

The Annual Quality Assurance Report (AQAR) of the IQAC (2009-10)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC, (Note :The AQAR period would be the Academic year for example July 1.2012 to June 30.2013)

I Details of the institution

PART - A

1.1	Name of the institution	INDIRA GANDHI ARTS & COMMERCE COLLEGE, VAISHALI NAGAR
1.2	Address Line 1	VAISHALI NAGAR
	Address Line 2	BHILAI
	City Town	BHILAI
	State	CHHATTISGARH
	Pin Code	490023
	Institution e-mail address	govt.collegevaishalinagar@gmail.com
	Contact Number	0788-2280806
	Name of the Head of the Institution	DR. MAHESH CHANDRA SHARMA
	Tel. No with STD Code	-
	Mobile	7415306201
	Name of the IQAC Co-ordinator	DR. RITESH KUMAR AGRAWAL
	Mobile	9425512808
	IQAC e-mail Address	rkabhilai@gmail.com
1.3	NAAC Track ID (for ex.MHCOGN18879)---	CHCOGN13766
1.4	Website address	www.iggcv.com
	Web-link of the AQAR	

1.5 Accreditation details

Sl. No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.03	2009	2009-14
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC

DD/MM/YYYY

16 /11/2012

1.7 AQAR for the year (for example 2010-11)

2009-10

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR2010-2011 submitted to NAAC on 12-10-2011)

I	AQAR2010-11.....	(24/09/2014)
II	AQAR2011-12.....	(24/09/2014)
III	AQAR2012-13.....	(24/09/2014)
IV	AQAR2013-14.....	(24/09/2014)

1.9 Institutional Status

University State central Deemed private

Affiliated College yes No

Constituent College yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(AICTE, BCI, MCI, NCI)

Type of institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC2(f) UGC12B

Grant-in-aid +Self Financing Totally Self-financing

1.10 Type of Faculty/Programmed

Arts Science Commerce Law PEI(Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Pt. RAVISHANKAR SHUKLA UNIVERSITY,
RAIPUR (C.G.) 492001

1.12 Special Status conferred by Central/State Government-UGC/CSIRDST/DBT/ICMR etc

Autonomy by State/Central Govt./University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programmed

-

DST-FIST

-

UGC-Innovative PG programme

-

Any other(specify)

-

UGC-COP programmes

-

2. **IQAC Composition and Activities**

2.1 No. of Teacher

-

2.2 No. of Administrative/Technical Staff

-

2.3 No. of Students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
Community representatives

-

2.7 No. of Employers/industrialists

-

2.8 No. of other External Experts

-

2.9 Total Number of members

-

2.10 No. of IQAC meetings held

-

2.11 No of meetings with various stakeholders

No

-

Faculty

-

Non-Teaching Staff
Students

-

 Alumni

-

Others

-

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No of seminars/Conferences/Workshop/Symposia organized by the IQAC

Nos Total International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
* Computer lab + one room to be completed * Proposal for Sanskrit subject to be sent * Proposal for construction of cycle stand. * Proposal for starting various schemes of UGC to be sent. * Enrollment to be increased at least 10 %. * Computerization of office administration and library to be done.	* Construction of two rooms was completed during the year. * Proposal for starting Sanskrit department at UG level was sent to the higher education department. * Proposal for construction of cycle stand was sent to various agencies. * Enrollment could not be increased to 10 %. * Computerization of office was partly achieved while computerization of library could not be achieved. * Proposal for starting various schemes of UGC sent to the UGC.

**Attach the Academic Calendar of the years as Annexure*

2.16 Whether the AQAR was place in statutory body

Yes NO

Management Syndicate Any other body

Provide the details of the action taken

2.4 No of Guest and visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia :

No of Faculty	International Level	National Level	State Level
Attended	-	11	-
Presented papers	2	12	-
Resource Persons	-	-	-

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

The following innovative process are adopted by the institution along with formal black-board teaching technique:-

Arts & Commerce :-

- Group discussion
- Class seminar
- Quiz competition
- Educational tour
- Assistance to the poor students and special classes for meritorious students.
- Audio-visual classes
- Survey work

English Department

- Grammar activity book
- Vocabulary diagnostic test
- Project preparation
- Various competitions are organized

Science Department

- Manufacturing of soap and detergent
- Food adulteration
- Audio-visual teaching method

Mathematics Department

- Vedic pattern of mathematics is initiated.
- Expert lecture on various topics is organized.
- Computer basic is being taught.
- Power point presentation

Zoology Department

- New methods in place of dissection as defined by the UGC.

Home Science

- Job oriented certificate course.
- Chart and poster making
- Expert lecture
- Tutorial and remedial classes

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

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

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

2.10 Average percentage of attendance of Students

2.11 Course/ Programmed wise distribution of pass percentage

Title of the Programme	Total No of Student appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. III	69	-	-	35	21	81
B. Com. III	61	-	2	37	09	78
B. Sc. III	134	-	2	54	34	67
B. HSc. III	09	-	01	07	-	90

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

IQAC was not formed, so, the responsibility of monitoring and evaluating the teaching and learning processes was done primarily by the head of the institute and the HOD's.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher Courses	-
UGC – Faculty improvement Programme	-
HRD Programmes	-
Orientation programmes	-
Faculty exchange programmed	-
Staff training conducted by other institutions	-
Summer/Winter Schools, Workshops.etc	-
Others	02

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent Positions filled during the year	Number of positions filled temporarily
Administrative Staff	12	nil	-	-
Technical Staff	8	1	-	-

Criterion – III**3. Research, Consultancy and Extension**

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

As the IQAC was not formed during the year, the initiative in sensitizing/promoting research climate in the institution was primarily done by the research advisory committee at the college level.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	1	-
Outlay in Rs. Lakhs	-	-	.9	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	11	-
Non- Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	2	12	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Name of the Project	Duration year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	-	-	-	-
Minor projects	18 M	UGC	90000/-	50000/-
Interdisciplinary projects	-	-	-	-
Industry sponsored	-	--	-	-
Project sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	90000/-	50000/-

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

(ii) Without ISBN No

3.8 No of University Departments receiving funds from

UGC-SAP CAS DST- FIST

DPE DBT Scheme/funds

3.9 For Collages Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (specify)

3.10 Revenue generated through consultancy

NIL

3.11 No of conferences organized by the institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring Agencies	-	-	-	-	-

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

3.13 No of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:
 From funding Agency From Management of University/College
 Total

3.16 No. of patents received this year NIL

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 NO. of faculty from the Institution
 Who are Ph. D Guides
 and students registered under the

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

3.20 No. of Research scholars receiving the fellowships (Newly enrolled + existing ones)
 JRF SRF Project Fellows Any other

3.21 No of students Participated in NSS events
 University level State level
 National level International level

3.22 No of students Participated in NCC events
 University level State level
 National level International level

3.23 No of Awards won in NSS
 University level State level
 National level International level

3.24 No of Awards won in NCC
 University level State level
 National level International level

3.25 No of Extension activities organized
 University forum College forum
 NSS NCC
 Any other

3.26 Major Activities during the year in the sphere of extension activities & institutional social responsibility:-

- Plantation work
- Red ribbon related activities.
- Donation to old age home
- Aids awareness programme
- Youth day celebration
- Nukkad natak, shram daan etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of fund	Total
Campus area	10.61	-	-	10.61
Class rooms	06	-	-	06
Laboratories	05	-	-	05
Seminar Halls	01	-	-	01
No. of important equipments purchased (>1-0 lakh) during the current year	-	-	-	-
Value of the equipment purchase during the year (Rs in Lakhs)	-	-	-	-
Other	-	--	-	-

4.2 Computerization of administration and library

- * Pay bill and other financial bills are prepared on computer with the help of a Govt. software.
- * All the correspondence work, internal letters, notification are prepared on computer.
- * Efforts for computerization of library are on.

4.3 Library services

	Existing		Newly added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	8150	1004544/-	980	257536/-	9130	1265082/-
Reference Books	73	26804/-	94	21639/-	167	48443/-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Other (Specify)	149	38006/-	96	183472/-	245	227478/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Department	others
Existing	15	1	1	-	-	1	1	-
Added	0	0	0	-	-	-	0	-
Total	15	1	1	-	-	1	1	-

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

nil

4.6 Amount spent on maintenance in lakhs :

(i)	ICT	N.A.
(ii)	Campus Infrastructure and facilities	N.A.
(iii)	Equipments	N.A.
(iv)	Other	N.A.
Total		N.A.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* The college provides several support services for the students but to avail the benefits, it is very important to enhance awareness about student support system among the students. The college prospectus provides all the information about various schemes to support the students.
 * The formal method of displaying all the information through notices is followed regularly.
 * Circulation of notices in the class-room at appropriate times.
 * Announcements by teachers in the class-room.

5.2 Efforts made by the institution for tracking the progression

* A “Shikshak Abhibhavak Yojana” (Parent Teacher Scheme) is run in the institution. All the students of the college are distributed equally to all the teachers and the teacher is known as the parent teacher of the allotted students. The parent teacher keeps all the records about his/her students. The parent teachers are always in touch with their students and continuously monitor their progress.

5.3 (a) Total Number of Students

UG	PG	Ph. D	Other
802	-	-	-

(b) No of Students Outside the state

10

(c) No of International Students

-

Men	No	%	Women	No	%
	307	38		495	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
457	80	33	171	-	741	542	68	22	170	-	802

Demand ratio 1.25:1 Dropout % 20

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

No formal mechanism for coaching for competitive examination. But college teachers do guide and help the students about the competitive examination whenever they are approached.

5.5 No of students qualified in these examinations N.A.

NET - SET/SLET - GATE - CAT -

IAS/IPS etc - State PSC - UPSC - Others -

5.6 Details of student counseling and career guidance

* Although no formal system was there to support the students for coaching for competitive examination. yet the experienced teacher of the college do help the students for competitive examination whenever they were asked to do so.

No of students benefitted NA

5.7 Details of campus placement

<i>On campus</i>			<i>Off campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

No, gender sensitization program has been organized by the college formally, but some programmes organized by the NSS are related to gender issues.

5.9 **Students Activities**

5.9.1 No of students participated in sports, Games and other events

State/University level 73 National level 01 International level -

No. of students participated in cultural events

State/University level 10 National Level - International level -

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

Sports : State/University level 03 National level - International level -

Cultural : State/University level National Level International level

5.10 Scholarships and Financial support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	296	801499
Financial support from other sources	-	-
Number of students who received International/National recognitions	-	-

5.11 Student organized/ initiatives

Fairs : State/University level National level International level

Exhibition : State/University level National Level International Level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

* NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p><u>Vision</u> <u>“To strive towards excellence in every sphere by thoughts expression and action.”</u></p> <p><u>Mission</u></p> <ul style="list-style-type: none"> • In totality the vision of institution is reflected by the Sanskrit quotation----MANSA VACHA KARMANA which is used in the college mono, being displayed in college prospectus, application forms and publications. • Some of the policies of higher education are in accordance to our institutional vision and mission, which are reflected fully in vision statement. • Excellence being the focal theme, hence all the programmers are conducted in such a manner so as to bring out the excellence. • Through the syllabus of UG Degree course as prescribed by the university Knowledge is imparted to the students so that they not only have the perception of the subject but associated knowledge which leads to perfection. • Excellence in every field is acquired here because along with education students are imparted moral values leadership, sportsman spirit. Employability prospects and personality development. • The academic environment and resources are used fully for the excellence in employment and global developmental needs. • To give platform for exposure of academic intelligence, creativity and development of physical health, so as to strive total personality development. • The institute nurtures in the students a love for nature and nationalism through its extension activities some of the policies of higher education are, and they are in accordance to our institutional vision and mission.
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6.2 Does the institution has a management Information System

- * The institution has an elaborate management information system. Most of information's about the institution is available in the college prospectus. There are notice boards in the college to provide all the necessary informations to the students. For providing information to the staff members, notices are circulated to them.

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

6.3.1 Curriculum Development

Being an affiliated college we follow the university curriculum. Therefore, no formal strategy is adopted by the institution regarding curriculum development, yet some of the faculty members who are members of board of studies in the university, give their valuable suggestions in the meetings of board of studies so improve quality in curriculum development.

6.3.2 Teaching and Learning

Formal black board teaching method is being adopted in the institution. To improve quality in teaching and learning tutorial classes are organized use of LCD projector in teaching and learning is also encouraged.

6.3.3 Examination and Evaluation

Being an affiliated college, the institution follows the university annual examination system. However internal evaluation of students in the form of unit test, Quarterly exam, Half yearly exam, pre-model test are being organized in the institution.

6.3.4 Research and Development

To promote research and development in the college, the teaching staff members have been provided with all the details of minor and major projects sponsored by various agencies.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

Books in the library and various instruments in the labs have been purchased, construction of computer lab and a class room was completed. A proposal for construction of a cycle stand was sent to the state govt. and other agencies for sanction.

6.3.6 Human Resource Management

The institution is facing shortage of human resources particularly in teaching. Some of the teachers of science background were engaged in teaching science classes like botany and zoology. All the teaching staff are engaged in a number of activities through various committees along with their teaching assignment. As the office is also facing shortage of staff, teachers are engaged in various office works like checking of admission forms, examination forms, books of account, scholarship forms, transfer certificate issue work, letter drafting etc. Some employees of class IV are also appointed from our own financial resources to help the office management. In this way we try to utilize our human resources as much as possible.

6.3.7 Faculty and Staff recruitment

Regular recruitment of faculty is done by the state government however, the college appoints teachers on temporary basis for the academic session as per the guidelines of the state govt. This year six guest and temporary lecturers were appointed by the college.

6.3.8 Industry Interaction/ Collaboration

No formal industry interaction or collaboration mechanism exists in the college however, there are representatives of industry in our Janbhagidari Samiti and IQAC where they give their valuable suggestions.

6.3.9 Admission of Students

Although the guidelines of admission in various courses run by the college is decided by the higher education department, govt. of Chhattisgarh, yet we try to maintain quality in admission of students. A list of students seeking admission in various courses is prepared according to merit list and as per the state government's reservation policy. The admission procedure and other information is displayed at the notice board and is regularly updated. The in-charge committees of admission to various courses complete the whole admission process like checking of documents, verifying eligibility etc. and the office staff maintains the records of the admitted students. Quality of students in admission is often compromised as the area is slightly lagging in quality school education.

6.4 Welfare schemes for

Teaching	-
Non – teaching	Non teaching staff gets grain, festival advance etc.
Students	Students get scholarship, books and other assistance under various schemes.

6.5 Total corpus fund generated

1241330/- (Internal Source) + 1636906/- (UGC) = 2878236/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal
Administrative	Yes	AG	Yes	HOD & Assigned Teachers

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

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/> NA	No	<input type="checkbox"/> NA

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

All the initiative towards examination reform is taken by the University. Being an affiliated college we follow it.

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

N.A.

6.11 Activities and support from the Alumni Association

Two meetings of Alumni Association were organized in the college. They suggested for construction of additional room. They also suggested for starting vocational courses in the college.

6.12 Activities and support from the Parent – Teacher Association

A meeting of Parent-Teacher association was called but very few parents attended the meeting.

6.13 Development Programmes for support staff

* NIL

- 6.14 Initiatives taken by the institution to make the campus eco-friendly
* The open spaces available inside the college building were developed as gardens by the students of NSS.

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

1. Proposals sent to UGC for starting various schemes.
2. Construction of a computer room and a class room.

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

* For construction of computer room the budget was transferred to the R E S (Rural Engineering Services of C.G) and was requested to complete the construction work as early as possible. Because of continuous monitoring and pursuance of the college management the construction of computer lab and a room was completed during the year.
* Proposal to start Sanskrit as a subject in under-graduate class was prepared and sent to the higher education department govt. of C.G. on the demand of the students.
* A Proposal for construction of a cycle stand was sent to the C.G. govt. and to the Municipal Corporation of Bhilai as well as to the local MLA for grant of amount from MLA fund. Finally it was sanctioned by the municipal corporation of Bhilai.
* Proposals for starting UGC network Resource centre career and counseling cell, Equal opportunity centre, Remedial coaching for ST/SC/OBC Remedial coaching for SC/ST/OBC for entry in service were prepared by the UGC committee of the college and were sent to the UGC.
* To increase the enrollment in the college, the minimum cut-off marks for admission in first year degree courses was reduced to 40%.
* The students were informed about the financial support including the scholarship through notice board.
* For computerization of library and administration, no action could be taken except preparation of pay bill through e-pay bill system of the Govt. of Chhattisgarh.

- 7.3 Give two Best Practices of the institution (Please see the format in the NAAC Self-Study Manuals)

1. Caring and donation in orphanage.
2. Nurturing a tendency of labour work (Shram Dhan) among students.

- 7.4 Contribution to environmental awareness/ protection

Environmental awareness and protection programmes are continuously organized by the NSS in their camps. Various environmental activities like debate, poster competition, slogan competition rangoli competition etc are organized.

- 7.5 Whether environmental audit was conducted? Yes No

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

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8. Plans of institution for next year

No formal plan was prepared for the institution by the IQAC as the IQAC was not formed.

Name *Dr. Ritesh Kumar Agrawal*

Name *Dr. Mahesh Chandra Sharma*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC