The Annual Quality Assurance Report (AQAR) of the IQAC 2010-11

Part – A

1. Details of the Institution

1.1 Name of the Institution

> College of Life Sciences

1.2 Address Line 1

> Cancer Hospital & Research Institute Campus,

City/Town

> Gwalior

State

> M. P.

Pin Code

> 474009

Institution e-mail address

> principal@collegeoflifescience.org

Contact Nos.

> 0751-2336502, 03, 04, 05, (Ext. 215)

Name of the Head of the Institution:

> Dr. Archana Shrivastav, Principal

Tel. No. with STD Code:

> 0751 2366502 ext. 205

Mobile:

> 9425110438

Name of the IQAC Co-ordinator: Dr. A.M. Jana

Mobile: 09826240712

IQAC e-mail address: iqac@collegeoflifesciences.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   MPCOGN12392

1.4 NAAC Executive Committee No. & Date: NAAC/A&A/outcome-40/2005

1.5 Website address: www.collegeoflifescience.org

Web-link of the AQAR: http://www.collegeoflifescience.org/AQAR2010-11.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+		2005	2005-2010
2	2nd Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   10-5-2010

1.8 AQAR for the year *(for example 2010-11)*   2010-11

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

Urban [✓]   Rural [ ]

Financial Status   Grant-in-aid [ ]   IGC 2 (f) [✓]   UGC 12 B [✓]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [✓]

1.11 Type of Faculty/Programme ☐

Arts ☐ Science ☑ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☑ Management ☐

1.12 Name of the Affiliating University *(for the Colleges)* **Jiwaji University**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc NO

2. IQAC Composition and Activities

2.1 No. of Teachers **06**

2.2 No. of Administrative/Technical staff **02**

2.3 No. of students **-**

2.4 No. of Management representatives **01**

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 No. of members **10**

2.10 No. of IQAC meetings held **01**

2.11 No. of meetings with various stake holders : - Faculty **01**

Non-Teaching Staff / Students **Nil** other

2.14 Significant Activities and contributions made by IQAC

Monitoring - implementation of 'decisions taken by college committees' and follow the college academic calendar.

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
Promoting project submission by different faculty to funding agencies	All the staff submitted projects proposal to UGC for minor research project funding
Monitoring functioning of various committees of the college in achieving the goals of the college	Committees, along with members and students have able to maintain the academic standards of the college
The identify the grey areas of the College in the pursuit of achieving excellence.	It is a continuous process that is going on for the improvement of quality education
A new window is to opened in the name of IQAC on website of College of Life Sciences home page immediately. Notification regarding constitution of IQAC and Minutes of First Meeting are to be posted on this window	IQAC window was opened in the college website. The minutes of meeting were placed.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ✓

Management ☐   Syndicate ☐   Any other body ✓

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	**02**			**02**
PG	**03**		**03**	**03**
UG	**03**		**03**	**03**
Diploma	**02**		**02**	**02**
Certificate	**02**		**02**	**02**
Total	**12**		**10**	**12**

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**06**
Annual	**04**

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [ ]
    (On all aspects)

    Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

On the basis of the feed back obtained from parents, during the parents-teachers meet, are discussed in the staff meeting and relevant actions, if any, has been taken.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The curriculum / update of regulation or syllabi for UG & PG (self finance / special subjects)
is done by the Board of Studies constituted by either Jiwaji University.
In professional courses such as Biotechnology and Microbiology syllabus is revision and up dated by respective subject boards of Studies, constituted by Jiwaji University.
While in UG Syllabus for common subjects such as foundation Botany, Zoology, Chemistry are unified.
Syllabus up date or revision for   such subjects is done at the level of Board constituted by M.P. Higher Education.
While Diploma, Certificate and Bachelor paramedical courses, the circular updates / syllabus
Updating and its regulations are monitored by board of paramedical council, Bhopal.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
    permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others	Total
Under 28:(17)	07	-	01	04	12
Management (28/16)	04	-	00	05	09

2.2 No. of permanent faculty with Ph.D.
    (28:17) and management

03

2.4 No. of Guest and Visiting faculty and Temporary faculty

08		04		01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	**1**	-
Presented papers	**-**	**1**	**-**
Resource Persons	**-**	**-**	**-**

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

Use of models – experiments demonstration, assignments, presentation of a topic on black board / PPT. field studies, discussion. Wall paper

2.7 Total No. of actual teaching days
    During this academic year

185

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

- MCQ quiz.
- Wall Paper competition among UG and PG students

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

Board of Study	Faculty develop.	syllabus development
01	-	01

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Sc	22		13/ 59.09	6/ 27.27	2/ 9.09	95.45
M. Sc	50		37/74	3/6.0	0/0	80.0
Paramedical	17		1/ 17.0	2/34.0	1/17.0	68.0

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

IQAC Contribution: developed college level committees for the proper monitoring of the academic and administrative activities.

IQAC Monitor: it monitors proper implementation of the academic calendar, teaching

IQAC Evaluate : Teaching of the staff is evaluated on the basis of students feed back, teachers CR report.

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees 28(17)	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09		-	04
Technical Staff	04		04	02

Criterion – III

3. Research, Consultancy and Extension

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

> - Weekly presentations by staff on latest work published in the area of interest.
> - Promoting staff to train UG, PG students from other institutions for dissertation.
> - Encourage teachers by annually awarding nominal cash prize for training students

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	10
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.11 No. of conferences

organized by the Institution

Level	International	National	State	Universit	College
Number	-	02	-	-	02
Sponsoring agencies	-		-	-	CLS

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   --

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

Total	International	National	State	University	Dist	College
02	-	02	-	01	-	-

3.18 No. of faculty from the Institution   **01**
   who are Ph. D. Guides
   and students registered under them   05

3.19 No. of Ph.D. awarded by faculty from the Institution   05

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   02   SRF   [ ]   Project Fellows   [ ]   Any other   [ ]

01

3.25 No. of Extension activities organized

University forum		College forum	Any other
NCC	NA	NSS	10

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Environment awareness Programme
- "No tobacco " program
- AIDS awareness program
- Blood donation
- Plantation & shramdan
- Wall magazine competition
- Teachers Day
- International literacy day
- Gandhi jayanti
- Science Day

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				
Class rooms	07			
Laboratories	9		Trust/fees	
Seminar Halls	01		Trust	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	Trust/fee	-
Others				

4.2 Computerization of administration and library

> Administrative accounts work is majorly computerized. Library day to day function and documentation are completely computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	804		84	73,038	888	
Reference Books	403		45		448	
e-Books						
Journals	12	19,250	-		12	19,250
CD & Video	27				27	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Depart-ments	Others
Existing	15	01	all	01	01	01	03	01
Added								
Total	15	01	all	01	01	01	03	01

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

One week training of internet surfing was organized for the staff and research Scholars

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

Internal assessments, student's presentation in seminars, viva and quiz.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
22	50	05	17

(b) No. of students outside the state   Nil

(c) No. of international students   Nil

Men
No	%
36	40

Women
No	%
53	60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
91	9	-	23	-	123	64	05	-	20		89

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

Students of both UG and PG are encouraged for competitive exams such as NET/ All India entrance exams. Staff helps them in clearing doubts in subject, if necessary, takes special class.

No. of students beneficiaries   06

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	--	GATE	01	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	02

5.8 Details of gender sensitization programmes

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	45	**6,84,187**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.12   No. of social initiatives undertaken by the students | 03 |

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision
>
> To serve the humanity by empowering the individuals through education.
> To inculcate the professional excellence in students and staff to serve the
> society.

6.2 Does the Institution has a management Information System

> The College ensures a system of participative management whereby information flow
> and decision making processes are channeled through all key constituents of the College.
> The suggestions given by the Staff in the staff meetings are taken up by the Management
> Committee and the Finance Committee. They are, if approved, implemented under the
> leadership and guidance of the Principal.
> The Heads of departments ensure the smooth functioning of the activities of the
> department in collaboration with other members of the department. Regular meetings of
> the Staff are held to discuss and decide on matters relating to academics and
> administration.
> Monthly demands from each department are sent for the purchase.
> For regular maintenance of instruments or requirement of common items, request is sent
> by demand book, which are addressed by the concern staff at the earliest.
> Feedback received from faculty, students, alumnae and other stake-holders are
> considered for continuous review and revision of better management of higher education.

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

6.3.1   Curriculum Development

> Some of the senior staff are involved in the curricular development boards of
> Jiwaji University. As per the demand curriculum is modified from time to time.

6.3.2   Teaching and Learning

> Teachers update their knowledge through internet surfing and reading latest
> journals and books related to respective   specialization. Invited lectures by
> experts and interaction of the staff and students with them are also arranged for
> gaining the latest developments in the field.

6.3.3   Examination and Evaluation

> CCE system has been adopted for continuous evaluation of students.
> Assignments and presentations are incorporated in the academic activity.

6.3.4   Research and Development

> Both staff and research students are provided by congenial and best facilities for doing
> research. Teachers with PG are encouraged for their Ph.D. programmes.
> They are encouraged to present their work in the conferences/ symposia and also to
> participate in the workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is equipped with latest software for book circulation, cataloging
Books are purchased every year. Library also has e-library enriched with power point presentations of the staff and down loaded presentations and e-books. Separate book bank facility is developed for the SC, ST, OBC students and also for PG students.

6.3.6 Human Resource Management

On the basis of expertise in extracurricular activities of the staff, on their academic strength, each staff is given the responsibility of co-ordinatorship of various committees of the college. The in-charge staff along with its members and students representatives, encourages students to participate in academic and extracurricular activities. They plan the events, according to academic calendar and organizes events under the able guidance of the Principal.

6.3.7 Faculty and Staff recruitment

Staff appointments are done in 2 tire system. One under rule 28(16)   of Jiwaji University. and another   under   28(17) rule of Jiwaji University. Initially Posts are advertised in local and national level news papers. Applications are short listed as per UGC rules. College committee interviews candidates and appoints them under 28(16) rule and the selection committee for each subject designated by the university, will appoint staff for that subject (AS, P)under 28(17).

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Admissions into UG and PG, affiliated to Jiwaji University Gwalior, are carried out under MP higher education rules. Candidates opts the college, subject combinations given in the MP higher education online portal. After the verification of documents at nodal college, the student is finally allotted (online) a college and the student will pay the fees and gets admission after on line confirmation of the college. Same with PG course.
Admissions into Paramedical courses are done directly by the college after the announcements by paramedical council, Bhopal

6.4 Welfare schemes for

Teaching	EPF & ESI
Non teaching	EPF & ESI
Students	Free medical checkup Facilities at CHRI

6.5 Total corpus fund generated   52,19, 054

6.6 Whether annual financial audit has been done   Yes   √   No

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

Audit Type	Exter		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Jiwaji Uni.	yes	College examination Committee
Administrative	Yes	Jiwaji Uni.	Yes	College Governing Body

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

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

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

> Time to Time, various bodies of the University improve the strategies for timely conducting the semester examinations and announcement of the results.

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

> College has to follow the stipulated guidelines given by the university, both in academic curricula or in examinations or in appointments and affiliations of new courses.

6.11 Activities and support from the Alumni Association

> Valuable suggestions given by Alumni members given importance and are discussed and suitable ones are used in the development of the college
> Alumni members meeting is held in the college premises after every few years.

6.12 Activities and support from the Parent – Teacher Association

> Parent and teacher meet is organized in each semester in the college to update the performance of the wards.

6.13 Development programmes for support staff

> Regular conferences, workshop, symposia are organized. Staff is encouraged to attend refresher courses and training programs. Non   Ph.D. staff are given opportunities to compete Ph.D**.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

> College is well maintained, hygienic. Campus is covered with plantation. Students and staff participate in plantation programs.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Projects/internships trainings are undertaken for students from outside institutions.

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

> Action taken Report (ATR):
>   Enhanced research output.
>   Staff has trained students of both PG and UG , both from Local and out station students

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

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> Blood donation
> Cancer awareness camp

7.4 Contribution to environmental awareness / protection

> Contribution to environmental awareness / protection
> College primarily believes in green environment and clean environment. The institution encourages students to plant trees, and in keeping the college premises clean.
> Some of the eco initiatives of the campus include:
> ☐ college is surrounded with plants including flowering and trees plants
> ☐ Herbal garden under planning
> ☐ creating awareness in public on environmental issues and reaching out to the
>   community on working towards environmental protection

7.5 Whether environmental audit was conducted?   Yes ☐   No √

Whether environmental audit was conducted? No   √

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

> Any other relevant information the institution wishes to add. (For example SWOT)
> STRENGTHS WEAKNESS
> ☐ Campus –
> a. Located in the heart of the city
> b. Well maintained with external facilities and infrastructure
> c. Environment -friendly
> ☐ High quality academic programmes
> ☐disbursed scholarships to students from SC/ST/ and OBC
> ☐ Excellent library facilities
> ☐ Well maintained and safe residential facilities for students
> ☐ Well-equipped labs
> Weaknesses
> ☐ Limited number of Certificate Courses
> ☐ Slow progress in identifying funding agencies for research projects

8. **Plans of institution for next year**

1. Strengthening the Research facilities and applying for projects.
2. Improvement in the student strength.