M.L.R. SARASWATI COLLEGE OF EDUCATION

CHARKHI DADRI

SELF-APPRAISAL REPORT

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDIATION COUNCIL (NAAC)

BANGALORE

2014

M.L.R. SARASWATI COLLEGE OF EDUCATION,

(Affiliated by M.D. University , Rohtak)

R.K. Gupta Marg, Charkhi Dadri – 127306

Distt. Bhiwani (Haryana)

SELF-APPRAISAL REPORT

SECTION-A

INSTITUTION PROFILE

M.L.R. Saraswati College of Education,

R.K. Gupta Marg,

Charkhi Dadri – 127306

Distt. Bhiwani (Haryana)

Submitted to:

National Assessment and Accreditation Council

(An Autonomous Institution of the University Grants Commission)

P.O. Box No. 1075, Nagarbhavi, Bangalore, Karnataka, 560072

M.L.R. Saraswati College of Education

R.K. Gupta Marg, Charkhi Dadri,
Distt. Bhiwani (Haryana)

Report for submission in:

 NAAC, P,O, Box 1075, Nagarbhavi, Bangalore, Karnataka
& for internal circulation only

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Sell-Appraisal Report (SAR) are true to the best of my knowledge.This SAR is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the Peer Team will validate the information provided in this SAR during the Peer Team visit.

Signature of the Head of the Institute

Principal

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--Mandatory

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SELF-APPRAISAL REPORT

PART-I

INSTITUTIONAL PROFILE

A. Profile of the Institution

1. Name and address of the institution : M.L.R. Saraswati College of Education, R.K. Gupta Marg, Charkhi Dadri, Distt. Bhiwani (Haryana)

2. Website URL : www.mlrsc.net

3. Name and address of the institution : M.L.R. Saraswati College of Education, R.K. Gupta Marg, Charkhi Dadri, Distt. Bhiwani (Haryana)

Office

Name	Telephone Number	Fax No.	E-mail Address
Head/Principal Dr. S.K. Kaushal	01250-220843	01250-220080	mlrsc75@gmail.com
Vice-Principal			
Self-appraisal Co-ordinator Dr. M.S. Yadav	01250215609		drmsyadav1@yahoo.com

Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal Dr. S.K. Kaushal	01250-220843	
Vice-Principal		
Self-appraisal Co-ordinator Dr. M.S. Yadav	01250215609	drmsyadav1@yahoo.com

4. Location of the Institution :

   Urban [√]   Semi-urban [ ]   Rural [ ]   Tribal [ ]

   Any other (specify and indicate)

5. Campus area in acres: 1.25 acres   [1.25 acres]

6. Is it a recognized minority institution?   Yes [ ]   No [√]

7. Date of establishment of the institution :

   Month & Year

MM	YYYY
Aug	1975

8. University /Board to which the institution is affiliated

   M.D. University Rohtak, Haryana.

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

   Month & Year

MM	YYYY
Jan	1994

   Month & Year

MM	YYYY
Jan	1994

10. Type of Institution

    a) By funding

       i.   Government   [ ]

       ii. Grant-in-aid   [√]

       iii. Constituent   [ ]

       iv. Self-financed   [ ]

       v.   Any other (specify and indicate)

b) By Gender

i. Only for Men ☐

ii. Only for Women ☐

iii. Co-education √

c) By Nature

i. University Dept. ☐

ii. IASE

iii. Autonomous College ☐

iv. **Affiliated College** Y ☐

v. Constituent College ☐

vi. Dept. of Education of Composite College ☐

vii. CTE ☐

viii. Any other (specify and indicate)

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

Yes ☐ No √

If yes, has the institution applied for autonomy?

Yes ☐ No ☐

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

Sr. No.	Level	Programme / Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary / Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary/ Sr. secondary	B.Ed.	Graduation	Certificate	One Year	Eng/Hindi/
				Diploma		
				Degree	1 year	Hindi/Eng.
iv)	Post Graduate	M.Ed.	B.Ed.	Certificate	1 year	Hindi/English
				Diploma		
				Degree		
v)	Other (specify)			Certificate		
				Diploma		
				Degree		

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

Level	Programme	Order No. & Date	Valid unto	Sanctioned Intake
Pre-primary				
Primary /Elementary				
Secondary/ Sr. secondary	B.Ed.	NCTE/F-5(4)-96-97/ 2333 dated 27 June,1996		120
Post Graduate	M.Ed.	NCTE/HR-999/2008/61237 Date8/9/2008		35
Other (specify)				

(Additional rows may be inserted as per requirement)

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated?

Vision

Yes	√	No	

Mission

Yes	√	No	

Values

Yes	√	No	

Objectives

Yes	√	No	

2. Does the institution offer self-financed programme(s)?

   If yes.

How many programmes?

ONE

Fee charged per programme

37500/-

3.Are there programmes with semester system?

YES

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

Yes		No	√

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

NA

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

D.Ed. | N.A. |

 B.Ed. | 12 |

M.Ed. (Full Time) | 02 |

M.Ed. (Part Time) | N.A. |

Any other (specifies and indicates) | N.A. |

6. Are there Programmes offered in modular form

| Yes | | No | √ |

| Number | NA |

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

| Yes | YES | No | |

8.Are there Programmes with faculty exchange/visiting faculty?

| Yes | √ | No | |

| Number | 03 |

9.Is there any mechanism to obtain feedback on the curricular aspects from the
Heads of practice teaching schools
Academic peers

| Yes | √ | No | |

Alumni

| Yes | √ | No | |

Students

| Yes | √ | No | |

Employers

| Yes | √ | No | |

10.How long does it take for the institution to introduce a new programme within the existing system?
        As NCTE/Affiliating body guidelines

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

Yes		No	√
Number			

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

Yes	√	No	
Number	2		

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?   Yes [yes]   No [   ]

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

[YES]   [   ]

Yes   No

Criterion II: Teaching-Learning

Yes [yes] No [   ]

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

   a) Through an entrance test developed by the institution   [   ]

   b) Common entrance test conducted by the University / Government   [   ]

   c) Through an interview   [   ]

   d) Entrance test and interview   [   ]

   e) Merit at the qualifying examination (wef. Session 2010-11)   [√]

   f) Any other (specify and indicate)   [   ]

   (If more than one method is followed, kindly specify the weightages)

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

Date of start of the academic year   20.09.2012

Date of last admission   25.09.2012

Date of closing of the academic year   20.06.2013

Total teaching days   200

Total working days   240

3. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.									
B.Ed.	23	97	120	14	42	56	09	55	64
M.Ed. (Full Time)	07	28	35	04	07	11	03	21	24
M.Ed. (Part Time)									

4.Are there any overseas students?   Yes [ ]   No [√]

If yes, how many?   N.A.

5.What is the 'unit cost' of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

Unit cost excluding salary component   4800 /-

Unit cost including salary component   75579/-

(Please provide the unit cost for each of the programme offered by the institution as detailed at Question 12 of profile of the institution)

6.Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.				
B.Ed.	82	50	65	SC-45,Oth-50
M.Ed. (Full Time)		50		SC-50
M.Ed. (Part Time)				

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

Yes [√]   No [ ]

8.Does the institution develop its academic calendar?

YES

9.Time allotted (in percentage)

Programmes	Theory	Practice	Practicum
D.Ed.	NA	NA	
B.Ed.	60%	16%	24%
M.Ed. (Full Time)	75%		25%
M.Ed. (Part Time)	NA	NA	

10.Pre-practice teaching at the institution

    a) Number of pre-practice teaching days | 1 | 0 |

    b) Minimum number of pre-practice teaching lessons given by each student

11. Practice Teaching at School | 1 | 0 |

    a) Number of schools identified for practice teaching | 0 | 5 |

    b) Total number of practice teaching days | 4 | 0 |

    c) Minimum number of practice teaching
       Lessons given by each student | 5 | 0 |

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

| No. of Lessons In simulation | No. 10 | No. of Lessons Pre-practice teaching | No. 10 |

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

    Yes | √ | No | |

14. Does the institution provide for continuous evaluation?

    Yes | √ | No | |

Weightage (in percentage) given to internal and external evaluation

Programmes	Internal	External
D.Ed.		
B.Ed.	20	80
M.Ed. (Full Time)	20	80
M.Ed. (Part Time)		

16. Examination

   a) Number of sessional tests held for each paper | 0 | 2 |

   b) Number of assignments for each paper | 0 | 2 |

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

	Yes	No
Computers	Yes	
Intranet	Yes	
Internet	Yes	
Software! courseware (CDs)	Yes	
Audio resources	Yes	
Video resources	Yes	

Teaching Aids and other related	Yes	
Any other (specify and indicate)		

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

Yes	YES	No	
Number	02		

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

Yes	YES	No	

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

Compulsory | YES | Optional | |

Computer Craft is a Compulsory Paper for all students. Teaching of Computer Science is optional.

Criterion III: Research, Consultancy and Extension

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

Number	6	8	75

2. Does the Institution have ongoing research projects? NO

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

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any
Management of college			

..

(Additional rows/columns may be inserted as per the requirement)

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

No

4. How does the institution motivate its teachers to take up research in education? (Mark ✓ for positive response and X for negative response)

Teachers are given study leave

YES

Teachers are provided with seed money

NO

Adjustment in teaching schedule

YES

Providing secretarial support and other facilities
Any other specify and indicate

YES

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

Yes [ ]   No [NO]

Applicable

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

Ph.D.

02

M.Phil.

nil

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

Yes [YES]   No [   ]

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

	Yes	No	Number ?
International journals		NO	
National journals - referred papers	YES		27
Non referred papers			
Academic articles in reputed		NO	
Magazines/news papers		NO	
Books	YES		02
Any other (specify and indicate)			

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

Yes [   ]   No [√]

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

Faculty Students

National seminars   [33] [NIL]

International seminars   [02] [NIL]

                           [nil] [NIL]

Any other academic forum

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

(Mark '√' for Yes and 'X' for No.)

Self-instructional materials   [√]

Print materials   [√]

Non-print materials (e.g, Teaching   [√]

Aids/audio-visual, multimedia, etc.)   [√]

Digitalized (Computer aided instructional materials)   [√]

Question bank

Any other (specify and indicate)

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

Yes | √ | No | |

If yes, indicate the nature of the post.

Full-time | √ | Part-time | | Additional charge | |

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

Yes | | No | NO |

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

Yes | YES | No | |

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

| No |

16.Does the institution provide consultancy services?

Yes   YES   No

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

| Free Service |

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

Local level	✓
State level	✓
National level	√
International level	NO

Criterion IV: Infrastructure and Learning Resources

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

   3100 sq.mts

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

   a) Methods lab   Yes   ✓

   b) Psychology lab   Yes   ✓

   c) Science Lab(s)   Yes   ✓

   d) Education Technology lab   Yes   ✓

   e) Computer lab   Yes   ✓

   f) Workshop for preparing   Yes   ✓

   g) Teaching aids   Yes   ✓

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

   40

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

   965376/-

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

   1950/-

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

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

   199214

8. Has the institution developed computer-aided learning packages?   NO

9. Total number of posts sanctioned   Open   Reserved

Teaching

Non-teaching

M	F	M	F
9			
8			

10. Total number of posts vacant   Open   Reserved

Teaching

Non-teaching

M	F	M	F
3			
4			

11. A Number of regular and permanent teachers Open Reserved (Gender-wise)

Lecturers

Readers

M	F	M	F
4	2		
M	F	M	F

Professors

M	F	M	F

B Number of temporary ad-hoc, part-time teachers (Gender-wise)

Lecturers   Open   Reserved

Readers

M	F	M	F
	2		
M	F	M	F

Professors

M	F	M	F

C Number of teachers from Same state

| 09 |

Other states

| Nil |

12.Teacher student ratio (program-wise)

D.Ed.	
B.Ed.	1:20
M.Ed. (Full Time)	1:7
M.Ed. (Part Time)	

13 Non-teaching staff   Open   Reserved

Permanent

M	F	M	F
4			

Temporary

M	F	M	F
4			

Technical Assistants   Open   Reserved

Permanent

M	F	M	F
01			

Temporary

M	F	M	F

14. Ratio of Teaching - non-teaching staff

| 2:1 |

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

| 57.8% |

Rs 9092400/-

16. Is there an advisory committee for the library?

| √ | | |

Yes   No

17.Working hours of the Library

On working days | 8 hours |

On holidays | 2 hours |

During examinations | 8 hours |

18 Does the library have an Open access facility | Yes | √ | No | |

19. Total collection of the following in the library

a. Books | 10657 |

-Textbooks | 9307 |

-Reference books | 1285 |

-Magazines | 10 |

b. Journals subscribed | 08 |

    -Indian journals | 08 |

    -Foreign journals | nil |

f. Peer reviewed journals | nil |

g.Back volumes of journals

h.Information resources | NIL |

-Online journals/e-journals | NIL |

-CDs/DVDs

-Databases | 100 |

    -Video Cassettes | 20 |

    -Audio Cassettes | 20 |

20. Mention

    Total carpet area of the Library (in sq.ft.) | 3500 sq.ft. |

Seating capacity of the Reading room | 50 |

21. Status of automation of Library | |

Yet to intimate   √

Partially automated

Fully automated   N

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

Circulation   √

Clipping   √

Bibliographic compilation   √

Reference   √

Information display and notification   √

Book Bank   √

Photocopying   √

Computer and Printer   √

Internet   √

Online access facility   √

Inter-library borrowing   NO

Power back up   ves

User orientation /information literacy

Any other (please specify and indicate)   Y

23. Are students allowed remaining books for examinations?

| Yes | Y | No | |

24. Furnish information on the following

Average number of books issued/returned per day   40

Maximum number of days books are permitted to be retained   15
by students

15

by faculty

Maximum number of books permitted for issue

        for students | 06 |

        for faculty | 08 |

Average number of users who visited/consulted per month | 40-50 |

Ratio of library books (excluding textbooks and book bank facility)to the number of students enrolled | 02 |

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

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

	2010-2011		2011-2012		2012-2013	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Textbooks	651	51389	654	84899	nil	nil
Other books	10	2500	05	500	nil	nil
Journals/ Periodicals	nil	nil	04	9000	nil	nil
Any others specify and indicate	nil	nil	nil	nil	nil	nil
(Additional rows/ columns may be inserted as per requirement)						

Criterion V: Student Support and Progression

1. Programme wise "dropout rate" for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.	-	-	-
B.Ed.	NIL	NIL	NI NIL
M.Ed. (Full Time)	NIL	NIL	NI NIL
M.Ed. (Part Time)			

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

| Yes | Y | No | |

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

| 20 |

3   Does the institution offer Remedial instruction?

yes

4. Does the institution offer Bridge courses?

Yes		No	N

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

	UG			PG		
	I	**II**	**III**	**I**	**II**	**III**
Pass percentage	100	100	100	95	100	100
Number of first & second classes	76 16	96 08	95 02	01 24	29 06	28 07
Number of distinctions	-					
Exemplary performances	-					
(Gold Medal and university ranks)	-					

Details of decisions made regarding academic management, finance, infrastructure, faculty, research, extension, and linkages and examinations during the last year.

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

NET   -   03

SLET/SET   -   NIL

Any other (specify and indicate)

I	II	III
01	02	01
-	-	-
-	-	-

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

Financial Aid	**I**	**II**	**III**
Merit Scholarship	nil	nil	nil
Merit-cum-means scholarship	11	27	20
Fee concession	nil	nil	nil
Loan facilities	nil	nil	nil
Any other specify and indicate	nil	nil	nil

(Additional rows may be inserted as per requirement)

7. Is there health centre available in the campus of the institution?

Yes	Y	No	

8. Does the institution provide Residential accommodation for:

Faculty (Principal)

Yes		No	N

Non-teaching staff

Yes		No	N

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

Yes	Y	No	

If yes, number of students residing in hostels

Men

nil

Women

nil

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

Sports fields

Yes	Y	No	

Indoor sports facilities

Yes	Y	No	

Gymnasium

Yes	Y	No	

Availability of rest rooms for Women

Yes	Y	No	

Availability of rest rooms for men

Yes	Y	No	

11. Is there transport facility available?   NO

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

Yes	√	No	

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

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate		No		Yes		10
Inter-university	Nil					
National	Nil					
Any other (specify and	Nil					

indicate)						

(Excluding college day celebration)

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

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

14. Does the institution have an active Alumni Association)

Yes	Y	No	

If yes, give the year of establishment | 2004 |

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

Yes [   ]   No [N]

16. Does the institution regularly publish a college magazine?

Yes [Y]   No [   ]

17. Does the institution publish its updated prospectus annually?

Yes [   ]   No [N]

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

	Year1 (%)	Year 2 (%)	Year3 (%)
Higher studies	25	25	20
Employment (Total)			
Teaching	50	50	60
Non teaching			

19. Is there a placement cell in the institution?

Yes | Y | No | |

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

1	2	3
10	20	20

20 Does the institution provide the following guidance and counselling services to students?

	Yes	No
Academic guidance and Counseling	Y	
Personal Counseling	Y	
Career Counseling	Y	

Criterion VI: Governance and Leadership

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

Yes | Y | No | |

2. Frequency of meetings of Academic and Administrative Bodies:

Governing Body/management	03
Staff council	06
IQAC/or any other similar body/committee	02
Internal Administrative Bodies contributing to quality improvement of the institutional Processes. (mention only for three most important bodies)	

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

Loan facility   Yes | | No | N |

Medical assistance   Yes | | No | N |

Insurance

Yes		No	N

Other (specify and indicate)

Yes		No	

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

0	0	0

Classes for non-teaching staff are organized after college hours, No fee is charged from the staff.

–Computer Literacy

 -Library functioning and accountancy.

5. Furnish the following details for the past three years

a. Number of teachers who have availed the Faculty Improvement

Program of the UGCINCTE or any other recognized

organisation

0

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

05	05	06

National

02		

International

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

0	0	0

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

0	0	0

e. Research development programmes attended by the faculty

NIL	NIL	NIL

f. Invited/ endowment lectures at the institution

2	5	3

Any other areas (specify the programme and indicate)

0	0	

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

   a) Self-appraisal

   b) Student assessment of faculty performance

   c) Expert assessment of faculty performance

   d) Combination of one or more of the above

   e) Any other (specify and indicate)

Yes	Y	No	

Yes	Y	No	

Yes	Y	No	

Yes	Y	No	

Yes	Y	No	

7. Are the faculty assigned additional administrative work?

Yes	Y	No	

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

12 hours

8. Provide the income received under various heads of the account by the institution for previous academic session Grant-in-aid

9126000/-

Fees

787595/-

Donation

Nil

Self-funded courses

Any other (specify and indicate)

1503425/-

Bank Interest

359642/-

9. Expenditure statement (for last two years)

	2011-12	2012-13
Total sanctioned Budget		
spent on the salary of faculty+ Non Teaching	4980440/-	11535536/-
spent on the salary of non-teaching employees	1251959/-	2443136/-
spent on books and	51389/-	nil
spent on developmental activities (expansion of building)	230178/-	199214/-
spent on telephone. electricity and water	18089/-	64292/-
spent on maintenance of building, sports facilities, residential complex and student amenities, etc.	230178/-	199214/-
spent on maintenance of equipment, teaching aids, contingency	nil	nil

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

Note- There is no provision of budget. The amount is provided as per requirement of different committees/deptt.

Surplus in Rs.   Deficit in Rs.

11. Is there an internal financial audit mechanism?

Yes | Y | No | |

12. Is there an external financial audit mechanism?

Yes | Y | No | |

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

Administration

Yes | √ | No | |

Finance

Yes | √ | No | NO |

Yes | √ | No | |

Student Records

Yes | √ | No | |

Career Counselling

Yes | √ | No | |

Yes | √ | No | N |

Aptitude Testing

Yes | √ | No | N |

Examinations/ Evaluation/
Assessment

Any other (specify and indicate)

14. Does the institution have an efficient internal co-coordinating and monitoring mechanism?

Yes | Y | No | |

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

17. Are all the decisions authority? [Y]   [   ]

18. Does the institution have the freedom and the resources to appoint and pay temporary / ad hoc / guest teaching staff? [Y]   [   ] No

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

a) For teachers   Yes [Y]   No [   ]

b) For students   [Y]

c) For non-teaching staff   Yes

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

Yes [   ]   No [N]

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

Yes [Y]   No [   ]

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

Yes [Y]   No [   ]

Criterion VII: Innovative Practices

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

Yes [Y]   No [   ]

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

Yes [Y]   No [   ]

What is the percentage of the following students categories in the institution?

	Category	Men	%	Women	%
a	SC	04	4.8	16	19.2
b	ST	NIL		NIL	
c	OBC	04	4.8	26	30.2
d	Physically challenged	NIL		NIL	
e	General Category	14	16.8	56	67.2
f	Rural	12	14.4	60	50
g	Urban	10	12	38	45.6
h	Any other (All India General, Border Area, Sports) (specify)				

What is the percentage of the staff in the following category?

	Category	Teaching	%	Non-teaching	%
a	SC	--	--	1(1)	1/7
b	ST				
c	OBC	--			
d	Women	04	40		
e	Physically challenged				
f	General Category	11	100		
g	Any other (specify)				