

Annual Quality Assurance Report
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2004-05



INTERNAL QUALITY ASSURANCE CELL

S.M.V. COLLEGE, HARDWAR

[Accredited at the B level]

ANNUAL QUALITY ASSURANCE REPORT – 2004-05

**- Internal Quality Assurance Cell of S.M.J.N. College,
Hardwar**

PART-A: 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

It was decided by the College Management that efforts would be made as per suggestions given by the NAAC Peer Team in her report for the accreditation of the college in March, 2004.

A summary of qualities highlighted and suggestions given in the NAAC Peer Team Report is enclosed herewith. [Enclosure-1]

PART-B:

1. Activities reflecting the goals and objectives of the institution-

Having **vision** of fulfilling the changing needs of education at national and international levels, **mission** of fulfilling the need of young people for higher education beyond the school level, introducing new courses that bear greater relevance to the changing trends in the society, achieving greater financial self-reliance, making the college a pioneer institution of learning in Uttaranchal, **the college activities were centered on -**

- **Initiating PG Diploma in Journalism & Mass Communication and PG Diploma in Tourism and Hotel Management**
- **Training programmes for teaching and non-teaching staff**
- **Regular programmes to inculcate values among students**
- **Moving towards adoption of modern technology**
- **Initiating steps for more self-financing courses**
- **Involving youth in social programmes**
- **Creating atmosphere for regular teaching and research**
- **Promoting sports and cultural activities**
- **Adopting healthy practices for better coordination**
- **Developing infrastructural facilities**

2. New academic programmes initiated [UG and PG]-
PG Diploma in Journalism & Mass Communication and PG Diploma in Tourism & Hotel Management of one-year duration was initiated.
3. Innovations in curricular design and transaction –
The College followed the guidelines issued by the University. In some courses syllabi were revised according to UGC norms.
4. Inter-disciplinary programmes started-
No inter-disciplinary programme was started.
5. Examination reforms implemented-
No examination reform was introduced by the University. The college initiated partial automation of the process of examination.
6. Candidates qualified: NET / SLET / GATE etc – *Nil.*
7. Initiative towards faculty development programme –
 - ***One lecturer attended the Refresher course in Sociology.***
 - ***Two Readers attended a special Refresher Course in Environmental Science.***
8. Total number of seminars / workshops conducted – *Nil.*
9. Research projects
 - a) Newly implemented - *Nil.*
 - b) Completed - *Nil.*
10. Patents generated, if any - *Nil.*
11. New collaborative research programmes – *Nil.*
12. Research Grants received from various agencies – *Nil.*
13. Details of research scholars – *[according to Staff Statement-2004-05]*

Department	Number of research scholars registered	Department	Number of research scholars registered
<i>Hindi</i>	06	<i>Economics</i>	05
<i>Pol. Sc.</i>	02	<i>Commerce</i>	03

The degree of Ph.D. was awarded to one research scholar in Economics.

14. Citation index of faculty members and impact factor – *Not available*

15. Honours / Awards to the faculty – *Nil.*

16. Internal sources generated-

Source of funding	Quantum [Rs.]
<i>Self-financing courses</i>	2204899
<i>PG fund [Management]</i>	119122
<i>M.L.A. fund</i>	162046
<i>Bank interest</i>	130116
<i>Total</i>	2616183

17. Details of departments getting SAP, COSIST .DST. FIST, etc. – *Nil.*

18. Community services –

NCC cadets participated in pulse polio campaign, anti Dowry pledge, tree plantation, blood donation, traffic control and eye donation.

19. Teachers and officers newly recruited-

Two new tutors [on purely temporary basis] were recruited for PG Diplomas.

20. Teaching – Non-teaching staff ratio-

15 [*permanent teaching staff*]: **21**[*permanent non-teaching staff*]

34 [*permanent teaching staff plus tutors*]: **24** [*permanent non-teaching staff plus purely temporary staff*]

21. Improvements in the library services – *Nil.*

22. New books / journals subscribed and their value

Category	Number of titles	Total Value
<i>Books</i>	1452	Rs. 215783
<i>Periodicals and newspapers</i>	87	Rs. 34452

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback –
No formal student assessment of teachers was done during the Year 2004- 05. It was done first time on sample basis in 2003. The teachers were advised to act accordingly.
24. Unit cost of education- *[It includes expenditure on all 'heads']*
➤ *Unit cost [including salary component]- Rs.6990.20*
➤ *Unit cost [excluding salary component]- Rs.3864.12*
25. Computerization of administration and the process of admissions and examination results, issue of certificates
Merit Lists and Section Distribution Lists were partially computerized.
26. Increase in the infrastructural facilities-
➤ *Dressing and leveling of field*
➤ *Construction of Three class-rooms*
➤ *Construction of Girls' common room*
➤ *Construction of three new cabins for teachers*
27. Technology up gradation- *Nil.*
28. Computer and internet access and training to teachers and students-
A computer laboratory was set up initially with two computers for training to teachers and students. A seven-day workshop was also organized to create awareness regarding information technology & imparting knowledge of the computer fundamentals and applications among teachers.
29. Financial aid to students-
Total amount of Rs.279979.00 in form of scholarships was distributed among 121 SC/ST students. An amount of Rs.1000.00 in form of student aid was also given.
30. Activities and support from the Alumni Association- *Nil.*

31. Activities and support from the Parent-Teachers Association-*Nil.*
32. Health services-
Regular health services were provided to the students.
33. Performance in sports activities
- *3 gold, 13 silver and 05 bronze medals were won by the college athletics team in the Inter-collegiate Athletics Tournament organized by HNB Garhwal University, Srinagar.*
 - *The college got second place in the Inter-collegiate Athletics Tournament organized by HNB Garhwal University, Srinagar.*
 - *One student got second place in the above-mentioned tournament and selected for participation in Inter-University Tournament, held in Andhra Pradesh.*
 - *The selected student got seventh place in the Inter-University Tournament.*
34. Incentives to outstanding sportspersons-
Attractive prizes were given to outstanding persons.
35. Student achievements and awards-
- *13 NCC cadets passed 'C' certificate examination.*
 - *05 NCC cadets passed 'B' certificate examination.*
36. Activities of the Guidance and Counseling unit-
Regular counseling was provided to students regarding selection of their career.
37. Placement services provided to students
- *04 NCC cadets got employment in Para-military forces.*
 - *Some students of PG Diploma in Journalism got employment in leading newspapers.*
 - *Some students got employment in various industries located at Hardwar.*

38. Development programmes for non-teaching staff-

A seven-day workshop was organized to create awareness regarding information technology & imparting knowledge of the computer fundamentals and applications among non-teaching staff.

39. Healthy practices of the institution –

In assessment of teachers and other employees for purpose of promotion, etc. due weightage is given to the overall performance as well as various appraisal reports.

The regular academic programmes are considerably strengthened by self-financing courses in the college.

At departmental level, efforts are made for placement of students.

There is regular interaction with parents, old students and other distinguished citizens for discipline and development of the college.

Decisions are taken on democratic basis by involving students in various committees.

Value based education is imparted through lectures by teachers and distinguished guests and through programmes aimed at inculcating such values in the students.

Various co-curricular and extra-curricular activities including games & sports, debates, group discussions, quiz, seminars, etc. are organized to develop all round personality of the learners.

40. Linkages developed with National / International, academic / Research bodies - *Nil.*

41. Any other relevant information the institution wishes to add-

- *The college annual magazine-ABHIVYAKYI was regularly published.*
- *The college wall-magazine- DISHA was regularly displayed on the notice-board.*
- *Regular departmental as well as college extra-curricular activities were held.*
- *Some teachers participated in the seminars held at national level.*
- *Democracy and transparency is the hall-mark of the institution.*

PART C: Plans of the institution for the next year

It was decided by the College Management that the future plan would be to continue the process of implementing the suggestions given by the NAAC Peer Team in her report for the accreditation of the college in March, 2004. [Enclosure-1]

[DR.NARESH KUMAR GARG]
COORDINATOR, IQAC
DATED: *October 19, 2006*

[DR.RAJENDRA KUMAR GUPTA]
CHAIRPERSON, IQAC

Enclosure 1: Summary of Qualities highlighted and Suggestions given in the Report of the NAAC Peer Team on the Institutional Accreditation of the S.M.J.N.College, Hardwar, Uttaranchal [The report was presented in March, 2004]:

Qualities:

- **Through the past 44 years, the College is providing a fairly good education particularly to the female students of the area.**
- **The College has grown into a good institution with 2 Under-Graduate Programmes, 5 Post-Graduate Programmes and 5 Ph.D. approved research centers.**
- **The College has a good number of buildings like Arts Block, Commerce Block, Central Library, PG Block and Staff Cabins.**
- **The account system of the college is very transparent where every penny has been accounted for.**
- **NSS unit of the college is very active.**
- **NCC unit of the college is in full gear.**
- **Introduction of postgraduate programmes has met a long felt need of the students of the area.**
- **The college lecturers are research oriented.**
- **A close rapport between the Principal and the members of the staff on one hand and the staff and students on the other hand was noted with satisfaction.**
- **The management is progressive and forward looking.**

Suggestions:

- *A computer center with at least 25 computers is the need of the hour and the college authorities may take all necessary steps.*
- *Internet accessibility may be provided initially at least on 10 computers.*
- *Possibility of providing a hostel may be looked into.*
- *An Audio-Visual material needs to be provided to add a touch of modernity to the teaching methodology.*
- *Members of the staff may be encouraged to participate in various faculty development programmes.*
- *Some computer training programmes may be organized for the non-teaching staff.*
- *Teachers must look into the possibilities of preparing and submitting research projects to funding agencies like UGC etc.*
- *The library services may be provided in the form of more books, national and international journals particularly in the postgraduate departments and computerization may be provided.*
- *The possibility of having part-time sports officer may be looked into*
- *Canteen and girls common room of appropriate standard may be provided at the earliest.*

- *The college may look into introducing some self-financing courses as also some courses under the vocational stream.*

Criteria wise Qualities and Suggestions:

Criterion 1: Curricular Aspects:

Qualities:

- **The college offers a fairly good research orientation.**
- **The teaching is consistent with institutional objectives.**

Suggestions:

- *The faculty has to take a little more interest for inter-disciplinary and multi-disciplinary components keeping in view the stipulations of employability and other social requirements.*
- *It is suggested that feed back on these programmes may be obtained from the various components and the community on a regular basis.*
- *Interaction with the academic peers and employers will also help enrich various aspects of academic life in the college.*
- *It is suggested that more courses, which are job- oriented, are introduced in the interest of the students. Some such programmes can be vocational in nature under UGC scheme. More programmes related with existing courses with computer inputs may also be considered.*

Criterion 2: Teaching-Learning and Evaluation:

Qualities:

- **The college is trying its best to provide quality education to the students.**
- **The college results are reasonably good.**
- **It is satisfying to note that the teachers are engaged in research at personal level by publishing papers, by publication of books and also by guiding scholars in research.**
- **The teachers are doing their best academically.**
- **It is appreciated that college office works for about 250 days.**

Suggestions:

- *It will be appreciated if remedial courses are introduced for weaker students on regular basis, even if some funds have to be provided by the college management.*
- *It will be appreciated if advanced students are provided extra coaching to ensure their placement in merit in various university examinations.*
- *It will be appreciated if college supplements the lecture method of teaching through OHP, LCD Projector and computer-aided devices.*

- *It is suggested that seminars and faculty development programmes may be organized from time to time for more frequent exposure of the students and teachers to the latest trend of knowledge.*
- *The college may like to go in for centralized media to prepare audio-visual and other teaching aids.*
- *More teachers on temporary/adhoc basis may be appointed.*
- *Faculty may be encouraged to take additional academic initiatives.*
- *The college authorities may consider earmarking some funds for deputing teachers to attend national level workshops and seminars.*
- *The faculty needs to be more computers savvy and in this respect accessibility should be provided to them.*
- *The guest faculty should be invited on larger scale for better exposure and interaction.*
- *It is suggested that all possible steps be taken to fix schedule in a manner that number of teaching days conforms to the UGC stipulation of 180 days.*
- *More full-time teachers should be appointed for the smooth engagement of classes, extra curricular activities and sports.*

Criterion 3: Research, Consultancy and Extension:

Qualities:

- **As an indication of commitment of the Principal and the teachers, the college has emerged as a research center.**
- **It was a good experience to interact with teacher-in charges of NSS & NCC. The two units are rendering useful service in the area.**

Suggestions:

- *The college management may consider doling out some funds to further orient its teachers towards research activity.*
- *Teachers may submit research projects to UGC and various other funding agencies for financial support.*
- *Linkage with various industrial units may also be of some help.*
- *The college may think of taking steps to do job work and render consultancy services to banks and other units through the experience and expertise of the teachers.*
- *It will be appreciated if the college applies for additional units in NSS & NCC and spread their wings in the various extensions in the rural belt.*

Criterion 4: Infrastructure and Learning Resources:

Qualities:

- **The college has prime land.**
- **It has a building complex consisting of Arts Block, Commerce Block, P.G. Block, Office Complex, Central Library and Staff cabins. Separate rooms have been provided for extension services.**

- **There is a medical room and the doctor visits on part-time everyday.**
- **The college has separate examination section.**
- **Girls are provided with a common room.**
- **The college has a Career Bureau.**
- **Generator facilities are available.**
- **The college has made arrangements for indoor and outdoor games. Outstanding sports persons are provided Sports Kits and prizes. There are some achievements in the fields of sports and extra curricular activities.**
- **The classrooms are spacious, airy and well lighted.**
- **It was appreciated that the library works for 274 days.**

Suggestions:

- *The college authorities may give the girls a better accommodation as common room.*
- *The peer team feels that much more can be achieved in the fields of sports and extra curricular activities.*
- *It will be appreciated if the college authorities appoint a qualified librarian and computerize the library with Internet facility.*
- *The peer team emphasized for putting up a good computer center with Internet accessibility.*
- *It will be appreciated if the canteen facility with seating arrangement for about 100 students is provided at the earliest in the non-resident student center likely to be put up with UGC assistance.*
- *Steps may be taken to provide better furniture.*

Criterion 5: Student Support and Progression:

Qualities:

- **The college has made significant contribution in building up human resources in the educationally backward region of Haridwar.**
- **The college has produced thousands of graduates who have obtained either gainful employment or have taken to various types of business activity.**
- **The college brings out a College Prospectus on annual basis. Admissions are made according to the rules formulated by the university and the state government. Admissions are on the basis of merit. The policy of reservation in admission is observed. The process is absolutely transparent.**
- **Many students benefit from the financial assistance received as stipends and scholarships.**
- **Transparency is the hallmark of the accounting pattern, which is appreciated.**

- **It is appreciable that the college has set up Career Bureau and guidance center to guide students in this direction.**

Suggestions:

- *The peer team feels that NGOs and Alumni association may also be associated with this exercise to further promote the interests of the students.*
- *The college should take more steps towards personality development through sports, extension services and competitions to raise the level of confidence of the student community that is so very important in this era of globalization and international competitiveness.*
- *Steps need to be taken to reduce the dropout rate.*
- *The peer team suggests that the steps be taken to prepare the students for various competitive examinations in state, banking and railway & civil services etc.*

Criterion 6: Organization and Management:

Qualities:

- **The energetic Principal has an excellent work relationship with the management and monitors all the departments in the college.**
- **The relationship between various components of the college i.e. Management, Principal, staff and students presents a picture of an experiment in democratic living.**
- **The college has an efficient internal coordination and monitoring mechanism.**
- **It is appreciated that even with moderate fee structure and no tuition fees for girls students, the college is pulling on in a reasonably good manner.**

Suggestions:

- *The peer team feels that the college should have inbuilt mechanism to improve the work efficiency of the faculty and the non-teaching staff.*
- *The teachers and non-teaching staff should be called upon to fill up self-appraisal proforma on annual basis.*
- *The college authorities may like to conduct faculty development programmes as also arrange a weeklong computer awareness programme for the non-teaching staff.*
- *In order to improve and modernize, the educational machinery has to be greased and oiled with more funds.*

Criterion 7: Healthy Practices:

Qualities:

- **The college has evolved a concept of participatory management in which various components like the teachers, Principal, Management and the**

students participate in decision making thereby leaving no room for conflict and recrimination.

- **The Principal tries to sort out the problems of the teachers and the students with patience, sympathy and understanding.**
- **The teachers keep a constant check on the students and through close interaction do not allow any chinks to develop.**
- **Within its limitation, the college is trying to work for all around development of personality of students. This is done through General Knowledge Tests; quiz programmes, debates & group discussions.**
- **Community services are promoted through NSS & NCC.**
- **The college lays emphasis on spirituality and value added education particularly under the guidance of the saintly management structure.**
- **Members of the faculty unitize the syllabi and prepare academic calendar much ahead of the commencement of the session and are fully committed to the growth of the students.**