



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		BHILAI MAITRI COLLEGE
Name of the head of the Institution		Dr.Surekha Vinod Patil
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07882351912
Mobile no.		9329559837
Registered Email		info@bhilaimaitricollege.com
Alternate Email		surekhatil264@gmail.com
Address		BHILAI MAITRI COLLEGE, RISALI
City/Town		BHILAI
State/UT		Chhattisgarh
Pincode		490006
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Shalini Verma
Phone no/Alternate Phone no.	07882351912
Mobile no.	9827873760
Registered Email	info@bhilaimaitricollege.com
Alternate Email	surekhapatil264@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.bhilaimaitricollege.com/AQAR201617.pdf">http://www.bhilaimaitricollege.com/AQAR201617.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.bhilaimaitricollege.com/2017-18.pdf">http://www.bhilaimaitricollege.com/2017-18.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.79	2014	21-Feb-2014	20-Feb-2019

### 6. Date of Establishment of IQAC

18-Aug-2008

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation program	18-Aug-2017 18	173
Awariness program	30-Oct-2017	523

	6	
Siyan sadan visit	28-Oct-2017 1	125
Connecting to serve	19-Nov-2017 1	75
Inter college compitition	09-Feb-2018 2	350
Placement cell program	23-Feb-2018 1	176
Women empowerment program	08-Mar-2018 1	157
parents teacher meeting	25-Oct-2017 2	28
Teaching Aids compitition	13-Jan-2017 1	200
Cultural program	20-Jan-2017 1	200
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Education	Nil	Nil	2018 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

cultural activity Teaching Aid Exhibition Inter college competition Awareness program Placement cell program

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Inter college competition	to develop competitive attitude of students
placement cell program	Giving ample job opportunities for the aspirant
women empowerment program	encourage and development of B.Ed students
Orientation program	Students became aware of :teaching profession,the capacity and standard of college in the formation of quality teachers information
Connecting to serve program	violence,conflict,judiciary,related awariness
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Management	30-Sep-2017

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

30-Sep-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The institution is steadily moving from the traditional to automated management system . The following system has been fully functional in the institute for

the last few years. like institutional system, spss software, cctv and security system and smart class rooms. The management has appointed a web coordinator who maintains web site. It is contantly updated with information about institution . All academic related information such as course information ,other activities, seminar, workshop etc. Their are various committees periodely meet to discuss to delibarate on the important academic the administrative aspects. The decission taken by various committees are passed on to the had of the institution and subsequently it will go to the management. The important decisions taken by various committees are kept in the form of documents in the college repository of records .Students achevement in analysed after each internal test and university examination by the examination committees and it is sent to all staff members as soft copy and also presented in staff meeting for valuable suggestions.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Bhilai Maitri College is committed to provide a distinctive learning environment and skills for understanding of self others. The teaching, learning and evaluation schedules are strictly as per the calendar notified by the university. The college has well qualified, dedicated and experienced staff focusing on the all round development of students. Before the commencement of the session various committees are formed and allocation of subjects is done according to the syllabus prescribed by the university. Time table is also displayed to the students before the commencement of the classes. Orientation program is done to the newly admitted students to make them aware of the training program and the standard of the college. Library facilities are provided to the students and self study is also encouraged. Various teaching methods are adopted for lecture delivery including ICT enabled techniques. Emphasis is laid on microteaching skills. So as to enable the students master in teacher training program. Student's academic progress is assessed through internal tests, seminars and assignments. Feed back is taken periodically regarding the classes by the Principal as well as through proper questionnaires. It is analyzed and communicated to the respective members. Timely meetings are arranged with the parents to have feedback regarding the curriculum transaction. Apart from the academic aspect it is also emphasized for the development of values and ethics. Visits to village camps, schools, old age homes, orphanage are also apart of the curriculum. Events like Saraswati Puja, eco environment day are also celebrated to develop ethics. It is ensured

that the student actively participate in the programs. Information is provided to the students with notices and WhatsApp groups. Remedial classes are also taken for the weak students. Workshops, seminars are also part of the curriculum.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga	11/06/2018	73
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship	200
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

## Feedback Obtained

Feedback is collected from students, parents, teachers and the stakeholders. Feedback is analysed and necessary action is taken. The feedback is further communicated to the faculty to make necessary changes as per the requirement. This helps to know the strength and weakness of the teachers, teaching learning process and the evaluation. The corrective measures help to improve the quality of the program.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MEd	Nil	50	34	34
BEd	Nil	200	200	200

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	360	34	12	9	25

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	25	Nil	4	1	Nil

[View File of ICT Tools and resources](#)

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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At the beginning of the academic year M.Ed, B.Ed and D.El.Ed students are divided into groups and a mentor teacher is assigned the responsibility of mentoring one group in the ratio of 1:5 1:20 and 1:5 respectively. The mentor teachers spend quality time with the mentees by having interactions both personally and collectively. The mentees are given necessary guidance with respect to academic and personal aspects. In case of necessity parents are invited for the overall well being of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
494	25	1 : 20

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	37	1	Nil	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. Shalini Verma	Assistant Professor	Shakti Swaroopa Samman
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	Nil	Sem-I	22/12/2017	13/04/2018
MEd	Nil	Sem-III	20/12/2017	10/04/2018
BEd	Nil	Sem-I	22/12/2017	16/04/2018
BEd	Nil	Sem-III	20/12/2017	13/04/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows continuous evaluation system in the college and follows the norms of the university. Depending on the course objectives, learning outcomes and the pedagogy, various internal examination are held continuously to assess the student's performance and guide them appropriately. The performance of the students is analysed and communicated to the students to enhance their skills. The institution also reports the performance of the students to the parents during PTA meeting. The faculty also verifies the attendance assignments and the scores of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Every year we prepare the academic calendar in the beginning of the session. This ensures that each and every activity is executed in the stipulated time period. The academic calendar is displayed in the web site and a copy of the academic calendar is also displayed in the notice board. The college prepares its academic calendar with reference to the schedule of the affiliating university.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.bhilaimatricollege.com/ProgramOutcomes.pdf>

2.6.2 – Pass percentage of students



Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BEd	Nil	149	130	87
Nil	MEd	Nil	6	6	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.bhilaimaitricollege.com/FEEDBACKREPORT201718.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	Nil	Nil
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	2	2.14
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	2
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	14	15	Nil
Presented papers	1	Nil	Nil	Nil
Resource persons	Nil	1	Nil	5
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Inter college competition	College Authority	10	350
Visit to Old Age Home	Social Activity by Institute	8	125
Campus Drive	Placement Cell	6	176

Women Empowerment	Institute	3	157
Teaching Aid Exhibition	Institute	6	200
Cultural Conclave	Cultural Committee	4	60
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Chhattisgarh ke tij tyohar	State level Recognition	Doordarshan Kendra, Raipur	565
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Legal Awareness Program	National legal services Authority of India	Connecting to serve	4	523
Corruption Free India	CISF unit BSP	Vigilance Awareness week	3	75
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Attending workshop	Faculty of the college	Management	1
Extension activity	students and teachers	Management	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Teaching Practice	School Internship	Government School	Nil	Nil	200
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
28	26

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Oracle	Partially	Nil	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4669	68900	125	11639	4794	80539
Reference Books	1506	221558	Nil	Nil	1506	221558
Journals	30	50000	Nil	Nil	30	50000
CD & Video	70	Nil	Nil	Nil	70	Nil
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
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### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								h (MBPS/ GBPS)	
Existing	20	1	0	6	0	2	1	100	0
Added	0	0	0	0	0	0	0	0	0
Total	20	1	0	6	0	2	1	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	265637	0	13705

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has its own campus with all necessary provisions and facilities. The college premises are use for academic and nonacademic purposes. However, the facilities of canteen, playground and parking area are shared by the sister institution. The educational and human resources of the sister concern are shared for maximum quality development of the institution.

<http://www.bhilaimaitricollege.com/Policies%20and%20Procedures.php>

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	State Scholarship	185	1433300
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Day	21/06/2018	73	Yoga Ashram

Remedial Classes	Nil	48	College
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Career Counselling	Nil	90	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
30	28	10

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
8	250	176	DPS Rajnandgaon	250	176
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	15	D.El.Ed	Education	Government College	Graduation Courses
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	70
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Awareness Program	Institutional	273
Old Age Home	Institutional	125

Connecting to serve	Institutional	75
Inter College Competition	Institutional	350
Campus Drive	Institutional	176
Women Empowerment	Institutional	157
Teaching Aida Exhibition	Institutional	200
Cultural Program	Institutional	200
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Class representative are elected in the college. Every year the members are elected through voting. Cultural in-charge and discipline in-charge are smooth functioning. Students from a part of various committees and they work for the benefit of students though out the year and perceive several activities within and outside the campus.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

250

5.4.3 – Alumni contribution during the year (in Rupees) :

3500

5.4.4 – Meetings/activities organized by Alumni Association :

Cultural Activities, Community Camp and Invigilation Duties

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college management decentralizes all the academic and other activities by forming various committees for obtaining maximum efficiency. This helps to achieve the vision of the college in a planned way. The committees have members from the teachers, students, management and they have full freedom to take decisions and also express their opinions.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Students are admitted according to the norms of NCTE and Durg University (For M.Ed). According to the eligibility criterion of SCERT (For D.Ed and B.ED)
Industry Interaction / Collaboration	NA
Human Resource Management	The management adopts the policy of recruiting teachers as per the guidelines prescribed by NCTE and University. The staff members, students are encouraged in institutional planning and administration work. Funds were provided to the students for participating in social activities and sports. Staffs serve as resource person for many seminars and appeared for guest lecture regularly.
Library, ICT and Physical Infrastructure / Instrumentation	Wi-Fi- enabled computers, separate reading rooms, Book-bank facility, LCD projectors are provided to the faculty to develop skills of ICT tools.
Research and Development	The faculty members are encouraged to publish their research papers and articles in reputed research journals and national and International journals .The faculty members are encouraged to participate in various workshops and seminars related to their research topics. Since the college has M.Ed department students are encouraged to take up topics from current issues for dissertation. Lectures are also arranged to make their aware of latest techniques used in research. Registration fees are also reimbursed for attending conference and seminars.
Examination and Evaluation	Monday test for the students. Test and Re-test for low achievers. Model exams are conducted on the basis of model exam results guidance is given to the low achievers. Teachers have full freedom to use various innovative techniques of evaluation.
Teaching and Learning	Orientation program is organized for B.Ed students. Orientation program and training to all the faculty members in ICT skills. Students were assigned with



	<p>seminars, assignments and projects. Paper wise Monday test is organized on every Monday. Remedial classes are arranged for academically low achievers. Guest lectures are organized for M.Ed students</p>
Curriculum Development	<p>The college is an affiliated one and so follows the syllabus prescribed by the university however the college takes initiatives to organize lectures, workshops and other related activities to enhance the quality of education. The committees of the college take initiative to evolve value added courses depending on the requirement of the students for all round development. The teachers also form members of BOS and participate in the curriculum enrichment program.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The annual plan and development of the academic year 2017-18 had been discussed. The policies and programmes with regard to academic and administrative aspects are made available in the public domain. Further the planning and development proposal had been monitored periodically for the total implementation.</p>
Administration	<p>The e-governance had been implemented in the case of students attendance, curriculum transaction, official communications to teachers, students, alumni and other agencies such as NAAC, NCTE,UGC apart from the procedure of giving email, WhatsApp group had been created exclusively for college staff , students and alumni for quick communication and sharing of necessary information.</p>
Finance and Accounts	<p>The college management had created a position of accountant in the college administration wing to maintain the account of income and expenditure and the details of the finance and accounts is maintained</p>
Student Admission and Support	<p>The prospectus with information on the courses offered is available on the website. Admission process is online including payment of fees. Students are intimated about the admission after the merit list is made. Guidance is given by the faculty to the students to choose subjects and papers. The process</p>

of admission of students in the college had been done digitally and manually. Further, all administrative policies including the college rules and regulations details of human resources, infrastructure and instructional facilities, academic plan, advertisement of employment opportunities for students, details of various committees to deal with student's affairs had been made digitally and manually available to the students.

**Examination**

In the case of examination, the time table is displayed on the notice board. The code of conduct and the action taken for any misconduct during exams is put up on the notice board. Students are not allowed to bring their mobiles to the exam halls. Assessment and checking of marks are done by faculty of the departments and is timebound. results are promptly declared on the date fixed. The analysis of the performance of students in various tests/ examinations had been done by the examination committee and communicated to teachers concerned for further action with a view to take more efforts to improve the performance of students in future.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr. A. Shukla	Connecting to serve	Management	500
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Orientat ion Program for staff	Nil	05/08/2017	05/08/2018	13	Null

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
24	27	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan Facility, Medical Assistance, Maternity Leave, PF	Loan Facility, Free education to their wards, PF	Book Bank

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has an external audit mechanism. Audit reports are available in the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Management
Administrative	No	Nil	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Panel discussion on education without burden organised. The purpose was collaborative discussion among teachers and parents to make education joyful. Counsellor showed a message to all parents organised. The purpose was to understand the problems of children and how to support them. Donation of old clothes in slum areas organised in January. The purpose was to be sensitive towards the need of low earning people.

6.5.3 – Development programmes for support staff (at least three)

1. Periodical interactions by the management 2. Orientation for effective office administration

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Teachers are encouraged to acquire higher qualification through research. 2. Orientation program is conducted to guide students about type, nature and preparations required for exams. 3. Organized stress relieving activities: yoga, meditation in the month of June.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Orientation to First Year Students of 2017-18 batch	14/08/2017	18/08/2017	05/09/2017	173
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Save girl child	09/02/2018	09/02/2018	27	11

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	and contribute to local community					
Nil	Nil	Nil	Nil	Nil	NIL	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Visit to old age home	28/10/2017	28/10/2017	125
Connecting to serve	19/11/2017	19/11/2017	75
Yoga Day	21/06/2017	21/06/2017	110
Program on Shree Na5rayan Guru, Social Reformer	21/09/2017	21/09/2017	300
Women Empowerment	08/03/2017	08/03/2017	157
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

No plastic zone. Go green drive. Pollution free campus. Tobacco and smoking free campus
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**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Visit to old age home to make the students feel the reality of life. Awareness program regarding legal rights instilled a sense of rights
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Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
<a href="http://www.bhilaimatricollege.com/BestPractices201718.pdf">http://www.bhilaimatricollege.com/BestPractices201718.pdf</a>

**7.3 – Institutional Distinctiveness**

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college emphasizes on all round development of students. It includes the inculcation of ethics development of innate talents and the development of academic persuades. The college student starts a day with a prayer and events like Saraswati puja, Environment day and other activities to inculcate values in them. Trip to old age home, orphanage are also arranged so that feel connected with the realities of society. The teachers adopt various innovative techniques and also initiated discussions to avoid monotony in the teaching-learning process.
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Provide the weblink of the institution
<a href="http://www.bhilaimatricollege.com/InstitutionalDistinctiveness.php">http://www.bhilaimatricollege.com/InstitutionalDistinctiveness.php</a>

## **8.Future Plans of Actions for Next Academic Year**

To create a conducive environment for holistic development for the students. To inculcate research culture in the faculty. To include more digital content in the library resources.