

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Academic and Administrative Audit

Name of the Institution: St. Bede's College Shimla 171002

Affiliation: Himachal Pradesh University

Audit Period: Academic Year 2021-22

Name of the Head of Institution: Sr. (Prof.) Molly Abraham

Name of Director/ Coordinator IQAC: Dr. Anupma Tandon

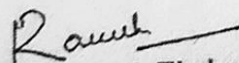
Date of visit for audit: 27th May 2022

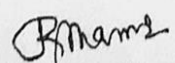
Members of the audit team with affiliation:

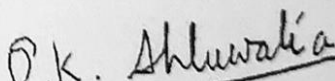
1. Prof. P.K. Ahluwalia, Former Director IQAC, HP University Shimla.
2. Dr. Ramesh Thakur, Dy Director IQAC HP University Shimla
3. Dr. Ritu Sharma, Member IQAC, H.P University Shimla

Mode of conducting the Audit:

Team members reported in the office of the Principal of the College Sr. Molly in the presence of IQAC Coordinator and Dr. Anupma Tandon and shared the questionnaire designed for this purpose and handed over this document to coordinator IQAC. Thereafter, team was given presentations by every Department/Administrative Unit and library. Team visited classrooms, laboratories, library, sports facilities and other parts of the campus including heritage building, hostels and green areas. Team also had informal discussions with the students regarding various aspects of the study. Later team had a meeting with the Coordinator IQAC and members of IQAC. Before handing over the report, team members had an exit meeting with the principal to share their perception College has all the means to excel further and can raise the bar to be noticed even internationally. Qualitative analysis of the Audit is at Appendix-A


(Dr. Ramesh Thakur)


(Dr. Ritu Sharma)


(Prof. P.K. Ahluwalia)

Appendix-A
Qualitative Analysis of the Academic and Administrative Report
Based on Different verticals

Curriculum Design and Development	
1. Clarity of mission and goals	Yes
2. Dissemination of mission and goals to stakeholders.	Yes
3. Programme compatibility with mission	Yes
4. Social relevance and national development	Yes
5. Meeting globalization needs and quality dimensions/Value orientation /Heritage	Yes
<i>College follows well defined Mission and Goals of in letter and spirit and follows goals to make its students role models of society with remarkable achievements of the students studying in the college and reflected in the achievements of its Alumni.</i>	

Curriculum Development	
6. Curriculum development process -STEPS	Yes, College faculty is part of various board of studies and faculties take a proactive part in every step of the process enunciated by the affiliating university.
7. Modular course structure	Yes
8. Choice based credit system	Yes, but in annual mode as enforced by the affiliating University
9. Work based curriculum, if any	Yes, within the scope of courses approved by the university.
10. General competencies and skills	Yes
11. Inter/Multidisciplinary studies	Yes, but needs to be more specific and matter should be taken up with the affiliating University
12. Presence of Technology layer	Yes. Campus is Wi-Fi enabled
13. Multi skill development and vocational skills	Yes
14. Emerging areas and Global relevance	Need more focus within the parameters of affiliating university.
15. Career orientation	Yes, with an operating placement cell
16. Women empowerment and current concerns	Amplly reflected in the yearlong activities of the college through vibrant club activities, NCC, NSS and other extra-curricular activities.
17. Continuing adult education/training	Not within the scope since it is an affiliated college.
18. Faculty participation/initiative in curriculum development/restructuring.	Yes
19. Curriculum design is aligned with the institutional goals and objectives.	Yes
20. The Programmes of the institution are consistent with its goals and objectives.	Yes
21. Curricula developed / adopted have relevance to the regional / national developmental needs	Yes
22. Curriculum design is suitable for meeting the overall development	Yes

23. Employability is a major consideration in the overall development of the curriculum	Yes, not just within the scope of adopted curriculum and outside it.
24. Developing global competencies is evident in the curriculum design	Yes, college makes an overall effort to give its students this kind of exposure through frequently conducted seminars, workshops and online lectures.
25. Curriculum has aspects on value-based education	Though in curriculum there is no such thing, but college has a very good value-based curriculum which is conducted by the teachers in a voluntary manner and is conducted as an audit course.
26. Consultation with academic experts within and outside the institution is effectively done for developing the curricula	Yes, college has linkages with the possible stake holder from industry, IT industry as college's own effort
27. Consultations are done with industry / employment sector in the curriculum development process.	Yes
28. The curriculum caters to inclusion/integration of Information and communication Technology (ICT).	Yes
Curriculum development is in the hands of affiliating university and college has a very restrictive role, which inhibits its scope in numerous possibilities.	

Academic Flexibility	
29. The institution has a wide range of programme offerings that provide adequate academic flexibility.	Yes, flexibility is decided by the rules and regulations of the affiliating university. Also, college has introduced skilling programmes in consultation with skilling council of India.
30. Range of programme options available to learners in terms of Degrees, Certificates and Diplomas.	Degrees Yes, certificates and diploma for skilling courses
31. Provisions with reference to academic flexibility	Choices are offered subject to availability of infrastructure and teaching faculty.
32. Programmes and other facilities available for international students.	It is there, but post covid, it has restricted the scope.
33. Admission, Fee structure,	As per Government norms circulated by Department of Higher education and regulatory commission and is affordable.
34. Teacher qualification and salary etc. for Self-financing programmes.	Permanent staff gets UGC scale 95% funded by Govt. of Himachal Pradesh
35. Implementation of the – Annual system/Semester system/Trimester system/	It has mixed system of annual/ and semester modes. No Trimester modes.
36. New programmes/curriculum/	Yes, skill-based programmes have been started.
37. Self-financing courses /	Yes, PG Programmes are self-financing within the scope of affiliating University. Has ample scope to move further.
38. Horizontal mobility /	Restricted
39. Institution offers a number of program options leading to different degrees, diplomas and Certificates (UG / PG / PG Diploma / Diploma Certificate)	Yes.

40. The curriculum offers a number of elective options	Yes, restricted within the scope of the syllabus of the affiliating university,
41. A number of new programs and program combinations are developed / adopted meet the needs of the students the society.	Yes, there is much more scope
42. Options are available for students to take additions /supplementary / enrichment courses along with their regular curricula.	Limited
43. Number of value-added courses offered (E.g., A course on entrepreneurship. Personality development etc.)	There is no course on personality development, but students conduct regular workshops through various clubs of the college.
44. Institution provides for inter-institutional credit transfers	Not yet rolled by the university, but moving ahead in consultation with the university authorities
45. Choice-based credit system (CBCS) and semester system are initiated in the institution	Yes, but strangely in annual mode.
<i>There is lot of scope for flexibility in the courses, provided colleges switches to autonomous mode and comes out of the restrictive regime of affiliating university. Still college is bringing innovation through student participation and empowerment through online mode teaching, workshops and networking with subject based associations in the country.</i>	

Curriculum update & enrichment	
46. Basis for syllabus revision, Curriculum bears some thrust on issues of national development. Specific	Yes, syllabus bears a thrust towards national development and effort is made by the faculty as members of various academic bodies.
47. Frequency of curriculum revision	In five years once to align curriculum with the UGC circulated model courses
48. Frequency and the major revisions made during the last two years.	None
49. Uses the guidelines of statutory bodies for developing and/or restructuring the curricula.	Yes, university bodies follow these in letter and spirit.
50. Existing courses modified to meet the emerging national and global market requirements	Last revision conducted by the university was in that direction
51. National and international curricular modules are referred for curriculum update	Yes, in the last revision it was done.
52. Curriculum has emerging thrust areas including interdisciplinary areas.	Yes
53. Faculty takes initiative in the curriculum revision based on the feedback from stakeholders.	Yes, recommendations are sent to various statutory bodies of the university.
<i>Through workshop recommendations college makes its best efforts, it's still very restrictive, college being part of affiliating system.</i>	

Feedback on curriculum	
54. Feedback analysis and use of the outcome suggestions continuous improvement, communication to the affiliating university.	Yes, is gathered for communication to the board of studies of different subjects
55. Feedback mechanism=Feedback from students, alumni, industry, community/	Need to evolve
56. Use of feedback / Major syllabus revision	Need to evolve

57. Innovations/best practices in 'Curricular Aspects'	Yes, faculty has been having discussions at the departmental level. Need to be formalised
<i>Faculty has taken keen interest in designing learning outcomes for the benefit of students and are in place and periodic feedback from the students is taken by teachers teaching different subjects, Teachers need to keep a record of this at the departmental level.</i>	

Teaching – Learning and Evaluation	
58. The institution has a transparent admission process.	Yes
59. The programmes of teaching and learning cater to individual differences amongst learners.	Yes, remedial classes are held. Need to devise a process to identify learners needing remedial classes.
60. The institutions facilitates the effective conduct of the teaching-learning processes.	Yes
61. The institution has provision for use of ICT in the enhancement of teaching process.	Yes
62. The institution has a well-conceived plan for continuously monitoring student progress.	Yes, progress is monitored and shared both with students and their parents/guardians.
63. The institution has an effective mechanism to recruit adequate qualified faculty.	Yes, a transparent process is there, and recruitments are approved by the affiliating university.
64. The student evaluation processes are reliable and valid.	Yes, answer sheets and test copies are shared with students.
65. The institution has an open and participative mechanism for evaluation of teaching and promoting work satisfaction of the faculty.	Yes, faculty during their interaction expressed satisfaction on this count
66. The teachers have opportunities for continued academic growth and professional development.	Yes, they are encouraged to conduct FDP's, workshops, seminars etc. For attending workshops, they are provided leave of the kind due. It is suggested that they should be given duty leave to encourage them to participate in academic growth and professional development.
67. The institution has sustainable good practices in teaching, learning and evaluation to achieve academic excellence.	Yes, indeed they are in place
<i>There is scope for converting college into a hub for academic growth and has enough transparent good practices with the peer institutions</i>	

Admission Process & Student Profile	
68. Wide publicity of the admission process.	Yes
69. Through the Prospectus/	Yes
70. Website/	Yes
71. Advertisement in Region/ National Newspapers.	Yes
72. Students selection for admission Cut off percentage for admission at the entry level.	Yes
73. Transparency in the Admission process – admissions are made as per the predetermined Criteria.	Yes, through the guidelines submitted by the University
74. Strategies deployed for ensuring equity and access to students specifically:	
75. Students from disadvantaged community/Women/Physically Challenged/ Economically weaker sections/Sports personnel.	It's a leading woman college and disadvantaged groups are encouraged to come and seek admission.

76. Selection criteria (Merit, Interview score, Aptitude test)/	Merit
77. Reservation rules / Access to economically weaker section/ Provision for sports quota / Physically handicapped/ Women students (In Co-education Institutions)/	Yes
78. Demand ratio	Not available
79. Institution ensures due representation from different strata gender to locale.	Yes, definitely for locale, college makes special reach out efforts through faculty and audio and video testimonials from students.
<i>Process is indeed transparent, and admissions are open to all categories of students as laid down by state government and University Grants commission. There is a good demand of professional UG courses. College believes in liberal education dedicated to women education as a leading institute.</i>	

Teaching learning process

80. Academic calendar,	Followed strictly as per the university notifications from time to time
81. teaching plan and	Yes, teachers keep a teachers file with plan and other activities noted in chronicle order.
82. evaluation blueprint/schedules.	There is a declared schedule for class tests and term examinations.
83. Teaching learning methods used by the teachers	
84. lecture method, interactive method, project-based learning, computer assisted learning, experiential learning, seminars and others, Student-centered learning.	lecture method, interactive method, experiential learning, seminars and other Student-centered learning approaches.
85. Institutional strategies, contributing to acquisition of life skills, knowledge management skills, individual learning and lifelong learning.	Clubs for developing lifelong skills are in place and different clubs work in a competitive environment to excel.
86. Use of modern teaching aids and tools like computers, audio-visuals multi-media, ICT, CAL,	Yes, all the teachers are conversant in modern teaching aids and have been adopted very effectively
87. Internet and other information/materials.	Used and recommended. Some teachers curate a set of video lectures to supplement classroom teaching.
88. Students and faculty keep pace with the recent developments in their respective subjects.	Yes, the topics of the seminars conducted and attended reflect that adequately
89. Effective use Departmental libraries for enhancement of teaching and learning.	College has no departmental libraries but a very good central library with internet resources is available. The catalogue of the library needs to be made an electronic catalogue posted on the website of the college.
90. Evaluation of the teachers by the students analysis of use feedback for improvement of teaching learning.	Yes, it is conducted and shared with respective teachers to become best teachers as per the perception of the students
91. Teaching days /	According to HPU guidelines
92. Teaching methodologies /	Effective, modern teaching methodologies are used
93. Experimental focus/	Very good in science subjects
94. Tutorial classes and special coaching	In place.

95. Mentoring/	Done for students by teachers and invited academicians from time to time. Young and New faculty is also mentored by senior teachers to become good institutional systems
96. Use of Education technology/Use of laboratory and equipment	In place. Labs are well equipped.
97. Percentage of academic expenditure/	55%
98. Use of Library/Use of Internet	Adequate
99. The teaching program schedule and methodologies are planned and organized in advance	Yes
100. Experiential learning methodologies for participative learning are used	With National Education Policy 2020, focus of the teachers is shifting to this approach
101. Educational technology is effectively used (audio – visual aids)	Yes
102. Problem – solving approach as a teaching methodology is adopted	Yes
103. Computer-aided information retrieval and teaching methodology is adopted	Yes
104. Library resources are effectively used to augment teaching – learning	Yes
105. Use laboratory equipment / field experiences effectively to maximize the teaching learning process	Yes
106. Use wide range of techniques, materials and experiences to engage student interests	Yes, college is fully equipped to go forward with this
<i>Teaching learning process is good and has lot of scope to further excel by creating playlists of the lectures/interactions and projects for the students to learn on their own as well and to initiate distance learning programs of the college.</i>	

Teacher quality	
107. Number of qualified and competent teachers.	54
108. Recruitment process. Recruitment procedures/	Through advertisement and due approval of Department of Higher Education Govt. of HP.
109. Appointment of additional faculty to teach new programmes/modern areas of study.	Done on guest faculty basis.
110. Awards/recognition received by the faculty during the last five years.	1
111. Training/retraining programmes for the faculty in the use of Computers/internet/	Yes conducted
112. Audio Visual Aids/	Laptops, LED projectors and web resources.
113. Computer Aided Packages/Material/ development for CAL, multimedia etc.	Yes, efforts are going on, but further thrust is needed
114. Faculty Qualifications /	M.Phil., Ph.D. NET, SET
115. Percentage of positions filled	71 %
116. Professional development/	Attend orientation and FDPs
117. Recognition and rewards/	Nil
118. Teacher characteristics/quality	Efficient and hard working
119. Student teacher ratio	20:1
120. Percentage of teachers with Ph.D. Qualification	43 %

121. Percentage of teaching position filled against sanctioned posts	71 %
122. Adherence to UGC / State Government /University norms with reference to teacher qualifications for recruitment	Yes
123. Faculty recruitment process is systematic and rigorous	Yes.
124. Faculty development programs are initiated and utilized	Yes
125. Incentives / awards / recognitions are received by faculty	
126. Faculty demonstrate creativity and innovation in teaching methodology	Yes, but these practices need to be shared among the colleagues
<i>Teacher quality is excellent. Faculty is young and shows a will to learn and bring innovations. Enthusiastic to take part in workshops and discussions around NEP 2020.</i>	

Evaluation process and reforms	
127. Evaluation processes/methods of the institution and ensures transparency of the processes.	Yes
128. Communication of Evaluation methods to the students and other institutional members.	Yes, half yearly reports are generated and shared with students.
129. Progress of the students is monitored and communicate to the students and their parents.	Yes
130. Mechanism for redressal of grievances regarding evaluation.	In place with active grievances redressal committee.

Evaluation of Teaching	
131. Evaluation by the students / Evaluation by review officers.	Yes
Evaluation by management/ Evaluation by Peers/ Evaluation by self	By the Principal and consultation with Board of Governors.
<i>Process is in place and effective</i>	

Evaluation of Learning	
132. Communication of evaluation method/ Continuous evaluation.	Done
133. Midterm/ semester/ trimester evaluation / Other methods of testing/	Conducted
134. Tutor-ward meeting/ Parent principals/ teachers meeting	Yes, there is a PTA in place, during induction programs they are encouraged to come and participate.
<i>College can make a list of frequently asked questions and put those on the website for the convenience for both teachers and parents.</i>	

Evaluation Reforms	
135. Internal assessment/ Peer evaluation/ Double evaluation/ Moderation/ Revaluation.	CCA is in place. No peer evaluation,
136. Transparency in evaluation measures/Grievance redressal	In place, yes
137. Provision for continuous evaluation and monitoring students' progress	Yes

138. Conducts mid-term / semester evaluations	Yes, term examinations are conducted but rules and regulations are decided by the affiliating University,
139. Declares results within two months of the examinations	At the level of university, it takes time
140. Reforms in examination procedures and processes are evident	Yes, the last 5 years, they have percolated down to affiliating colleges
141. Examination processes are transparent	Yes
142. Security of the evaluation system is ensured	Yes
143. Student grievances regarding evaluation results are addressed	Yes
144. Any significant innovations in teaching/learning evaluation introduced by the institution (evaluate one best practice as identified by the institution.)	A deadline is kept for conveying the assessment to the students for internal exams followed by a record card for the students and parents. Parents are contacted telephonically in case student lacks in learning and requires care
<i>Many of the processes followed are very effective as confirmed from students in informal discussion. There is lot of focus on students learning progress and empathy towards their difficulties.</i>	

Promotion of research	
145. Formation of Research Committee to facilitate and monitor research activity.	Need to be notified.
146. Promoting faculty participation in research (providing seed money, grants, leave, other facilities).	Leave is provided, faculty encouraged to apply for grants. No institutional provision for seed money or grants is there.
147. Provision in the institutional budget for research and development.	No
148. Participation of the students in research activities.	Yes, mentored by faculty.
149. Major research facilities developed and available in the campus.	It is mainly a teaching institution moving towards PG courses.
150. Initiatives taken by the institution for collaborative research.	Need to take these initiatives urgently.
151. Facilitating faculty participation/	No
152. Budget allocation for research.	No
153. Research fellowship for students /	No
154. Providing infrastructure facilities.	No
155. Establishment of a research committee /	No
156. Providing application forms for major/minor projects/	Yes
157. Special opportunities for students and staff for enhancement of research activities	Need to be strengthened
158. Institution facilities faculty to undertake research by providing research funds (seed money)	No
159. Provision for research facilities in terms of laboratory equipment, research journals and research incentives	No
160. Encourage and promote research culture (e.g., Teaching workload remission, opportunities for attending conference etc.)	Opportunities for attending and conducting conferences is given.
161. Initiate research by collaborating with other research organizations / industry	Need to move in that direction

162. Faculty recognition for guiding research	Yes, to give them leadership positions.
163. Establishing research committees for promoting and directing research	Not in place
164. Establishment of specific research units / centres	No
<i>There is lot of scope of upgrading research focus through incentives to students and teachers. Research effort needs to be institutionalised with incentives to research via projects with students</i>	

Research and publication output	
165. Research guides and research students	No
166. Departments recognized as research center.	No
167. Faculty recognized as research guides.	Yes, University allows it.
168. Priority areas for research.	Not identified
169. Ongoing Faculty Research Projects.	No visibility
170. Ongoing Student Research Projects.	No visibility
171. Research scholars; JRF/ Ph.D. awards per year/	No
172. Output in terms of M.Phil., Ph.D. students is significant	No
173. Minor research projects and Major research projects/	No
174. Total outlay for research & development and patents and Research Journals/	Nil
175. Departments getting UGC/SAP/FIST and	Nil
176. Action Research/ student projects	Nil
<i>Quality assurance cell should do brainstorming on how to avail research grants under women specific areas which is need of the hour.</i>	
Publication Output (Desirable, Not a University)	
177. Research papers published in National referred journals/ Research papers published in International referred journals/ Books published by faculty	Yes
178. Project Reports	Nil
179. Major achievements of the research activities of the institution =findings contributed to the industry needs	Nil
180. community development, patents, etc.)	Nil
181. Research papers published in referred journals by the faculty – citation index and impact factor.	Yes
182. Publications of the faculty – Books/Articles/Conference/Seminar Proceedings/Theses/Course materials	Teachers are publishing papers under UGC-CARE List and Scopus
183. Software packages or other learning materials.	E content on MS Teams
184. Significant faculty involvement in Research	Not significant
185. Recognized Research Centres (National & International (Eg. UGC, SAP, DST, DBT, UNESCO, UNICEF)	DBT yes
186. Significant number of major and minor research projects	No
187. The institution receives significant quantum of research grants from external agencies	No
188. The institution has received research recognition and awards (including patents)	No
189. The institution research has contributed to the industry's requirements / productivity	No
190. Research facilities are enhanced through research projects	No

191. Significant number of research articles are published in reputed / referred journals	Teachers are publishing papers under UGC-CARE List and Scopus
192. Published books and proceedings on research work	Yes
193. Citation Index /Impact Factor	Yes
<i>Weak area as the permanent posts were lying vacant and these were not sanctioned by the government. Now there is a need to do work to become a notable research-oriented institute.</i>	

Consultancy- No	
194. Agencies (Govt./NGO's/Industry/Academic) and the consultancy services provided by the Institution during the last years (free of cost and /or remunerative).	-
195. Institution approaches to publicize the expertise available for consultancy services.	-
196. Benefits to the staff for the consultation provided including revenue sharing.	-
197. Institution utilization of the revenue generated through consultancy services.	-
198. Consultancy/Promotion of Consultancy/ Consultancy services/ Finance generated	-
199. Publicize the expertise available for consultancy services	-
200. Render consultancy services to industries	-
201. Render consultancy services to be Government	-
202. Render consultancy services to Non- government organizations / community / public	-
203. Resources (financial and material) generated through consultancy services	-
204. Mutual benefits accrued due to consultancy	-
<i>This is another area in which faculty can contribute a lot by suitably exposing them to opportunities to work with NGO's, State Department of Science and Technology</i>	

Extension activities	
205. Participation of the students and faculty in extension activities (NSS, NCC, YRC and other NGOs).	Yes, visible amply in their programs during the year.
206. Outreach programmes organized by the institution their integration with the academic curricula.	Yes
207. College-neighbourhood network in which students acquire attitude for service and training contributing to community development.	Proactive in this area
208. Partnership with University / Research institutions / Industries / NGOs etc. for extension activities.	Yes, with many NGO's
209. Local community benefit from the institution.	Literacy programs, women centred activities
210. Institutions benefit from the community (Community participation in institutional development, institution community networking etc.)	It provides wonderful opportunities to act as interns in real situations
211. Promotion of extension/ Promotion of College and industry neighbourhood network	Yes, Placement cell looks after this aspect
212. Adult and continuing education	Yes, student volunteers work very actively with disadvantaged groups

213. Collaborative work with Govt./NGO in extension activities	Yes
<i>College is doing excellent work in extension activities.</i>	

Promotion of extension activities	
214. Organize need-based extension Programme	Yes
215. Participation of students and faculty in extension programs	Yes
216. Awards and recognitions received for extension activities	Yes
217. Impact of extension activities on the community evaluation, review and upgrading the extension programmes	Yes
218. Establish partnerships with industry, community and NGOs for extension activities	With NGO's Yes
<i>Need better scientific documentation</i>	

Collaborations

219. Collaborative activities of the institution – Local / State / National / International / Industry/Service sector/Agriculture sector/Local bodies / Community/Administrative agencies.	Yes
220. Institutional benefits from collaborations – Curriculum development / Internship / On-the-job training / Faculty exchange and development/ Research/ Consultancy/ Extension/ Publication/Student Placement.	Internship / On-the-job training, Student Placement are visible
221. MOU/MOC / mutually beneficial agreements signed with – Academic institutions/Industry/Other agencies.	Yes
222. Linkages: National linkages/ International linkages/Industry linkages/ Membership in professional activities	Yes
223. Institution level / local/National / State International Industry / Service Sector / Agriculture	Yes, at state level
<i>Consultancy cell and Extension activities has a visible impact in providing employment opportunities and internship</i>	

Physical facilities and Infrastructure	
224. Availability of infrastructure for: 1. academic purpose/ 2. administrative functions, 3. co-curricular activities	Adequate of good quality
225. Development plan/ Adequacy of infrastructure facilities	In place, lot of work has been done through institutional development plan.
226. Augmentation of infrastructure facilities during the last 5 years	Yes, through RUSA funds
227. The institution provides necessary facilities for classrooms (furniture and fixtures)	Yes, classrooms are well equipped
228. The institution provides necessary facilities for laboratories (Furniture, fixtures, equipment and good laboratory practices)	Yes, for teaching purposes they are fully equipped.
229. Provides sports facilities for students / faculty	Yes, through multipurpose hall, gymnasium and basketball ground.
230. The institution has necessary facilities for general computer education of students	Yes

231. Infrastructural facilities are augmented from time to time	Yes
232. Infrastructure facilities are being utilized optimally	Yes
233. Additional, facilities for sports and extra-curricular activities (Gym, swimming pool, auditorium etc) are provided	Auditorium, Gyms are in place.
234. Adequate facilities for Women	Yes
235. Appropriate faculties for differently- abled student	Yes, need to be enhanced.
<i>One of the best infrastructures of a woman educational institution which is very well maintained and makes a great impact on the personality and over all development of the students</i>	

Maintenance of Infrastructure	
Budget allocation for the maintenance of – and/Building/ /Furniture/Equipment/Computers/Vehicles.	Yes
236. Optimal utilization of budget allocated for various activities.	Yes
237. Adequate personnel for maintenance/ Budget allocation for maintenance	Yes
238. Utilization of infrastructure facilities /	Yes
239. Utilization of the budget	Yes
240. Has a maintenance budget for the physical facilities through existing / mobilized resources.	Yes
241. Utilizes the funds allocated for maintenance	Yes
242. Adequate systems for maintaining and utilizing physical facilities	Yes
243. Adequate systems for maintaining and utilizing library and information facilities	Yes
244. Adequate systems for maintaining computer and network facilities	Yes
<i>One of the best maintained colleges.</i>	

Library as a learning resource	
245. Library advisory committee and its functioning.	Yes, in place
246. Access, use and security of library materials.	Yes.
247. Various support facilities available in the library.	Yes, like Xeroxing facility, web browsing through college WI-FI.
248. Purchase and use of current titles, important journals and other reading materials, percent of budget and amount spent on new books and journals during the last five years.	55 %
249. Access of the on-line and Internet services in the library to the students and faculty (hours, frequency of use, subscriptions, licensed software).	Yes Available
250. Extents of library services computerized.	Fully computerised except magnetic security strips on the books and journals
251. Use of INFLIBNET / DELNET / IUC facilities? If yes, give details.	Yes
252. Motivation provided to students/teachers to read existing new arrivals.	Adequate displays are there in the library and on the website.
253. Interlibrary borrowing facility.	Yes, but rarely used.

254. Special facilities offered by the library to the visually and physically Challenged persons.	Not Much
255. Other information services provided by the library to its users.	Access to National digital library is available.
256. Library stock / Library operation and facilities/	Nicely maintained
257. Library advisory committee and its effective functioning	Yes
258. Library networking/	It is networked with web resources.
259. Library services and automation and internet services/	Yes available
260. Use of library	Yes
261. Number of titles of books in the library	22383
262. Number of journals (National + International) and other library resources (i.e., CDs / Cassettes etc.)	30 and e journals 6000
263. Library resources are augmented very year with newer editions and titles	Yes, as per the needs of students and faculty members
264. Effective and user-friendly library operations (issue of books, getting the necessary references, etc)	Yes
265. Reading room facility for faculty and students	Yes
266. Reprographic facilities	Yes
267. Internet facility for information retrieval	Yes
268. Inflightnet / Telnet facilities	Yes
269. Computerization of library and networking with other libraries	No
<i>A good, impressive library computerised with a heritage book section. Excellent ambience</i>	

ICT as learning Resource	
270. No. of Computers and its use/ Has adequate / up to date computer facilities	Yes
271. Output-software for academic and administrative purpose/	Yes
272. Use of Internet	Yes
273. Provides access to computers for the faculty	Yes
274. Provides access to computers for the students	
275. Provides internet facility for faculty and students	Yes
276. Institution has a website facility, updated regularly	Yes
<i>ICT resources are good, however, require band width augmentation</i>	

Common facilities available with the Institution	
277. Staff room,	Yes
278. Day care center,	No
279. Common room for students,	Yes
280. Rest rooms& toilets	Yes
281. Health Centre,	An infirmary is in place, with a doctor available on call
282. Vehicle Parking,	Yes
283. Guest House,	Yes
284. Canteen,	Yes
285. Internet Café,	Not needed. WI-FI is in place
286. Drinking Water	Yes, RO in place
Other Facilities	

287. Hostels (Boys)/	Not required
288. Hostels (Girls)/	For Girls Yes
289. Gymnasium/	Yes
290. Student center/	No
291. Sports/Health Center	Yes, Sports room, gymnasium and infirmary
292. Guidance and Counselling center/	Yes
293. Electricity,	24 hours
294. transport,	Yes, through HRTC
295. Phone, Fax, intercom	Students are allowed mobile with restriction of its usage in classroom and the campus.
296. Placement Centre/	Yes
297. Instrumentation Centre	Not required
298. Communication facilities (Telephone: STD: ISD)	Yes
299. Electricity and lighting	Yes 24X7
300. Transport	Yes
301. Landscape (approach roads / gardens and general ambience)	Excellent
Excellent Auxillary facilities	

Student Support and Progression	
302. The institution provides clear information to students about admission completion requirements for all programmes the fee-structure and refund policies financial aid and student support services.	Yes, available on website

Student Profile	
303. Student strength/ Access/ Representation from diverse population and geographical areas	Yes, students are from all over the country and from diverse populations

Student progression	
304. Socio-economic profile (General, BC, OBC etc.,) of the students.	From all socio-economic strata students seek admission in the college
305. Efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course.	Dropout rate once student enter is negligible.
306. Percentage progression of the students to further studies and for employment.	A good proportion goes for higher studies and are also placed in diverse areas/
307. Support for students in appearing and qualifying in various competitive examinations (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services – IAS, IPS, IFS, Central/State services etc.	Informal mentoring happens with visits by distinguished alumni from civil services, state services, academia and other professions such as army, scientific organisations and motivational speakers.
308. Institutional academic performance with reference to other colleges of the affiliating University.	Among top 3 colleges of the state in terms of both curricular and extra-curricular activities.
309. Programme completion and success rate / Dropout rate (Negative rating)	Negligible
310. Progression to higher studies/ Progression to research/ Progression to employment	Yes. Majority of the students go for higher studies
311. Monitors student progression	Yes
312. Makes efforts to reduce the drop-out Rate	Not much need has arisen in the past.

313. Percentage progression to higher studies From UG to PG./ From PG to research	Majority of the students go for higher studies. Data not available.
314. Average institutional academic performance in relation to the university average	Data from the university is not available
315. Facilitate progression to employment	Yes
<i>Student progression is well documented and speaks of the quality of education imparted to the students. A very vibrant Alumni Association is working with enviable record</i>	

Student support

316. Prospectus, handbooks and other student information material annually - the information/contents disseminated to students through these publications	Prospectus, Mentor card, college magazine and department newsletters
317. Financial aid to students, the type and number of scholarships/free ships given to the students (other than those provided by the social welfare departments of the state or central governments).	Fee concession and scholarships
318. Institutional provision/schemes for student welfare (insurance, special diets, family counselling support, earn while you learn scheme etc.).	Counselling Cell is functional
319. Types of special support services available to overseas students.	None
320. Placement and counselling services available to the students.	Yes
321. Developing entrepreneurial skills among the students.	Through lectures and workshops.
322. Faculty participation in academic and personal counselling.	Faculty has been given responsibility in this regard
323. Committee for prevention/action against sexual harassment of women students' issues addressed in last two years.	It is in place, but no cases have been reported in the last two years
324. Grievance redressal cell – its functions, major grievances redressed during the last two years.	Functional Grievance Redressal Cell
325. Provision for compulsory computer skills/literacy for all students in the curriculum.	Yes, as a compulsory credit course is there.
326. Value added courses introduced by the institution aimed at developing life skills; career training; community orientation; good citizenship, personality development etc.	Yes, lot of focus is on values, personality development, community participation and good citizenship are there.
327. Safety and security of the students, faculty and the institutional assets.	Campus is CCTV enabled.
328. Student welfare (general, SC/ST, Overseas, etc)/	Yes taken care of adequately.
329. Information access and dissemination (Handbook & Prospectus)/	Is available.
330. Counselling services/ Placement services	Available
331. Provide health services optimally make the campus safe for students with adequate security and lighting	Yes
<i>Excellent</i>	

Student activities

332. Alumni Association and its activities.	Very vibrant Alumni Association. Batchwise meets and Annual meets are regular features.
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333. Publication materials like catalogues, wall magazines etc, college magazine etc.	Yes, are there with strong student participation, mentored by faculty.
334. Student council or any similar body – constitution, major activities and funding.	Yes, is in place and is proactive.
335. Mechanism to seek and use data and feedback from its graduates and from employers to improve the preparation of the programme and growth and development of the institution.	Through interviews and feedback proformas.
336. Sport and recreation/Recognition and incentives/ Extracurricular activities	College has a good record of these activities with educational tours, participation in university youth festival, NSS programmes and sports festivals at university level and state level
337. Alumni profile and Alumni activities	Very diverse profile of well-placed alumni from civil services, Bollywood, media, academia and service sector is there.
<i>Excellent Alumni Association with creditable work. Need to help project based funding for the college as a gratitude from well-placed and connected Alumni.</i>	

Organize student cultural activities

338. Access to and use of recreational / leisure time activities to students	Yes, it is there
339. Sports and games facilities for students(I) Indoor (II) Outdoor	Both are available
340. Students participation in institutional sports events	Yes, a good participation is there.
341. Students participation in state-level sports events	Yes
342. Students participation in national-level sports events	Yes
343. Students participation in international-level sports events	No
College is very good in Extra Curricular activities at university and state level	

CRITERION VI

Governance and Leadership	
344. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency.	Yes
345. Academic and administrative planning in the institution move hand in hand.	Yes
346. The institution practices relevant welfare schemes for all its constituencies.	Yes
347. There are fair and expeditious grievance redressal mechanisms at all levels of the institution's functioning.	Yes
348. The institution is effective in resource mobilization and planning development strategies.	Yes
349. The finance of the institution are judiciously allocated and effectively utilized by proper budgeting system.	Yes
350. Auditing procedures and the follow up actions are systematized.	Yes, Govt. Audit is also conducted from time to time.

351. Institution has sustainable good practices for governance and leadership.	Yes
<i>Role model for other educational institutions</i>	

Leadership, Goal Orientation and Decision Making	
352. Institutional vision and leadership/	In place and progressive
353. Organizational arrangements/Frequency of EC, AC, GC meeting /Effectiveness of governing body function and implementation/	Meetings are regularly conducted
354. Transparency of management – Availability of management decision to staff and students.	In place
<i>Excellent</i>	

Institutional vision and leadership	
355. Vision and Mission statement of the institution.	Clearly defined and made public
356. Vision and mission of the institution is in tune with the objectives of the Higher Education Policies of the nation.	Yes
357. Translate its vision statement into its activities.	Yes, in letter and spirit
358. Top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes.	Excellent, visible from the ambience of the college.
359. Management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution.	Yes
360. Management/head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution.	Yes
361. Management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes.	Yes, through regular interaction with faculty and support staff/
362. Demonstration of effective leadership in institutional governance	Is visible
363. Valuing employees (faculty and non-teaching staff)	Yes.
<i>Excellent with clarity of action plan</i>	

Organizational Arrangements	
364. Organizational structure and the details of the academic and administrative bodies of the institution, meetings held, and the decisions made by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and nonteaching staff, research, extension activities, linkages and examinations during the last year.	Was provided during the audit.
365. Decentralized Administration. Decentralization of powers. Decentralization and participative Management	Yes, it is there with well-defined duties and connectivity.
366. Collaborates with other sections/departments and personnel of the institution to improve and plan the quality of educational provisions.	Yes.

367. Effective internal coordination and monitoring mechanism.	Yes
368. A grievance redressal cell for its employees. Effective functioning of the Grievance cell	Yes
369. Management meet the staff periodically to discuss on various academic and administrative issues.	Yes
370. Organization Structure, Power and Functions of the Functionaries	Well defined
371. Internal coordinating mechanisms	In place
372. Participative management	Yes
373. Structural organization as per the norms	Yes
374. Informal arrangements and committees	
375. Coordination of all statutory bodies and advisory committees like BoS, AC, EC	Yes, with affiliating University.
376. Cell for preventing sexual harassment	In place
<i>In place with excellent management practices</i>	

Strategy development and deployment	
377. Academic plan prepared in partnership and active contribution of the Teachers, Students and administrators.	Yes, faculty, students and staff participate in all such plannings.
378. The objectives are communicated and deployed at all levels to ensure individual employee's contribution for institutional development.	Yes
379. Different committees are constituted by the institution for management of different institutional activities.	Yes
380. Institutions MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution.	Yes
381. Institution uses the data and information obtained from the feedback in decision-making and performance improvement.	Yes
382. Institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty (Skill sharing across departments creating/providing conducive environment).	Yes
383. Perspective Planning/ Master Plan/ Academic Calendar/	Yes
384. Plan Proposals/Perspective plan document	Yes
386. Strategic action plan and schedules for future development	Yes
387. Deployment with a Systems Perspective	Yes
388. Institutional approach to decision making	Participative
<i>Visible in the functioning of the college.</i>	

Human resource management	
389. Mechanisms in place for performance assessment of faculty and staff use of the evaluations to improve teaching, research and service of the faculty and other staff.	Yes, through teachers' evaluation proforma
390. Welfare measures for the staff and faculty.	In place

391. Strategies to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills.	Environment is enabling and faculty is encouraged to initiate activities like workshops, webinars, dialogues etc.
392. The criteria for employing part-time/Ad hoc faculty (Ex., salary structure, workload, specializations).	Yes, for PG courses, ad hoc faculty is given consolidated salary on monthly basis
393. Policies, resources and practices of the institution that support and ensure the professional development of the faculty (Ex., Budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and Membership and active involvement in local, state, national and international professional associations.)	Resources are given at the departmental level with budget allocation for professional development and other activities.
396. Staff development programme for skill up-gradation and training of the staff.	Organised from time to time
397. The facilities provided to faculty (Well-maintained and functional office, instructional and other space to carry out their work effectively).	Senior faculty is provided exclusive space, others wise faculty has marked space in the library.
398. Major mechanisms in place for faculty and other stake holders to seek information and/or make complaints.	Through representation to the principal and through Teachers Association of the college.
399. Manpower Planning and Recruitment/Assessing human power requirement/	Follows University Rules
400. Ratio of filled position to sanctioned position (Teacher)	
401. Adequacy of non-teaching staff/ Induction training etc	Staff is adequate as per the sanctioned posts
402. Conducts self-appraisal of teaching and non-teaching staff	Yes, proformas are in place
403. Conducts performance appraisal regularly; Performance Appraisal=Performance appraisal of teaching and Non-teaching staff (by students) /	Yes
404. Self appraisals, Peer evaluation etc	Yes
405. Staff Development Programmes	Yes
406. Introduction of ICT, etc	Yes
407. Institutional initiatives in planning the manpower (teaching and non-teaching staff)	It is regularly conducted
408. Institutional initiatives to fill up vacancies	In place
409. Compliances of GOI / State Government policies on recruitment (access, equity, gender sensitivity and differently-abled)	Yes, in place
410. Specific complaints / legal enquiry about the institutions functioning	Yes, platform is available
414. Continuously makes efforts to improve the overall organizational effectiveness, capabilities, development, action and review	Yes
415. Conducts programme for professional development of staff	Yes
<i>Compliance from quality assurance perspective is excellent</i>	

Financial management and resource mobilization	
416. Financial support from the government and their optional utilization.	95% for staff salary of regular staff is provided in the form of regular grants.

417. Source of revenue and income generated, and quantum of resources mobilized through donations.	Not Much
418. Adequacy of operational budget to cover the day-today expenses.	Adequate
419. Budgetary resources to fulfil the mission and offer quality programs	Adequate
420. (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year, and excess/deficit).	Records were shown
421. Regularity of audited – internal and external audit	Very regular
422. Computerization of finance management systems.	In place
423. Resource mobilization by Tuition fees, other fees/ Donations and Endowments/ Letting out premises	Not much
424. Self-financing programmes etc	Yes, PG Programmes, professional programs like BBA, BCA and B. Com are self-Financed.
<i>Need to tap CSR opportunities.</i>	

Finance Management	
425. Budgeting/ Current fee structure/ Unit cost/	Mentioned in the prospectus
427. Allocation of finance	Through Management and Bursar
428. Internal monitoring/ Financial audit/ Utilization of grants	Through Chartered Account.
429. Budgetary provisions for academic and administrative activities (including maintenance)	Yes
430. Optimal utilization of budget	Yes, monitoring is there from time to time
431. Monitoring financial management practices through internal audit	Yes
432. Regularity to external audit	Yes Govt. auditing is done
433. Institutional initiatives for mobilization of resources	Through management and purchase committee
<i>Good financial management is visible through audit reports despite lot of resource crunch</i>	

Total Quality Management	
434. Academic audit	Yes
435. IQAC	Very vibrant
436. Academic quality/Quality of administration	Very good
437. External audit- academic and administrative audit-	Done
<i>Excellent, need to keep it up for quality enhancement</i>	

Innovations	
438. Innovation in curriculum, Innovation in teaching, learning and evaluation. Innovation in research and extension, Innovation in governance.	Innovation in research needs to be strengthened
<i>Innovation in research activities is desirable for experiential and research-based learning.</i>	

Value Based Education	
439. Exclusive courses on value education	Yes, these are mandatory audit courses

Any other-Social Responsibilities and Citizenship roles	
440. Social responsibilities are included in the Curriculum or through enrichment programmes - Citizenship roles/Community Orientation	Value education course is the highlight of the program. Extension activities are to put students in leadership roles
<i>Excellent with visible impact on students' attitude and perspective</i>	

Institutional Ambience and Initiatives	
441. Examination reforms cell	Functional Examination Committee
442. Academic reforms cell	Academic Monitors have been appointed
443. Director for Research	Yes
444. E-learning resource creation cell	Yes
445. Publications division	Yes, College regularly publishes student magazine and their research journal.
446. Purchase and stores division	Yes
447. Public relations division	Yes
<i>Very good ambience and encouraging for initiatives</i>	

Internal quality assurance system	
448. Mechanism developed by the institution for quality assurance within the existing academic and administrative system.	IQAC is the think tank for the college and formal and informal discussion among the cell members are held regularly
449. Functions carried out in the quality enhancement of the institution.	FDPs, seminars, webinars are organised regularly
450. Involvement of students in assuring quality of education imparted by the institution.	Feedback from students is collected analysed and necessary steps are taken
451. Initiatives taken up by the institution to promote best practices in the institution and their internalization.	Frequent meetings are held by IQAC, and quality benchmarks are identified
452. Value addition to student's learning quality enhancement.	Leadership opportunities, creativity and independence are encouraged through individualised learning.
453. System structure/System Functions	In place according to HPU guidelines
454. Student participation in quality Enhancement / Quality assurance	Students are members of important cells as well as IQAC.
455. Situational initiatives in institutionalizing and internalizing best practices and innovation	-
456. Continuously add value to students through enhancement in quality of education	Yes
<i>Focus is not just on quality assurance but is on quality enhancement</i>	

Inclusive practices	
457. Practices taken up by the institution to provide access to students from the following sections of the society: Socially backward/ Economically-Weaker/Differently-abled.	Scholarships, fee concession, Book Bank Facility
458. Efforts made by the institution to recruit staff from the disadvantaged communities.	UGC rules are followed
459. Special efforts made to achieve gender balance amongst students and staff.	Yes, college has very good enabling practices
460. Gender-related sensitizing courses for the staff/students.	Yes, conducted in the form of seminars/workshops

461. Intervention strategies adopted by the institution to promote overall development of the students from rural/tribal background.	Encouraged to participate in all academic and extra-curricular activities.
462. Mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections.	No exclusive mechanism
463. Practices to facilitate inclusion and academic performance of socially disadvantaged groups.	Scholarships, fee concession, Book Bank Facility
464. Special initiatives to promote empowerment of students from rural / tribal area	No exclusive initiative
465. Institutional sensitivity towards gender and differently abled wards	Activities are conducted by Women Cell and other clubs and societies to promote gender sensitivity.
466. Incremental academic growth of the students admitted from disadvantaged sections	Yes
<i>Institution as a whole does well on all these parameters</i>	

Stakeholder relationships	
467. Stakeholders involvement in planning, implementing and evaluating the academic programmes.	PTA is very effective and participative
468. Key factors that attract students and stakeholders resulting in stakeholder satisfaction.	The reputation, ambience and academic and overall quality of all the activities of the college
469. Student satisfaction, relative to academic benchmarks-update the approach in view of the current and future educational needs and challenges.	Currently college is sensitizing its stakeholders in the introduction of national education policy.
470. Complaint management process-ensure that complaints are resolved promptly and effectively complaints aggregated and analyzed for use in the improvement of the organization and used for better stakeholder-relationship and satisfaction.	Yes
<i>Very satisfying and cordial relation with the stakeholders especially Parents and Guardians</i>	