

ANNUAL QUALITY ASSURANCE REPORT (AQAR) (2015-16)

Submitted to



National Assessment and Accreditation Council

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

(Karnataka) -560072

Submitted by



S.S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE

Rambagh Circle-Jaipur
Rajasthan-302004

Website:www.subodhpgcollege.com

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S.S. Jain Subodh P.G. (Autonomous) College

(Affiliated to the University of Rajasthan, Jaipur)
Re-accredited with 'A' Grade (3.72 CGPA) by NAAC/UGC
Awarded status of College of Excellence by UGC
Declared as Model College by State Government

Ref.

SL/2016-17/870

Date : 28.11.16

To
The Director
National Assessment and Accreditation Council
P. O. Box No. 1075, Nagarbhavi
Bangalore (Karnataka)-560072 (India)

Subject: Submission of Internal Quality Assurance Report (IQAR) of IQAC for Academic year 2015-16.

Tracking ID: EC/55/RAR/071

Respected Sir,


With reference to the subject mentioned, we have honour to submit here with the *Internal Quality Assurance Report (IQAR)* of our college for the year 2015-16 as per the NAAC guidelines.

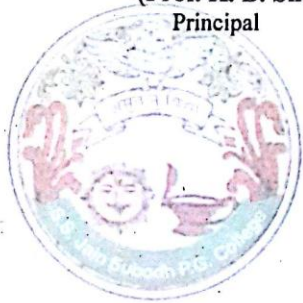
Please kindly acknowledge the receipt of the same.

With best regards

Thanking You

Yours faithfully


(Prof. K. B. Sharma)
Principal



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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015-16

1. Details of the Institution

1.1 Name of the Institution

S.S. Jain Subodh P.G. (Autonomous) College

1.2 Address Line 1

Rambagh Circle

Address Line 2

Tonk Road

City/Town

Jaipur

State

Rajasthan

Pin Code

302004

Institution e-mail address

admin@subodhpgcollege.com

Contact Nos.

(0141) 2573287, 2569126, 2565989

Name of the Head of the Institution:

Prof. K.B. Sharma

Tel. No. with STD Code:

0141-2573287

Mobile:

9829016598

Name of the IQAC Co-ordinator:

Dr. Leena Bhatia

Mobile:

8107774702

IQAC e-mail address:

iqac@subodhpgcollege.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner-bottom
of your institution's Accreditation Certificate)

EC/55/RAR/071: 27/03/2011

1.5 Website address:

www.subodhpgcollege.com

Web-link of the AQAR:

www.subodhpgcollege/AQAR/AQAR2015-16.pdf

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

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	89.10%	2004	05 Years
2	2 nd Cycle	A	3.72	2011	05 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

05/07/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. **AQAR 2012-13 submitted to NAAC on 19-06-2016**

ii. **AQAR 2013-14 submitted to NAAC on 02-07-2016**

iii. **AQAR 2014-15 submitted to NAAC on 02-07-2016**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify) **Information Technology and Computer Science**

1.11 Name of the Affiliating University (for the Colleges)

**University of Rajasthan-Jaipur
Rajasthan Technical University -Kota**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="√"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text" value="√"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC has performed the following functions:

- **Strengthening** the Quality of Academics and Research through constant support and encouragement to faculty & students.
- **Monitoring** the performance of the teaching-learning activities through student feedback and its evaluation
- **Guiding** Teachers towards research activities and strengthening API score for promotions.
- **Conducting** Seminars and Workshops
- **Publishing** of Newsletter
- **Preparation** of a computerised database of students for Autonomous records.
- **Promoting** use of ICT by installation of smart class rooms
- **The IQAC was actively involved** in SWOC analysis - Assessment of SWOC to identify Strengths and Weaknesses of the Institution Encouraging and assisting in resource mobilisation for conducting conferences/ seminars/ FDP etc
- **Counselling cell** for emotional counselling of students, faculty and non teaching staff of the college has been established under psychology department has been established.

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
<ul style="list-style-type: none"> • Setting up of an Admission Committee and plan an aim and objective to smooth admission to all the seats are to be filled up. • To conduct a National and an International Seminars. • To increase the programme options available to students in terms of • Diplomas and Certificates as add on courses • To conduct Civil Services Preparatory classes for Competitive exams • Improvement in infrastructure 	<p>Admission committee framed for the smooth admission of the students and most of the seats in aided stream and self - financing course were filled up.</p> <p>Conducted one International and Two Intra-college workshops</p> <p>PG Diploma was introduced in the Department of Environment Science (PG Diploma in Industrial safety, Health and Environmental Management)</p> <p>Preparatory classes were started within college premises for RAS/ IAS/ and other competitive exams</p> <p>Construction of</p> <ul style="list-style-type: none"> ✓ Elevator ✓ New Conference Hall. ✓ New Class rooms ✓ New Laboratories ✓ Enhancement of Lab Equipments <p>IQAC has played an active part in communicating the requirements and intricacies of new point based appraisal system as per UGC regulations, June, 2009 and its various revisions. Faculty members are supported and guided with regard to the enhancement of score in the three categories of API.</p>

* Attached Academic Calendar: **Annexure-II.**

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

- All the required financial support and assistance approved for conduction of seminars and workshops.
- Encourage improving academic courses and provides help in each and every step for achieving the benchmarks set in the previous year.

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
Ph. D.	06	02	-	-
P.G.	12	05	09	-
U.G.	09	07	11	-
P.G. Diploma	04	06	08	08
Advanced Diploma	-	-	-	-
Diploma	-	03	03	03
Certificate	11	05	16	16
Others	-	02	02	02
Total	41	29		
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Elective Option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	46
Trimester	NIL
Annual	NIL

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

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

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

- **Around 25-30% faculty members are part of BOS**
- **BOS members meet every year to update the syllabi in tune with the changing needs of industries**
- **Academic Council meeting is held in every semester to review syllabi aspects**

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

- **Department of Journalism and Mass Communication**
- **Department of Psychology**
- **Department of Statistics**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (Temp. Asst. Professors)
	197	146	15	02	34

2.2 No. of permanent faculty with Ph.D.

127

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	34	NIL	10	NIL	NIL	NIL	-	NIL	44	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

03	34	
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	82	172	05
Presented papers	75	161	03
Resource Persons	03	05	02

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

- **Educational trips for students and faculty members**
- **Internet facility for all the staff members and students through Wi-Fi.**
- **Two days training program for new recruited faculty members for use of ICT in teaching**
- **Mentoring of Undergraduate Students.**
- **Use of both Conventional Chalk & Talk as well as ICT based teaching methods for Theory as well as Practical.**

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

220

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

- **Factual Bar coding**
- **Multiple choice Questions in compulsory Papers**

2.9 No. of faculty members involved in curriculum

Restructuring /revision / syllabus development as member
of Board of Study/Faculty/Curriculum Development workshop

70	163	163
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2.10 Average percentage of attendance of students

85%

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.-VI Sem	810	38.00	55.4	4.00	2.00	99.40
B.Com.-VI Sem	587	36.84	39.96	15.00	7.00	98.80
B.A.-VI Sem	517	29.00	29.01	23.40	18.20	99.61
M.Sc.-IV Sem	127	38.80	52.51	9.49	NIL	99.20
M.Com.-IV Sem	102	26.00	32.21	32.00	9.29	99.50
M.A.-IV Sem	55	12.00	17.34	38.00	21.75	89.09
B.C.A.-VI Sem	166	38.00	47.00	8.00	5.80	98.80
B.B.A.-VI Sem	145	39.83	43.77	13.00	2.00	98.60
M.C.A.-VI Sem	103	19.5	42.50	38.00	NIL	100.00
M.Sc. IT-IV Sem	19	22.00	35.00	41.75	NIL	98.75
PGDCA-II Sem	29	18.00	44.00	36.75	NIL	98.75

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

Feedback from students and teachers are collected and analysed and actions are taken accordingly. These are the following ways to evaluate and monitor the teaching and learning process

- **Feedback form from students**
- **Analysis of students' results**
- **Analysis of each department on the basis of feedback of students and analysis of result and communicating it to the respective department for improvement.**
- **Annual Evaluation of Teaching activities, Extension Activities and Research Activities through Self Appraisal- Academic Performance Indicators. (API)**
- **Enhancement of Learning Infrastructure in the form of ICT support, smart class rooms etc.,**
- **Support for quality enhancement initiatives (Guest lecture/ Conferences/ Seminars/ Workshops/ ISR) for Teachers and Students in the College.**

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	02
Staff training conducted by the university	NIL
Staff training conducted by other institutions	14
Summer / Winter schools, Workshops, etc.	04
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	62	Nil	Nil	06
Technical Staff	24	Nil	Nil	05

Criterion – III

3. Research, Consultancy and Extension

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

- Initiatives for promotion of research are taken by the College Research Advisory Committee and the IQAC.
- Regular Interaction with Teachers/ Researchers for keeping them updated and informed about research schemes, revised guidelines/ directives of funding agencies.
- Scrutiny of research proposals before submission to the funding agency.
- All types of administrative support for the faculty towards research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	03	Nil	02
Outlay in Rs. Lakhs	Nil	52.846	NIL	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	08	Nil	05
Outlay in Rs. Lakhs	Nil	26.70	Nil	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	130	71	-
Non-Peer Review Journals	15	15	-
e-Journals	16	06	-
Conference proceedings	57	25	-

3.5 Details on Impact factor of publications:

Range **2-10** Average **2.5** h-index **45.5** Nos. in SCOPUS **46**

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	UGC , DAE,CSIR	52.846 Lakhs	45.846 Lakhs
Minor Projects	08	UGC	26.70 Lakhs	26.70 Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	02	-	03
Sponsoring agencies	Nil	ICSSR, DST	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	72.546	From Management of University/College	2.5
Total	75.046		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
05	-	02	01	-	02	-

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

08
17

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	01	Project Fellows	-	Any other	PDF-01
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3.21 No. of students Participated in NSS events:

University level	324	State level	29
National level	23	International level	NIL

3.22 No. of students participated in NCC events:

University level	18	State level	07
National level	03	International level	-

3.23 No. of Awards won in NSS:

University level	NIL	State level	01
National level	01	International level	NIL

3.24 No. of Awards won in NCC:

University level	NIL	State level	01
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	-	College forum	08		
NCC	10	NSS	14	Any other	01

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

The College conducts various activities in association with NSS, Rovers and associated NGO's as a part of Institutional Social Responsibility. The activities focus on "Gender Sensitization", "Social Surveys and Awareness programs", "Girl Child Empowerment" etc. College has performed following Major extension activities during the year:

- Gender Sensitization workshop were conducted. Legal Awareness lecture were conducted for faculty and girl students.
- Awareness programmes on e-waste and Solid waste management were conducted Swach Bharat Abhiyaan
- Blood donation camp
- Tree Plantation
- Road Safety Week
- Yoga Day
- Anti Liquor Oath Ceremony
- Aids Awareness Program by Red Ribbon Club
- Visit to Rays (A home for HIV Positive children)
- Visit to Bal Basera
- National Science Day Celebration
- Youth Week

Criterion – IV

4.1 Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 Acres	-	College Management	10 Acres
Class rooms	109	21	College Management	130
Laboratories	19	20	College Management	39
Seminar Halls	03	02	College Management	05
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	29	02	College Management/DST/UGC	31
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	21.5	College Management/DST/UGC	21.5
Others (Examination Block)	-	01	-	01

4.2 Computerization of administration and library

- **Implementation of Management Information System**
- **INFLIBNET Facility in Library**
- **E-Journal and e-books facility**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52469	74,30,540.34/ -	1598	5,98,914/-	54067	80,29,454.34
Reference Books	22415		1637		24052	
e-Books	80000		25600		105600	
Journals	123		12		135	
e-Journals	6500		47		6547	
Digital Database	INFIBNET		ALIS S/W		INFIBNET ALIS S/W	
CD & Video	1200		200		1400	
Others (specify)	1080		118		1198	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	300	07	All Systems	12	01	21	35	-
Added	47	02		06	01	05	15	-
Total	347	09	-	18	02	26	50	-

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

Training workshops for faculty members for to keep them updated regarding departmental websites updating procedure, Library Software, computerisation of student data and admission module

4.6 Amount spent on maintenance in Rupees:

i) ICT

05.00 Lakhs

ii) Campus Infrastructure and facilities

50.00 Lakhs

iii) Equipments

03.50 Lakhs

iv)Others

10.00 Lakhs

Total:

68.50 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Providing information in the College Prospectus and Handbook as well as College Website
- Students' Orientation Programme to provide basic know how of the college to the students
- Interactions in the Classroom and Laboratories with new students.
- Financial assistance provided to economically weaker students and personal counselling by Counsellors and Teachers
- Classes introduced for development of soft skill
- Regular meetings are held with Student representatives.
- Mock Interviews were conducted and personality development classes were conducted

5.2 Efforts made by the institution for tracking the progression

- Alumni Association maintains regular connection
- IQAC with the help of Departments maintain a database of pass-out students
- The College maintains the records of all internal and end semester examination through the examination cell.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
7628	1009	17	-

(b) No. of students outside the state

343

(c) No. of international students

07

Men

No	%
7221	83.60

Women

No	%
1416	16.40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6293	391	651	395	Nil	7730	6339	420	647	1231	Nil	8637

Demand ratio 1/3 Dropout % 11

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

- **Special Classes for Competitive Examinations**
- **Interaction with Experts and Academicians through departmental lectures.**
- **Remedial Classes for weak students**
- **Counselling for UGC-CSIR-NET, SLET**

No. of students beneficiaries **221**

5.5 No. of students qualified in these examinations

NET	15	SLET	48	GATE	61	CAT	29
IAS/IPS etc	01	State PSC	78	UPSC	37	Others	640

5.6 Details of student counselling and career guidance

- **Mentor programme to provide full support and guidance to the students throughout their course.**
- **Student Counselling cell helps to overcome fear factor and mental blocks in decision making**
- **Department of Psychology has started counselling sessions for students for Career Guidance and Aptitude test.**
- **Guest Lectures and Seminars are conducted for career counselling.**

No. of students benefitted **1373**

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
74	1540	780	1261

5.8 Details of gender sensitization programmes

- **Guest Lecture on “Women in Public Space”**
- **Women’s Human Rights Day is celebrated**

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	125	7,57,000/-
Financial support from government	445	15,00000/-
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	NA	NA

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- Providing ethical and value based education.
- Nurturing a sustainable educational environment.
- Building intellectual and imaginative minds.
- Imparting high quality, affordable and accessible education.
- Enhancing knowledge through global education.

Mission

- To cultivate knowledge, skills, values and confidence in the students to grow, thrive and prosper.
- To instigate the spirit of leadership, integrity and deep sense of social justice in the mind of students.
- To encourage and promote students to participate in various extracurricular and sport activities.
- To enhance the commitment of faculties and students to the centrality of diversity, social justice and democratic citizenship.
- To establish global competence among students by inculcating optimistic thinking and positive spirit.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- Curriculum is designed in order to achieve vision and mission of the institution as well as to fulfil the needs of current era so that employment can be provided to each and every student of the college.
- Development of research culture is an essential part of higher education and college keeps this ahead in designing the curriculum. Inclusion of practical project work and field studies is to promote research attitude among young learners.

6.3.2 Teaching and Learning

- **Regular conduction of classes.**
- **Encourage teachers to use ICT technologies.**
- **Provide E-notes and e-assignments to the students.**
- **Field surveys are conducted to enrich the teaching-learning process.**

6.3.3 Examination and Evaluation

- **Timely conduction of examination and result declaration.**
- **Use of coding and decoding to maintain the proper secrecy.**
- **Proper communication of exam related information among teachers, and students via web site.**
- **Complete online procedure for examination and declaration of results.**

6.3.4 Research and Development

- **Formation of Research Advisory Committee to handle all research related issues.**
- **Encourage faculty members to submit at least one research paper/ academic session.**
- **Provide financial support (if required) to faculty members for publications and presentation of research papers.**
- **Awareness of guidelines regarding different funding agencies, calculation of Citation Index and h-Index.**
- **Sensitizing and motivating new faculty members and PG students to undertake research projects.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **860 numbers of text books added to the library**
- **534 reference books added to the library**
- **90,000 e-books added to the library database**
- **47 e-journals and 200 CDs added to the library**
- **07 numbers of new journals subscribed**
- **118 number of general books purchased**
- **Purchase of 17 new PCs with latest configuration**
- **21 new rooms are constructed**
- **Two new Seminar halls constructed**
- **Construction of Secrecy cell**
- **Installation of lift**
- **Purchase of new equipments for laboratories**
- **Renovation of existing laboratories**
- **Construction of new laboratories**

6.3.6 Human Resource Management

- **Supportive and conducive environment for research development**
- **Encouraging participation in FDPs, Seminars and Conferences**
- **Sports day for faculty members**
- **Initiation of the process for CAS as per UGC guidelines**
- **Frequent Staff Council (comprising of the Principal, Vice Principal and all of the teaching staff) and Academic Council (comprising of the Principal and the Heads of Departments) meetings are convened by the college to ensure utilisation of Human Resource as per their competency to complete a particular task (Academic and Administrative)**

6.3.7 Faculty and Staff recruitment

- **Open advertisement in leading national newspaper followed by Written test and Interview**
- **Recruitment based on UGC guidelines**

6.3.8 Industry Interaction / Collaboration

- **Collaboration with IT companies [CDAC, Sigmatech, Dot Square]**
- **Collaboration with Wings & Wheels [Industry Tour]**
- **Collaboration with Reliance**
- **Collaboration with various University departments (Botany, Chemistry, Zoology, Physics)**
- **Research Collaboration with Indira Gandhi Centre**
- **Research Collaboration with CCT**
- **Research Collaboration with MNIT**
- **Collaboration with JM Envrio NET, Aqua Research Lab**
- **Research Collaboration with Rawatbhata Nuclear Station**
- **Research Collaboration with DAE, DST**

6.3.9 Admission of Students

- **Advertisement in leading news papers for Admission**
- **Direct admission to meritorious students/ sports persons**
- **Reservation for SC/ST/OBC candidates according to the state government norms**
- **Declaration and display of Merit Lists at College notice board and website**

6.4 Welfare schemes for

Teaching	As per Statutory norms of State Government and Subodh Shiksha Samiti
Non teaching	As per Statutory norms of State Government and Subodh Shiksha Samiti
Students	Financial aid to economically backward students, Fee reduction to meritorious students, minority and sports achievers Direct admission to sport achievers

6.5 Total corpus fund generate

Rs. 20.00 Crores

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	Yes	IQAC Members
Administrative	NO	-	YES	Internal Committee

6.8 Does the University/ Autonomous College declares 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?

- **Timely Up-dating of Website for examination related circulars**
- **Timely Declaration of results**
- **Single examination form for all the semesters**

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

- **University provides all the resources needed**
- **Time to time guidance from the University experts**

6.11 Activities and support from the Alumni Association

- **Regular Alumni meet**
- **Aware the students about current market trends and scenario**
- **Tries to incorporate corporate culture among the students**
- **Helps students in getting job opportunities**
- **Information about the new technology**
- **Acts as a bridge between students and organisations**

6.12 Activities and support from the Parent – Teacher Association

- **Department wise PTM is organised on regular basis**
- **Parents are informed regarding their ward's progress**
- **Parent suggestions are noted and discussed for improvement in the suggested areas.**

6.13 Development programmes for support staff

- **Free Computer training programme for staff members**
- **Spoken English programme to improve their communication skills**

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

- **Rain water harvesting system planned, surveyed and built.**
- **Tree Plantation programmes are organised**
- **Vermicompost bags placed at Girls hostel.**

Criterion – VII

7. Innovations and Best Practices

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

- **Incorporated new subjects demanded by the students to help them in preparation of competitive examination**
- **Special preparatory classes for competitive exams.**

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

- **The Academic Calendar is prepared at the beginning of every session and followed strictly**
- **College has also implemented an activity schedule so that each faculty gets time and place to organise special lectures and programs.**

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

- **Guest Lectures by eminent experts from various fields**
- **Gender Sensitisation workshops.**

7.4 Contribution to environmental awareness / protection

- **E-Waste disposal workshop was organised for faculty and students. E-Waste collection points at Department of Computer Sciences and in-front of the Faculty Room.**
- **Tree plantation by NSS/ NCC and Rovers students.**
- **Green Audit by students.**

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOC Analysis was conducted and new road map was planned for coming session.

Strength: Autonomous Status; Centralised Location; Research Oriented Faculty; Supportive management

Weakness: Less number of vocational programmes.

Opportunities: Development of Research Centres in specialised fields.

Challenges: Mushroom growth of private universities offering similar programs.

8. Plans of institution for next year

- **Conduction of Social Awareness Campaigns.**
- **New Courses (UG and PG)**
- **Conduction of more FDP's**
- **Conduction of IQAC Seminars**
- **Conduction of Conferences/Seminars**
- **Publishing of new journals**
- **Introduction of job oriented courses like RSCIT**
- **Introduction of skill development programs like RSLDC**
- **Submission of Major and Minor projects to various Govt. and Non Govt. Organizations**
- **Promotion of students to achieve at International level.**
- **Promotion of Students and Faculty Development Programmes at National and**

Name: Dr. Leena Bhatia

Name: Prof. K.B.Sharma



Signature of the Coordinator, IQAC



Principal
S.S. Jain Subodh P.G. College
JAIPUR

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

2015-16
ACADEMIC

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1
Monday, 6th July 2015
Commencement of 1st, 3rd
and 5th Semester Classes

2
Monday, 20th July 2015
Orientation Programme

3
Friday, 21st of August 2015
Commencement of I CIA for 1st,
3rd and 5th Semester Exam

4
Monday, 12th of October 2015
Commencement of II CIA for 1st,
3rd and 5th Semester Exam

5
Monday, 16th of November 2015
Commencement of End Semester
Practical Exam

6
Thursday, 26th of November 2015
Commencement of 1st, 3rd and 5th
End Semester Theory Exam

7
Saturday, 2nd January 2016
Commencement of 2nd, 4th and 6th
Semester Classes

8
Monday, 15th February 2016
Commencement of 1st CIA of 2nd,
4th and 6th Semester

9
Monday, 28th March 2016
Commencement of II CIA of 2nd,
4th and 6th Semester

10
Wednesday, 20th April 2016
Commencement of 2nd, 4th and 6th
End Semester Practical Exam

11
Monday, 2nd May 2016
Commencement of 2nd, 4th and 6th
End Semester Theory Exam

12
Saturday 2nd July 2016
Commencement of New Session

CIA - Continuous Internal Assessment

The above calendar is tentative and it may be changed in any unavoidable circumstances.

