

SECTION B

SELF-APPRAISAL REPORT

PART I: INSTITUTIONAL DATA

A. PROFILE OF THE INSTITUTION

1. **Name and address of the institution:** Grace College of Education,
9/277, Grace Nagar,
Bhavani-Kavindapadi Road,
Elavamalai Village PO,
Erode – 638 316

2. **Website URL:**

www.gracecollegeofeducation.org

3. **For Communication:** gracebederode@gmail.com

OFFICE:

| NAME | TELEPHONE NUMBER WITH STD CODE | FAX NO | E-MAIL ADDRESS |
|---|--------------------------------|--------|-------------------------|
| Head/Principal | 0424-2231764 088830 12000 | - | gracebederode@gmail.com |
| Self - appraisal Co-ordinator Mrs. O.E. Radhamani | 0424-2231765 088830 14000 | - | gracebederode@gmail.com |

RESIDENCE:

| NAME | TELEPHONE NUMBER WITH STD CODE | MOBILE NUMBER |
|--|---|----------------------|
| Head/Principal Mrs.V. Mary Rita Martina | 0424 – 2231764 | 88830 12000 |
| Self - appraisal Co-ordinator Mrs. O.E. Radhamani | 0424 – 2231765 | 88830 14000 |

4. Location of the Institution:

Urban Semi-urban Rural Tribal

5. Campus area in acres:

1.51

6. Is it a recognized minority institution? Yes No

7. Date of establishment of the institution:

| | |
|----|------|
| MM | YYYY |
| 11 | 2007 |

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

TAMILNADU TEACHERS EDUCATION
UNIVERSITY

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

| | |
|----|------|
| MM | YYYY |
| - | - |

2f

Month & Year

| | |
|----|------|
| MM | YYYY |
| - | - |

12B

Month & Year

10. Type of Institution

- a. By funding
- i. Government
 - ii. Grant-in-aid
 - iii. Constituent
 - iv. Self-financed
 - v. Any other
- (Specify and indicate)
- b. By Gender
- i. Only for Men
 - ii Only for Women
 - iii.Co-education
- c. By Nature
- i. University Dept.
 - ii. IASE
 - iii.Autonomous College
 - iv.Affiliated College
 - v. Constituent College
 - vi.Dept. of Education of

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

Yes No

If yes, has the institution applied for autonomy?

Yes No

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

| Sl. No | Level | Programme / Course | Entry Qualification | Nature of Award | Duration | Medium of instruction |
|--------|-------------------------------|--------------------|---------------------|-----------------|----------|-----------------------|
| 1 | Secondary/ Sr Secondary | B.Ed | UG \ PG | Degree | 1 year | Tamil & English |

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

| Level | Programme | Order No. & Date | Valid upto | Sanctioned Intake |
|-------|-----------|------------------|------------|-------------------|
| | | | | |

| | | | | |
|----------------------------|------|---|---|-----|
| Secondary/ Sr.secondary | B.Ed | F.SRO/NCTE/B.Ed/2006- 2007/15292 dt 26/11/2007 | - | 100 |
|----------------------------|------|---|---|-----|

Section B

Self-Appraisal Report

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated

Vision

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

Mission

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

Values

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

Objectives

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

2. Does the institution offer self-financed programme?

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

If yes,

a) How many programme?

| |
|----|
| 01 |
|----|

b) Fee charged per programme

| |
|------------------|
| B.Ed-Rs.41,500/- |
|------------------|

3. Are there programmes with semester system

| |
|----|
| NO |
|----|

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

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

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

| |
|----|
| NA |
|----|

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

| | |
|-------------------|--------------------------------|
| D.Ed. | <input type="text"/> |
| B.Ed.(Full Time) | <input type="text" value="√"/> |
| M.Ed. (Full Time) | <input type="text"/> |
| M.Ed. (Part Time) | <input type="text"/> |

6. Are there Programmes offered in modular form

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

| | |
|--------|----|
| Number | NA |
|--------|----|

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

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

| | |
|------|---|
| Numb | 1 |
|------|---|

8. Are there Programmes with faculty exchange/visiting faculty

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

| | |
|--------|----|
| Number | NA |
|--------|----|

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

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

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
| Yes | √ | No | |
| Yes | √ | No | |
| Yes | √ | No | |
| Yes | √ | No | |

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

| |
|--------|
| 1 Year |
|--------|

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

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

| | |
|--------|----|
| Number | NA |
|--------|----|

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

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

| | |
|--------|----|
| Number | NA |
|--------|----|

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

Yes No

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

Yes No

Criterion II: Teaching-Learning and Evaluation

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

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University/Government
- c) Through an interview
- d) Entrance test and interview
- e) Merit at the qualifying examination

2. Furnish the following information (for the previous academic year):

- a) Date of start of the academic year - 05.09.2012
- b) Date of last admission - 30.09.2012
- c) Date of closing of the academic year - 10.06.2013
- d) Total teaching days - 40
- e) Total working days - 185

3. Total number of students admitted (2013-2014)

| Programme | No. of students | | | Reserved | | | Open | | |
|-----------|-----------------|----|-------|----------|----|-------|------|----|-------|
| | M | F | Total | M | F | Total | M | F | Total |
| B.Ed. | 39 | 58 | 97 | 12 | 10 | 22 | 27 | 48 | 75 |

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

4. Are there any overseas students?

5. What is the 'unit cost' of teacher education programme?

(Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

a) Unit cost excluding salary component

Rs.17, 905/-

b) Unit cost including salary component

Rs.38, 205/-

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session (2012-2013)

| Programmes | Open | | Reserved | |
|------------|-------------|------------|-------------|------------|
| | Highest (%) | Lowest (%) | Highest (%) | Lowest (%) |
| B.Ed | 85% | 45% | 70.4% | 40% |

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

Yes

No

8. Does the institution develop its academic calendar?

Yes

No

9. Time allotted (in percentage)

| Programmes | Theory | Practice Teaching | Practicum |
|------------|--------|-------------------|-----------|
| B.Ed. | 50.5% | 21% | 28.5% |

10. Pre-practice teaching at the institution

- a) Number of pre-practice teaching days

| | |
|---|---|
| 0 | 6 |
|---|---|
- b) Minimum number of pre-practice teaching Lessons given by each student

| | |
|---|---|
| 0 | 6 |
|---|---|

11. Practice Teaching at School

- a) Number of schools identified for practice teaching

| | |
|---|---|
| 3 | 0 |
|---|---|
- b) Total number of practice teaching days

| | |
|---|---|
| 4 | 0 |
|---|---|
- c) Minimum number of practice teaching Lessons given by each student

| | |
|---|---|
| 4 | 0 |
|---|---|

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

| | | | |
|------------------------------|----|--------------------------------------|----|
| No. of Lessons In simulation | 06 | No. of Lessons Pre-practice teaching | 06 |
|------------------------------|----|--------------------------------------|----|

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

Yes No

14. Does the institution provide for continuous evaluation?

Yes No

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

| Programmes | Internal | External |
|------------|----------|----------|
| B.Ed. | 20% | 80% |

16. Examinations

- a) Number of sessional tests held for each paper

| | |
|---|---|
| 0 | 3 |
|---|---|
- b) Number of assignments for each paper

| | |
|---|---|
| 0 | 2 |
|---|---|

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

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

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

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

| | |
|--------|----|
| Number | 01 |
|--------|----|

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

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

If yes, is it offered as a compulsory or optional paper?

Compulsory Optional

Criterion III: Research, Consultancy and Extension

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

| | | |
|--------|---|-----|
| Number | 1 | 10% |
|--------|---|-----|

2. Does the Institution have ongoing research projects?

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

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

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

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

| |
|---|
| 2 |
|---|

4. How does the institution motivate its teachers to take up research in education?

(Mark ✓ for positive response and X for negative response)

- Teachers are given study leave ✓
- Teachers are provided with seed money ✓
- Adjustment in teaching schedule ✓
- Providing secretarial support and other facilities ✓

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

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

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

a. Ph.D.

b. M.Phil.

7. Does the institution support student research projects (UG & PG)?

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

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

Yes No Number

| | | | |
|---|---|---|---|
| International journals | √ | - | 1 |
| National journals – Referred papers Non referred papers | √ | - | 1 |
| Academic articles in reputed magazines/news papers | - | - | - |
| Books | √ | - | 3 |
| Any other (specify and indicate) | | | |

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

| | | | |
|-----|--|----|---|
| Yes | | No | √ |
|-----|--|----|---|

| | |
|--------|---|
| Number | - |
|--------|---|

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

| | Faculty | Students |
|--------------------------|---------|----------|
| National seminars | 10 | 15 |
| International seminars | 3 | - |
| Any other academic forum | - | - |

11. What types of instructional materials have been developed by the institution?

(Mark '✓' for yes and 'X' for No.)

Self-instructional materials

Print materials

Non-print materials (e.g. Teaching Aids/audio-visual, multimedia, etc.)

Digitalized (Computer aided instructional materials)

Question bank

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

Yes No

If yes, indicate the nature of the post.

Full-time Part-time Additional charge

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

Yes No

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

Yes No

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

NA

16.Does the institution provide consultancy services?

Yes No

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

15,000/-

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

| | |
|---------------------|---|
| Local level | - |
| State level | - |
| National level | √ |
| International level | - |

Criterion IV: Infrastructure and Learning Resources

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

65,945

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

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

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

40

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

Rs. 25,000/-

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

Rs. 21,000/-

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

Rs.30,000/-

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

Rs. 60,000/-

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

Yes No

9. Total number of posts sanctioned

Open Reserved

Teaching

Non-teaching

| M | F | M | F |
|---|---|---|---|
| 6 | 1 | | |
| - | - | | |

10.Total number of posts vacant

Open Reserved

Teaching

Non-teaching

| M | F | M | F |
|---|---|---|---|
| - | - | - | - |
| - | - | - | - |

11.a. Number of regular and permanent teachers

Open Reserved

Assistant. Professors

| | | | |
|---|---|---|---|
| M | F | M | F |
| 7 | 1 | | |

Associate. Professors

| | | | |
|---|---|---|---|
| M | F | M | F |
| - | - | - | - |

Professors

| | | | |
|---|---|---|---|
| M | F | M | F |
| | - | - | - |

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

Open Reserved

Lecturers

| | | | |
|---|---|---|---|
| M | F | M | F |
| - | - | - | - |

Readers

| | | | |
|---|---|---|---|
| M | F | M | F |
| - | - | - | - |

Professors

| | | | |
|---|---|---|---|
| M | F | M | F |
| - | - | - | - |

c. Number of teachers from

Same State

| |
|----|
| 08 |
|----|

Other states

| |
|---|
| - |
|---|

12. Teacher student ratio (program-wise)

| Programme | Teacher-Student Ratio |
|-----------|-----------------------|
| B.Ed | 1:12 |

13. a. Non-teaching staff

| | Open | | Reserved | |
|-----------|------|---|----------|---|
| Permanent | M | F | M | F |
| | - | - | - | - |
| Temporary | M | F | M | F |
| | 4 | 1 | - | - |

b. Technical Assistants

| | | | | |
|-----------|---|---|---|---|
| Permanent | M | F | M | F |
| | - | - | - | - |
| Temporary | M | F | M | F |
| | - | - | - | - |

14. Ratio of Teaching – non-teaching staff

| |
|-----|
| 8:5 |
|-----|

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

| |
|-----|
| 26% |
|-----|

16. Is there an advisory committee for the library?

Yes No

17. Working hours of the Library

| | |
|---------------------|-------|
| On working days | 8 hrs |
| On holidays | - |
| During examinations | 8 hrs |

18. Does the library have an Open access facility

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

19. Total collection of the following in the library

| | |
|-----------------------------|------|
| a. Books | 7319 |
| - Textbooks | 1666 |
| - Reference books | 573 |
| b. Magazines | 10 |
| e. Journals subscribed | 12 |
| - Indian journals | 05 |
| - Foreign journals | - |
| f. Peer reviewed journals | - |
| g. Back volumes of journals | 08 |

h. E-information resources

- Online journals/e-journals

-

- CDs/ DVDs

25

- Databases

-

- Video Cassettes

10

- Audio Cassettes

10

20. Mention the

Total carpet area of the Library

1350sq.mtrs

Seating capacity of the Reading room

30

21. Status of automation of Library

Yet to intimate

Partially automated

Fully automated

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

Circulation

Clipping

Bibliographic compilation

Reference

Information display and notification

Book Bank

- Photocopying
- Computer and Printer
- Internet
- Online access facility
- Inter-library borrowing
- Power back up

23. Are students allowed to retain books for examinations?

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

24. Furnish information on the following

Average number of books issued/returned per day 15

Maximum numbers of day's books are permitted to be retained

by students 1 Week

by faculty 2 Weeks

Maximum number of books permitted for issue

for students 02

for faculty 04

Average number of users who visited/

consulted per month 80 - 100

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

35:1

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

| |
|----|
| 7% |
|----|

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

| | I 2011-12 | | II 2012-13 | | III 2013-14 | |
|---|----------------------|--------------------------------|-----------------------|--------------------------------|------------------------|--------------------------------|
| | No | Total cost (in Rs.) | No | Total cost (in Rs.) | No | Total cost (in Rs.) |
| Text books | 990 | 2,93,100 | 250 | 98,100 | 465 | 1,12,025 |
| Other books [reference] | 310 | 88,460 | 125 | 29,562 | 156 | 69,762 |
| Journal s/ Periodicals | 3 | 6400 | 4 | 7,250 | 5 | 14,500 |
| Magazine | 4 | 5,680 | 2 | 2,525 | 4 | 8,320 |
| <i>(Additional rows/columns may be inserted as per requirement)</i> | | | | | | |

Criterion V: Student Support and Progression

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

| Programmes | 2010-11 | 2011-12 | 2012-13 |
|------------|---------|---------|---------|
| B.Ed. | Nil | Nil | Nil |

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

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

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

| |
|----|
| 12 |
|----|

iii. Does the institution offer Remedial instruction?

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

iv. Does the institution offer Bridge courses?

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

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

| | I 2010-11 | II 2011-12 | III 2012-13 |
|---|----------------------|-----------------------|------------------------|
| Pass percentage | 97% | 97% | 91% |
| Number of first classes | 67 | 52 | 74 |
| Number of distinctions | 06 | 01 | 07 |
| Exemplary performances (Gold Medal and university ranks) | - | - | - |

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

NET

SLET/SET

Any other (specify and indicate-JRF), TET

CTET [Central Teacher Eligibility Test]

| I | II | III |
|---|----|-----|
| - | - | - |
| - | - | - |
| 7 | 5 | 10 |

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

| Financial Aid | 2010-11 | 2011-12 | 2012-13 |
|-----------------------------|---------|---------|---------|
| Merit Scholarship | - | - | - |
| Merit-cum-means scholarship | - | 4 | 6 |
| Fee concession | 5 | 5 | 5 |
| Loan facilities | - | 3 | 10 |

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

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

ix. Does the institution provide Residential accommodation for:

| | | | |
|--------------------|-----|----|---|
| Faculty | Yes | No | ✓ |
| Non-teaching staff | Yes | No | ✓ |

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

| | | | |
|-----|--|----|---|
| Yes | | No | ✓ |
|-----|--|----|---|

If yes, number of students residing in hostels

Men

| |
|---|
| - |
|---|

Women

| |
|---|
| - |
|---|

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

Sports fields

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

Indoor sports facilities

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

Gymnasium

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

xii. Availability of rest rooms for Women

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

xiii. Availability of rest rooms for men

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

xiv. Is there transport facility available?

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

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

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

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

| | Organized | | | Participated | | |
|---------------------------------------|-----------|----|--------|--------------|----|--------|
| | Yes | No | Number | Yes | No | Number |
| Inter-collegiate | - | - | - | √ | - | 2 |
| Inter-university | - | - | - | - | - | - |
| National | - | - | - | - | - | - |
| Any other (Specify & indicate) | - | - | - | - | - | - |

(Excluding college day celebration)

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

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

18. Does the institution have an active Alumni Association?

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

If yes, give the year of establishment

| |
|------|
| 2010 |
|------|

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

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

20. Does the institution regularly publish a college magazine?

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

21. Does the institution publish its updated prospectus annually?

Yes

No

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

| | Year 1 (10-11) (%) | Year 2 (11-12) (%) | Year 3 (12-13) (%) |
|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Higher studies | 5 | 10 | 15 |
| Employment (Total) | - | 8 | 13 |
| Teaching | 23 | 20 | 30 |
| Non teaching | 12 | 15 | 15 |

23. Is there a placement cell in the institution?

Yes

No

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

| 1 (10-11) | 2 (11-12) | 3 (12-13) |
|--------------|--------------|--------------|
| - | 6 | 8 |

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

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

Criterion VI: Governance and Leadership

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

Yes No

2. Frequency of meetings of Academic and Administrative Bodies: (last year)

| | |
|--|---|
| Governing Body/management | 2 |
| Staff council | 2 |
| IQAC/or any other similar body/committee | 1 |
| Internal Administrative Bodies contributing to quality improvement of the institutional processes. | 1 |

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

Loan facility

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

Medical assistance

Insurance

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

Other (specify and indicate)

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

| | | |
|---|---|---|
| 2 | 2 | 2 |
|---|---|---|

5. Furnish the following details for the past three years

a. Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized organization

| |
|---|
| - |
|---|

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

National

| | | |
|---|---|---|
| - | - | - |
|---|---|---|

International

| | | |
|---|---|---|
| - | - | - |
|---|---|---|

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

| | | |
|---|---|---|
| 2 | 2 | 3 |
|---|---|---|

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

| |
|-----|
| Nil |
|-----|

e. Research development programmes attended by the faculty

| | | |
|---|---|---|
| 0 | 0 | 2 |
|---|---|---|

f. Invited/endowment lectures at the institution

| | | |
|---|---|---|
| 0 | 0 | 4 |
|---|---|---|

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

a. Self-appraisal

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

b. Student assessment of faculty performance

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

c. Expert assessment of faculty performance

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

d. Combination of one or more of the above

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

e. Any other (specify and indicate)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

b. Are the faculty assigned additional administrative work?

| | | | |
|-----|---|----|--|
| Yes | √ | No | |
|-----|---|----|--|

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

| |
|-------|
| 5 Hrs |
|-------|

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

| | |
|----------------------------------|----------------|
| Grant-in-aid | - |
| Fees | Rs.41.50.000/- |
| Donation | - |
| Self-funded courses | - |
| Any other (specify and indicate) | - |

d. Expenditure statement (for last two years)

| | 2011-12 | 2012-13 |
|---|------------------|------------------|
| Total sanctioned Budget | 40,67,269 | 41,50,000 |
| % spent on the salary of faculty | 25.31% | 26.12% |
| % spent on the salary of non-teaching employees | 13.65% | 16.67% |
| % spent on books and journals | 12.07% | 5.23% |
| % spent on developmental activities (expansion of Building and furniture's) | 23.42% | 9.76% |
| % spent on telephone, electricity and water | 1.64% | 5.43% |
| % spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc. | 12.08% | 4.49% |
| % spent on maintenance of lab equipment, bus maintenance, office maintenance, teaching aids, contingency etc. | 7.01% | 3.25% |
| % spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.) | 1.32% | 3.50% |
| % spent on travel | 1.77% | 2.33% |
| Total expenditure incurred | 41,27,529 | 42,12,062 |

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

| | Surplus in Rs. | Deficit in Rs. |
|---------|----------------|----------------|
| 2010-11 | 21,78,449.50 | |
| 2011-12 | 19,94,214.50 | |
| 2012-13 | - | |

ii. Is there an internal financial audit mechanism?

Yes No

12. Is there an external financial audit mechanism?

Yes No

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

| | | | | |
|--|-----|---|----|--|
| Administration | Yes | ✓ | No | |
| Finance | Yes | ✓ | No | |
| Student Records | Yes | ✓ | No | |
| Career Counseling | Yes | ✓ | No | |
| Aptitude Testing | Yes | ✓ | No | |
| Examinations/Evaluation/ Assessment | Yes | ✓ | No | |
| Any other (specify and indicate) | Yes | | No | |

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

- a) For teachers
- b) For students
- c) For non - teaching staff

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

Yes No

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

Yes No

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

Yes No

Criterion VII: Innovative Practices

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

Yes No

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

Yes No

3. What is the percentage of the following student categories in the institution?(13-14)

| | Category | MEN | % | WOMEN | % |
|----------|-----------------------|------------|----------|--------------|----------|
| A | SC | 12 | 12% | 10 | 10% |
| B | ST | - | - | | |
| C | OBC | 11 | 11% | 25 | 25% |
| D | Physically challenged | 1(MBC) | 1% | 1(BC) | 1% |
| E | General Category | 1 | 1% | 2 | 2% |

| | | | | | |
|----------|----------------------------------|----|---|----|---|
| F | Rural | - | - | - | - |
| G | Urban | - | - | - | - |
| H | Any other (specify) (MBC) | 14 | - | 20 | - |

4. What is the percentage of the staff in the following category ?(13-14)

| | Category | Teaching staff | % | Non-teaching staff | % |
|----------|------------------------------|-----------------------|----------|---------------------------|----------|
| A | SC | 4 | 4% | - | - |
| B | ST | - | - | - | - |
| C | OBC | 1 | 1% | 1 | 1% |
| D | Women | 1 | 1% | - | - |
| E | Physically challenged | - | - | - | - |
| F | General Category | - | - | - | - |
| G | Any other (specify)(MBC) | 2 | 2% | - | - |

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

| Category | At Admission | | On completion of the course | |
|-------------------------|------------------|-------------------|-----------------------------|-------------------|
| | Batch I 11-12 | Batch II 12-13 | Batch I 11-12 | Batch II 12-13 |
| SC | 16 | 15 | 16 | 15 |
| ST | - | - | - | - |
| OBC | 47 | 45 | 47 | 45 |
| Physically challenged | - | - | - | - |
| General Category | 04 | 04 | 04 | 04 |
| Rural | - | - | - | - |
| Urban | - | - | - | - |
| Any other (specify) | - | - | - | - |