Computer Science
Session: 2013-2014
Analysis of Curriculum Feedback

The curriculum of Barkatullah University is well defined but it needs to update frequently to fulfill today's corporate requirements and to contribute in the over all development of students.

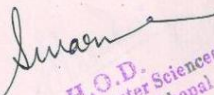
We the faculties of Department of Computer Science, Career College would like to request some changes in current syllabus. The suggestions are as follows:

Course: BCA


- The subject Visual Basic is out of trend hence it should be replaced by Visual Studio .Net.
- The skill development programs like JSP, Servlet, Struts, UML, EJB etc. should be included in curriculum to meet current technical requirements.
- The implant industry training should be a part of curriculum.
- There should be more electives to opt like, Oracle 10g, Java 2ME. So that student can learn a desired advance technology in depth.

Course: B Sc

- The syllabus for electronics and physics should be based on practical knowledge.
- There should be a unified syllabus for electronics with incorporation of some more topics.


H.O.D.
Dept. of Computer Sciences
Career College, Bhopal

Career College, Bhopal	
Department of Library & Information Science	
2013-2014	
Analysis of Feedback form	
S.No	Suggestions
M.L.I.Sc.	
1	Add Advance colon classification Scheme in KOP Practical
2	Add DDC Portion in place of UDC
3	Course should be more IT Based
4	Intenship compulsory for PG Students
5	Add Library Management Softwares
B.L.I.Sc.	
1	Course should be more Pratical Based
2	Internship Compulsory for UG Students
3	Add Digital Library Concepts


HOD
 Department of Library and Information Science
 Career College, Bhopal

CAREER COLLEGE

DEPARTMENT OF PHYSIOTHERAPY

Analysis of Feedback form

SESSION 2013-2014

BPT IV Year-Sports specific injuries should be added

MPT-I Year-Research methodology should be added

Sijoshi
H.O.D.
Physiotherapy Dept.
Career College
Bhopal

Department of physiotherapy

A-III Best Practices

(i) Best Practices

1. **Title of the Practice**
Mentorship Program
2. **Goal**

The objectives of the practice followed by the Institute are:

To strengthen teacher-student relationship

To counsel and interact with the students for problem solving

To train students for improvising the quality of life to be worthy global citizens.

To guide students in choosing right career and to opt for higher studies

3. The Context

Since the majority of the students are not enough mature to take the right decision in the present changing scenario of technology and fast life, the mentorship programme of our institute helps in guiding and counseling the students in academic, non-academic matters including personal domain to excel in life. Particularly, the mentorship aims at focusing on deficiencies in behaviour and knowledge of the students regarding study and learning process. For better coordination of lectures, tutorials and practical classes mentor also arranges guest lectures, and provide web tutorials in association with the respective subject teachers focusing problem-based learning of modern technology. At the end of semester, students work collaboratively on assignment assessment pattern is adapted followed through viva in small groups in their practical classes.

4. The Practice

Every student is made part of a batch and placed under a mentor depending on the strength of class. Mentor keeps an eye and direct communication with the Class Representatives (CR) about the performance of the group placed under them. Even the Mentors meet the students associated with them whenever needed. The Parents/Guardians of poor attendee/performance students are called to meet the mentors and corrective and preventive actions are suggested for further improvement. The mentors take initiative to arrange remedial and tutorial classes for slow learners. Each mentor maintains the whole student database, which is examined by the HOD and others concerned when necessary. During online feedback given by the students, mentors take active initiative to arrange the same. Mentors meet with each group during the semester to discuss academic and non-academic issues. The issues include:

- good and bad study patterns
- study planning and modes
- How to make the most of lectures and practical classes useful?
- Distractions if any, and how to cope with them?
- What to do when things go wrong?
- Examination preparation
- Health issues, etc.

The mentors are available even after the college hours, so that students could consult them individually regarding urgent problems. Such consultations remain confidential on the basis of condition. The Institute regularly arranges mentorship awareness program, mainly for newly recruited faculty members.

5. Evidence of Success

- Students' attendance had been found improved after counseling by the mentors.
- The direct communications between mentor and student have improved the teacher-student relationship.
- Academic performance results of students have been improved.
- Participation in extra-curricular activities has been enhanced.
- Students become more disciplined compared to their beginning sessions.
- During last few years, the Mentors have taken active initiatives to make the campus ragging free.

6. Problems Encountered and Resources Required

There are some unidentified problems encountered and resources provided to implement the practice. These are:

- The newly joined faculty members encounter the problem in continuing the practice being not accustomed with the culture and instinct of the mentorship scheme.
- Apart from regular theory and practical classes, allocating sufficient time for one to one student interaction through mentorship program sometimes becomes a constraint for the faculty members.
However, the institute encourages and appreciates such activities through the annual appraisal of the faculty members.
- Financial budgetary requirements has been planned to organize workshops by hiring external experts in the subject of mentorship, organizational behaviour and stress management on regular basis.

7. Contact Details

Dr. P. N. Tiwari, Principal

Career College, Bhopal

Pin-462023

Accredited Status:

Work Phone: 0755-462024

Website: careercollegeindia.com

E-mail: info@careercollegeindia.com

(ii) **1. Title of the practice**

(SSRU) Student Satisfaction Research Unit

2. Goal

SSRU Cell helps the faculty members of the college to analyze their performance from students' perspective to improve the quality of teaching and learning. Following are the objective of SSRU-

- Evaluate the performance of faculties.
- Find out satisfaction level of students.
- To guide the teachers so as to be most effective.
- Empower both teachers and students to improve the quality of learning.

3. The context

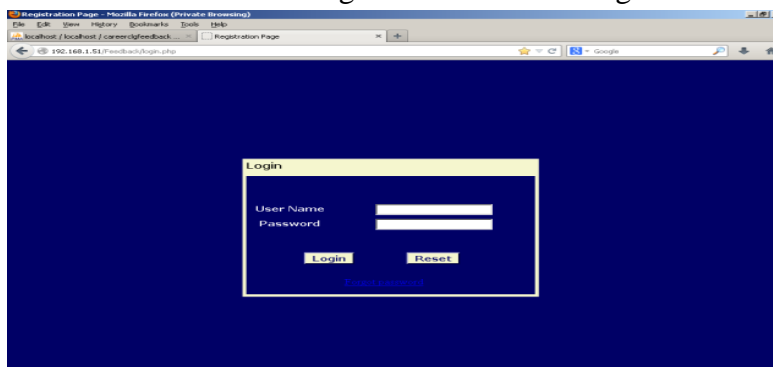
This software facilitates students to give feedback on five important Teaching-Learning parameters, which are as follows:-

- Ability to explain
- Coverage of syllabus
- Regularity & Punctuality
- Communication skills
- Control over the class

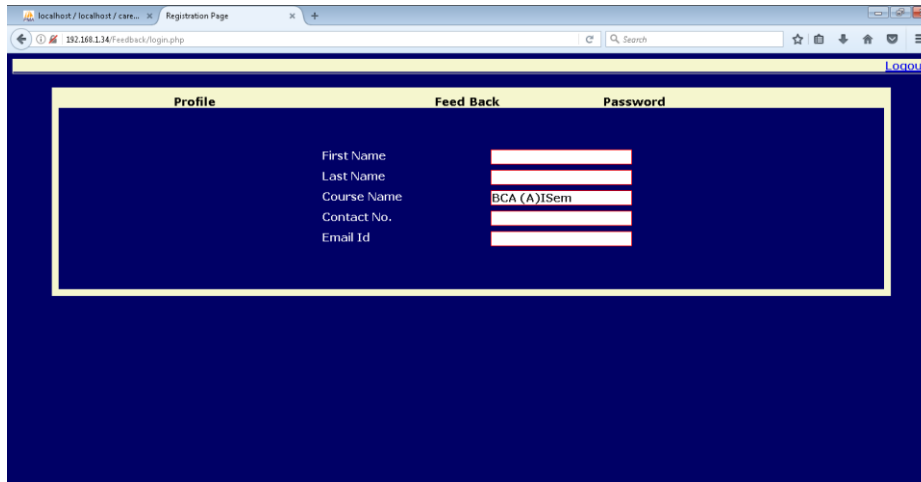
4. The Practice

Implementation:

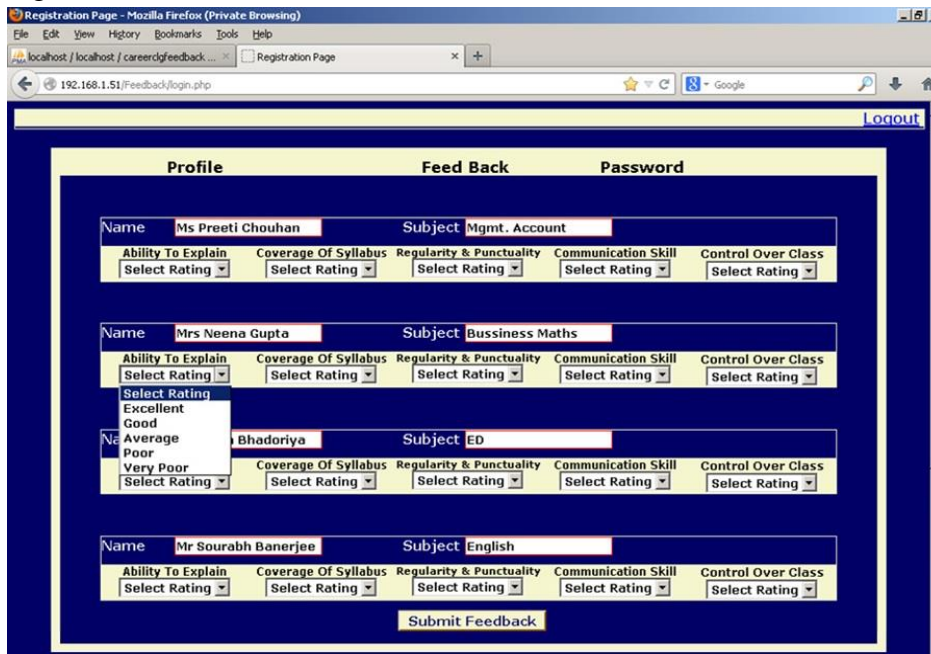
- HODs of the concerned departments encourage their students to take part in SSRU as per the time-table.
- All the instructions are explained to the students by the invigilators.
- The students are then provided with the unique IDs and passwords for the feedback, so as to maintain the anonymity.
- Students start software to give feedback with login window.



In very next window after logged is shown below, in this window student ensures the course which he/she is studying



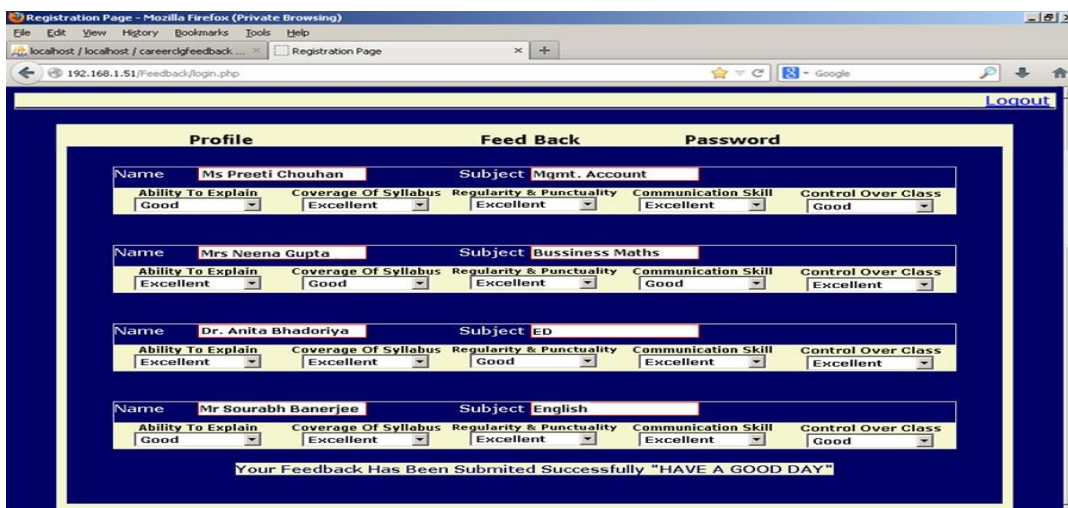
After clicking the feedback option student goes to the main window of software which is given below-



In main window student can see the faculty name, subject taught by faculty and parameters with feedback options.

Now student just need to click the 'Select Rating' combo box to give the feedback of all faculties on the basis of these parameters.

After that student click the submit feedback button to submit him/her feedback.



After clicking the submit button student get a message “your feedback has been submitted successfully HAVE A GOOD DAY”

Now before leaving the computer student must log out the session using logout button (at right-top corner)

After taking of student feedback, software generates the analysis report of faculty which is shown below-

Career College, Bhopal														
Student Satisfaction Research Unit														
Session 2011-2012														
Faculty Analysis														
Faculty	Mr Amrish Sharma											Department	Computer Science	
Class	Subject	SSRU Attendance in Percentage	Attributewise Cumulative Score in Percentage & Attributewise Assessment										Overall Percentage	Overall Assessment
			Ability to explain	Coverage of Syllabus	Regularity & Punctuality	Communication Skill	Control over the class							
BSc(CS)ISem	CS-II (Digital Elec.	100	83.00	Excellent	86.00	Excellent	87.00	Excellent	87.00	Excellent	87.00	Excellent	85.00	Excellent
BSc(IT)ISem	IT-II (Into to C Lan	80	75.00	Good	78.00	Good	82.00	Excellent	77.00	Good	79.00	Good	76.00	Good
BBAVSem	MIS	77	89.00	Excellent	90.00	Excellent	92.00	Excellent	87.00	Excellent	87.00	Excellent	88.00	Excellent
Note :														
Criteria for Assessment														
			Excellent	If Attributewise Or Overall Percentage is more than 80 (i.e. >=80)										
			Good	If Attributewise Or Overall Percentage is between 60 and 79 (i.e.>=60 and <=79)										
			Average	If Attributewise Or Overall Percentage is between 50 and 59 (i.e.>=50 and <=59)										
			Poor	If Attributewise Or Overall Percentage is less than 50 (i.e.<50)										
												Dr. P.N.Tiwari Principal		

5. Evidence of Success

Career College, Bhopal														
Student Satisfaction Research Unit														
Session 2011-2012														
Faculty Analysis														
Faculty	Mr Ambrish Sharma											Department	Computer Science	
Class	Subject	SSRU Attendance in Percentage	Attributewise Cumulative Score in Percentage & Attributewise Assessment										Overall Percentage	Overall Assessment
			Ability to explain		Coverage of Syllabus		Regularity & Punctuality		Communication Skill		Control over the class			
BSc(CS)ISem	CS-II (Digital Elec.	100	83.00	Excellent	86.00	Excellent	87.00	Excellent	87.00	Excellent	87.00	Excellent	85.00	Excellent
BSc(IT)ISem	IT-II (Intro to C Lan	80	75.00	Good	78.00	Good	82.00	Excellent	77.00	Good	79.00	Good	76.00	Good
BBAVSem	MIS	77	89.00	Excellent	90.00	Excellent	92.00	Excellent	87.00	Excellent	87.00	Excellent	88.00	Excellent
Note :														
Criteria for Assessment														
			Excellent	If Attributewise Or Overall Percentage is more than 80 (i.e. >=80)										
			Good	If Attributewise Or Overall Percentage is between 60 and 79 (i.e. >=60 and <=79)										
			Average	If Attributewise Or Overall Percentage is between 50 and 59 (i.e. >=50 and <=59)										
			Poor	If Attributewise Or Overall Percentage is less than 50 (i.e. <50)										
												Dr. P.N.Tiwari Principal		

The feedback is then discussed by the Principal with the concerned faculty.

The corrective measures (if any) are suggested.

The performance of the teacher is monitored through regular feedback, until excellence is achieved.

6. Problems Encountered and Resource Required

This is software so that Computer systems are required to take feedback from students.

7. Contact Details

Dr. P. N. Tiwari, Principal

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Pin-462023

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