TEACHING LEARNING AND EVALUATION

2.1. STUDENT ENROLMENT AND PROFILE

2.1.1. How does the college ensure publicity and transparency in the admission process?

The college adopts the programme and procedures of the Government. The Affiliating University determines the deadlines for admission to college and notifies them in newspapers and in the department website. To maintain transparency in the admission process, cut-off marks, fee structure, subject combination and waiting lists are published in the college notice board, college website and mobile messages are sent to selected candidate so that aspiring candidates remain aware of their status in the selection and admission system.

2.1.2. Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other)to various programmes of the Institution.

The admission process is centralized at College level and admission are finalized on the marit of aggregate of marks in the previous level examination.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college.

As per the ordered by Affiliated University and Government

2.1.4. Is there a mechanism in the institution to review the admission process and student profiles annually? If „yes‟ what is the outcome of such an effort and how has it contributed to the improvement of the process?

The admission process is the prerogative of the state govt mechanism. The processes of admission and student profile are periodically reviewed at meetings of Principal and admission I/Cs and necessary modifications are made for the smooth functioning of the admission process. Suggestions are invited from the Principals to streamline the admission system by the university.

2.1.5. Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

ST/SC	As Per the Government rules/University regarding admission, we take admission in BBA, BCA and MSW Course as per reservation policy of the Government.
O.B.C.	As Per the Government rules/University regarding admission, we take admission in BBA, BCA and MSW Course as per reservation policy of the Government.
Women	As Per the Government rules/University regarding admission, we take admission in BBA, BCA and MSW Course as per reservation policy of the Government.
Differently ablled	As Per the Government rules/University regarding admission, we take admission in BBA, BCA and MSW Course as per reservation policy of the Government.
Economically weaker Section	As Per the Government rules/University regarding admission, we take admission in BBA, BCA and MSW Course as per reservation policy of the Government.
Minority community	As Per the Government rules/University regarding admission, we take admission in BBA, BCA and MSW Course as per reservation policy of the Government.

2.1.6. **Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement ?**

All Programs	No of Applications				No. of Student Admited			
Years	14-15	15-16	16-17	17-18	14-15	15-16	16-17	17-18
All Courses`	2856	2655	2518	2628	2212	2121	2001	2121

The trends for increase / decrease occurred as per the choice of the students.

To improve the admission strength in the college, different activities have been initiated.

2.2. CATERING TO STUDENT DIVERSITY

2.2.1. How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

The college has been very careful to cater to the needs of differently abled students, Ramps have been constructed at various places for their easy access to classrooms, laboratories, library and toilet. If needed staff and students also assist them in their manoeuvre.

2.2.2. Does the institution assess the students" needs in terms of knowledge and skills before the commencement of the programme? If „yes", give details on the process.

Yes' The college has constituted a _Help Desk' to advise the students on all aspects of admission process. Before admission to a particular programme the college conducts counselling sessions for students to access their knowledge and skills and advise accordingly to choose a subject compatible to their standard and talent.

2.2.3. What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Remedial classes are being arranged by the college to assist the slow and weak learners. Such students are also guided by the teacher's personally at their departmental cabins to equip them in tune with the programme of their choice.

2.2.4. How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The Environment of the college is very conducive, amicable and cordial to achieve the goals. There is no discrimination between male and female staff. The female employees are also contributing their efforts equivalent to male staff in all affairs of the college.

2.2.5. How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The college invites applications from the students of weaker sections of the society and provide free studentship as a financial assistance. Though unofficially, teachers at their personal level also provide finance to students to pursue their studies. Over and above they also get books, study materials and personal guidance free of cost. Again, admission fees and tuition fees are also collected at instalments and in special cases waived partially to check the dropout rate of students. In fact our college is basically built on the philosophy of providing affordable education to the downtrodden. The fee structure of our college is quite low as compared to other colleges in the district.

2.3. TEACHING AND LEARNING PROCESS

2.3.1. How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The Academic Calendar is also monitored by the University. The date of admission, date of commencement of classes, holidays, and election to various student centric functions, sports, examinations are planned by the University to be completed within a specific time frame and the college adheres to it. As regards teaching plan, the affiliating university prepares the syllabus and teachers plan their lessons of teaching keeping in view the academic calendar and the syllabus. For evaluation of students' performance, the college conducts monthly tests, in semester examinations for BBA/BCA at college level. The college also has an internal calendar of its own where it incorporates seminars, career counselling for the betterment of students.

2.3.2. How does IQAC contribute to improve the teaching –learning process?

The IQAC monitors the teaching and learning process. At periodic intervals the progress of teachers and students is being reviewed and corrective measures are taken to remove the lacuna, if any for the betterment of all concerned. Teaching departments submit departmental progress reports. The IQAC enumerates and analyses the reports and suggest measures to improve the academic curriculum.

We have introduced a series of support services to improve teaching-learning process.

1) The college library is a major attraction for the students as well as the teachers. It has always been our persistent efforts to enrich the library by collecting latest and standard study materials based on today's needs. A library committee headed by the Principal, some senior faculty members and Librarian take care of the needs of the students. Reading room has been made more spacious with an increased sitting capacity.

2) We have also made special provisions for departmental chambers equipped with the technical tools like internet, wi-fi, white boards, projectors and podiums etc. Smart class

rooms with all the basic technical amenities are also used for departmental seminars and other functions.

2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Departmental Seminars, debates, group discussion, practical classes, tutorial classes etc. are arranged to cultivate the culture of interactive learning collaborative learning and independent learning.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators through case study, industrial visits, project works different cultural activities which are organized by different institutions.

2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

To cope up with the modern trends in technology in the field of education internet facilities, PowerPoint presentation, and audio visual aids are some of the technologies utilised by the faculty for effective teaching. The modern society is becoming more and more technology savvy. Hence in order to keep pace with todays requirements the wi-fi connection are avalible.

2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

Faculties of the college are allowed leave on duty to participate in state and national seminars, workshops, symposiums etc. to get exposure of advanced knowledge and expert lectures. Some of them also present papers on such seminars. Students attend seminars for better exposure to knowledge. External peers are invited by different departments to impart advanced knowledge and skills. As per the feedbacks received, such programmes have been proved to be very rewarding experience for the students and teachers as well.

2.3.7. Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

Faculty members guide, counsel both financially and academically to a host of students to pursue higher studies. They assist students to explore opportunities available in outside avenues of higher education and specialised institutions, coherent to their knowledge and skill. Career Counselling Cell assists students in building up professional career.

2.3.8. Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Every department is provided with internet facilities for the introduction of innovative teaching and learning. LCD Projector, overhead projectors and allied instruments for PowerPoint presentation are available.

2.3.9. How are library resources used to augment the teaching- learning process?

The college library with a fairly a large collection of texts and reference study materials provides a platform for enriching the spectrum of knowledge. Library automation and reading room facility are provided in the college library to boost the teaching learning process. The college library is actually a hub for reading and learning. It is open for all but the Honours students and teachers in particular get the maximum benefits out of the

research oriented and standard latest study materials. It remains open from 10 am to 5 pm. In addition to the texts, a number of magazines, journals and newspapers

are made available for all. Each department has its seminar library which is exclusively meant for the teachers as well as the students.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If „yes", elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution faces no challenge what so ever to complete the curriculum within the planned time frame. In case any department lags behind in completing courses, the faculty members engage extra-classes and complete the curriculum well in time, so as to leave the students enough time for preparation to the ensuing examinations.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

The college invites feedback from the students and faculties of the departments to evaluate the quality of teaching and learning. The IQAC acts as monitoring body ensuring better performance in the process.

2.4. TEACHER QUALITY

2.4.1. Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

As a Self finance college in case of vacancy, we recruit teachers purely based on merit and competence. Subject experts and Externals are consulted and invited during the process of selection. Guest lecturers are engaged according to the needs and emands of the curriculum. Newly recruited teachers are endowed with modern knowledge and skill and hence are competent enough to meet the changing requirements of the curriculum. The advertisement the newspapers is given to invite maximum applications for appropriate selection.

2.4.2. What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Some of our teachers receive Study leaves are being granted to visit libraries, research institutes, and industrial areas to enhance their research sphere.

2.4.3. Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, evaluation of teachers is purely done on the basis of student feedback.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

For recharging teachers, study leaves are provided by the institute.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate

how the institutional culture and environment contributed to such performance/achievement of the faculty.

NA

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, there is system in the institute to evaluate by the students in the form of feedback. The institute implements the feedbacks received from the students for improving teaching-learning process.

2.5. EVALUATION PROCESS & REFORMS

2.5.1. How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Regarding evaluation process, rules and norms framed by the affiliating university from time to time are notified to the stake holders for information and necessary preparation. The college circulates the letters from the university regarding evaluation process among its staff members for analysis and valuable suggestions.

2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

There has been no major evaluation reforms of the affiliating university in recent times. The college of its own has initiated monthly tests of students for better preparation. Evaluation results of internal examinations. Teachers of departments showing below par performance are asked to enhance their performance through more effective teachings and guidance.

2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The examination committee closely monitors the implementation of evaluation reforms. These are being reviewed at intervals and moderated if required. The institution has also its own evaluation policy catering to the best interest of the students.

2.5.4. Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative assessment consists of multiple choice questions and summative assessment consists of long type questions. Practice of these systems helps a great deal in preparation for competitive examinations for jobs and higher studies.

2.5.5. Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

To ensure rigor and transparency in the internrral assessment the college has started conduting monthly test Through objective type of questions and after assessment of questions , the key answer sheets provide to the students for there owns assessment. There is no provision for given weightage for behavioral aspect in depending learning communication skills etc. however the weightage is given in providing the opportunity to the students for there participate in training, seminar event comptition quizs organized by different institutions at state and national level.

2.5.6. What are the graduates attributes university? How does the college students Specified by the college/ affiliating ensure the attainment of these

Besides education the institution is enriched with disciplined students. It has no precedence of students adopting unfair means in examinations. The campus offers a very congenial relation between the teachers and the taught. Hostels are the ―Home away from home Boarders imbibe in them adjustment, character building, punctuality, honesty, integrity and sincerity.

2.5.7. What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

If any grievance arises regarding evaluation, the candidate can apply to the University Re checking of total of marks. If a candidate is not satisfied with evaluation he/she may also approach the Hon'ble High Court for revaluation. At college level any grievance regarding evaluation is dealt with by the subject teacher himself displaying the answer scripts of students in front of the whole class so that a student can assess his/her performance and strive for improvement.

2.6. STUDENT PERFORMANCE AND LEARNING OUTCOME

2.6.1. Does the college have clearly stated learning outcomes? If „yes" give details on how the students and staff are made aware of these?

Result published by the affiliating university is displayed in the college notice board and guard file for the assessment of students and faculty. The college website is a vital and reliable source of information about academic aspect of the college.

2.6.2. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The progress and performance of students are communicated to the students by displaying the answer scripts of college level exams in the classroom subject-wise and the compact result is published in the college notice board. University result is published in the university website for all concerned. Staff council reviews the results of various Honors departments in every quarter to assess students'performance and suggest measures to improve it.

2.6.3. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching learning and assessment strategies are so structured as to equip the students with techniques to face challenges of the competitive examinations for higher studies and employment opportunities in future. Besides academics a student also learns the track of maintaining a peaceful and prosperous life.

2.6.4. What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

Resource persons from professional institutions are invited regularly to create awareness and guide students on banking, finance, business management, information technology etc. All these initiatives create a sense of drive' in them for entrepreneurship, innovation and research.

2.6.5. How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Results for various streams declared by the affiliating university are analysed by the Staff Council of the college. So also performances of students at every institution level examinations are discussed threadbare by the Staff Council corrective measures are taken for enhancement of students' performance.

2.6.6. How does the institution monitor and ensure the achievement of learning outcomes?

Being a small institution the college enjoys the advantage of having one to one rapport with the students. Especially in BBA/BCA departments the faculty members personally address the grievances of the students and monitor their studies for better outcome. Results of various national and state level qualifying examinations are observed and necessary measures are taken to improve the same.

2.6.7. Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If „yes" provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

Yes, assuming evaluation outcomes as an indicator for student's performance, individual teachers personally guide each and every students of the subject. Since the numbers of students in BBA/BCA classes are less, it becomes possible for the faculty to take personal care for enhancement of students'performance after proper understanding of their strengths and weaknesses.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The institute collect primary as well as secondary data on the academic performance through different channel partners, analysis it and implement it. Institute also provide financial assistance to those students who are come under the economically weaker section institute also arrange special classes for slow learners and students from the disadvantage section of the society. There is also special arrangement for disable students.