

# The Annual Quality Assurance Report (AQAR) of the IQAC 2011-12

## 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@collegeoflifesciences.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:	<a href="mailto:iqac@collegeoflifesciences.org">iqac@collegeoflifesciences.org</a>

1.3 NAAC Track ID (For ex. MHC0GN 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/AQAR2011-12.doc>

### 1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10-5-2010

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

2011-12

1.9 Details of the previous year's AQAR submitted to NAAC

1	AQAR	2010-11	14.9.2015

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC 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**

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>
2.11 No. of meetings with various stake holders :	- Faculty <b>01</b>
	Non-Teaching Staff / Students <b>Nil</b> other
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	Institution Level <input type="text" value="01"/>
(ii) Themes	<input type="text" value="faculty development program in RDT"/>

2.14 Significant Activities and contributions made by IQAC

Implementation of decisions taken by college committees Monitoring academic and administrative activities for attaining the objectives of the college.
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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
Monitoring functioning of various committees of the college	Committees, along with members and students have able to maintain the academic standards of the college

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	<b>02</b>			<b>02</b>
PG	<b>03</b>		<b>03</b>	<b>03</b>
UG	<b>03</b>		<b>03</b>	<b>03</b>
Diploma	<b>02</b>		<b>02</b>	<b>02</b>
Certificate	<b>02</b>		<b>02</b>	<b>02</b>
Others				
<b>Total</b>	<b>12</b>		<b>10</b>	<b>12</b>

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

Pattern	Number of programmes
Semester	<b>06</b>
Annual	<b>04</b>

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

update of regulation or syllabi for UG & PG fully under the control of Jiwaji University and M.P. Higher Education. While paramedical courses are monitored by board of paramedical council, Bhopal.

**Criterion – II**  
**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Professors	Others	Total
<b>Under 28:(17)</b>	<b>07</b>	<b>01</b>	-	<b>08</b>
<b>Management (28/16)</b>	-	<b>01</b>	<b>05</b>	<b>06</b>

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

**01**

**05**

**05**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	<b>08</b>	-
Presented papers	-	<b>08</b>	-

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

- 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
<b>01</b>	-	<b>01</b>

2.10 Average percentage of attendance of students

**75**

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.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
UGC – Faculty Improvement Programme	01 (college level)
Summer / Winter schools, Workshops, etc.	01

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	11		-	04
Technical Staff	-		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	-	-	07	-
Outlay in Rs. Lakhs	-	-	7,02,500	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	06	

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Minor Projects	-	UGC	7,02,500	7,02,500

#### 3.11 No. of conferences / workshops organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	01
Sponsoring agencies	-	-	-	-	

#### 3.15 Total budget for research for current year in lakhs :

From Funding agency 

7, 02, 500
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#### 3.17 No. of research awards/ recognitions received by faculty and research fellows

3.18 No. of faculty from the Institution who are Ph. D. Guides 

03
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and students registered under them 

29
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other GATE

Activities during the year College forum
NSS 07

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

- Poster presentation on youth festival
- Environment awareness & Plantation Programme
- “No tobacco ” program
- AIDS awareness rally
- Annual Camp
- World literacy day
- World population day
- Blood donation
- Teachers day
- Science Day

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Source of Fund
Campus area		
Class rooms	07	
Laboratories	9	Trust/fees
Seminar Halls	01	Trust
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Trust/fee

#### 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	888		75	99,696	963	
Reference Books	448		12		460	
e-Books						
Journals	10	14,620	-		10	14,620
e-Journals						
Digital Database						
CD & Video	31				31	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	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.)

Two day computer training program was conducted

## Criterion – V

### 5. Student Support and Progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
64	85	05	43

(b) No. of students outside the state

30
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(c) No. of international students

Nil
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	No	%
Men	28	39

	No	%
Women	43	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
64	05	-	20		89	20	15	02	34	-	71

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

Staff helps them in clearing doubts in subject, if necessary, takes special class.
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5.5 No. of students qualified in these examinations

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from government	51	8,63,609

5.12 No. of social initiatives undertaken by the students

03
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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).

#### 6.3.9 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

43,71,500

#### 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 curricular 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. 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.

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

Computer training program to students, Blood donation

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)

STRENGTHS of the institute

- Campus – a. Located in the heart of the city  
b. Well maintained with external facilities and infrastructure  
c. Environment -friendly
- Reasonable fee structure, to ensure education is available to all.
- Scholarships to students from SC/ST/ and OBC
- Good library facilities
- Well maintained and safe residential facilities for students as well as staff
- Well-equipped labs

Weaknesses

- Limited number of Certificate Courses
- Slow progress in identifying funding agencies for research projects



## OPPORTUNITIES CHALLENGES

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

1. Strengthening the Research facilities and applying for projects.
2. Improving academic standards

