

## The Annual Quality Assurance Report (AQAR) of the IQAC 2012-13

### 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. Meenu Rai, 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. &amp; Date:

(For Example EC/32/A&amp;A/143 dated 3-5-2004.

NAAC/A&amp;A/outcome-40/2005

1.5 Website address:

www.collegeoflifescience.org

Web-link of the AQAR:

<http://www.collegeoflifescience.org/AQAR2012-13.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	1 <sup>st</sup> Cycle	<b>B<sup>+</sup></b>		<b>2005</b>	<b>2005-2010</b>
2	2 <sup>nd</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04/06/2012

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

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- |                   |            |
|-------------------|------------|
| i. AQAR 2010-11   | 14-09-2015 |
| ii. AQAR 2011-12  | 15-09-2015 |
| iii. AQAR 2012-13 |            |
| iv. AQAR 2013-14  |            |

## 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="-"/>
2.3 No. of students	<input type="text" value="02"/>
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

2.11 No. of meetings with various stake holders : No Faculty 01  
Non-Teaching Staff / 01 other

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  
Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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 \*

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03		03
PG	03	03	03
UG	03	03	03
Diploma	02	02	02
Certificate	02	02	02
Total	13	10	13

##### 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>

1.3 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*

##### 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, Microbiology syllabus revision / up dated by respective subject boards of Studies, constituted in Jiwaji University.

While in UG Syllabus for common subjects such as foundation Botany, Zoology, Chemistry are unified .Syllabus up date or revision for subjects, such as, foundation , Botany, Zoology, Chemistry etc. is done at the level of Board constituted by M.P. Higher Education and syllabus is available on M.P.H.E. official website.

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	Professors	Others	Total
Under 28:(17)	05	01	-	06
Management (28/16)	09	02	04	14

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

04

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	National level
Attended	<b>17</b>
Presented papers	<b>17</b>
Resource Persons	<b>01</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.

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

185

2.8 Examination/ Evaluation Reforms initiated by the Institution

P.P.T. presentation, black board presentations of selected topics by students was encouraged.

Board of Study

Faculty develop.

Syllabus development

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

**01**

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2.10 Average percentage of attendance of students

**75**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
workshop	03
Summer / Winter schools, Workshops, etc.seminars	17
Others	

## 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	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		04	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01	

#### 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	1.5	UGC	7,02,500	7,02,500
Total				

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

Level	International	National	State	University	College
Number	-	02	-	-	01
Sponsoring agencies	-	MPCOST UGC	-	-	self

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

01

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

From Funding agency 7,02,500

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

04

18



3.25 No. of Extension activities organized

College forum

NSS

Any other 04

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

Responsibility

- AIDs Day,
- NSS Day
- Poster Presentation on Unity
- Shram Dan for environment awareness
- NSS week camp
- Rally for creating awareness on Alcohol drinking

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Source of Fund
Campus area		
Class rooms	09	
Laboratories	06	Trust/fees
Seminar Halls	01	Trust

#### 4.2 Computerization of administration and library

Administrative and accounts work is majorly computerized. day to day functioning of Library and documentation are computerized.

#### 4.3 Library services:

	Existing		Newly added		T	
	No.	Value	No.	Value	No.	Value
Text Books	963		10	donated	973	
Reference Books	460		-		460	
e-Books	04		04			
Journals	10	16,750			10	16,750
e-Journals						
Digital Database						
CD & Video	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
Total	15	01	all	01	01	01	03	01

**Criterion – V****5. Student Support and Progression**

## 5.2 Efforts made by the institution for tracking the progression

Internal assessments, student's presentation in seminars, viva and quiz.
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## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
53	49		49

## (b) No. of students outside the state

11
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## (c) No. of international students

Nil
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Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20	15	02	34	-	71	45	07	-	17	-	69

## 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.
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## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from government	24	4,12,106

## 5.12 No. of social initiatives undertaken by the students

03
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## 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, Governing Body, the Management Committee and the Finance Committee are 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. College has Research Advisory committee to guide both young staff and research students in improving their work and publishing in impact journals and for patenting. College also encourages staff for industrial collaborations, contact research and also training of dissertation students.

#### 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

6.6 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 appointments and affiliations of new courses.

6.11 Activities and support from the Alumni Association

Alumni give valuable suggestions in the development of the college.  
Alumni members meet 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. Swatch Bharat Abhiyan is adopted. Waste paper is recycled. Students and staff participate in plantation programs. This year College has initiated biogas production from kitchen waste by plant construction in the campus premises.

## 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.

The following initiatives were taken to enhance knowledge, skills and employability:  
 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.

7.3 Give two Best Practices of the institution.

Constant up dating of the staff knowledge  
Blood donation camp  
Plantation  
Campaigning for cancer awareness and prevention of tobacco consumption

7.4 Contribution to environmental awareness / protection

Contribution to environmental awareness / protection  
The College constantly promotes programmes related to environment awareness and protection activities.  
College primarily believes in green environment and clean environment. The institution encourages/ sensitizes students on environmental issues and motivates them to plant trees, clean environment, polythene free campus , implements healthy ecological practices in water and energy conservation and waste management.  
Some of the ecoinitiatives of the campus include:  
 Green cover with 1000 plants including flowering , medicinal and trees plants  
 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.

**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
  - Strong commitment to community, service, social justice, empowerment of women
  - Highly qualified faculty, committed to student welfare
  - disbursed scholarships to students from SC/ST/ and OBC
  - A strong focus on high quality, student-centered teaching-learning processes committed
  - Good library facilities
  - Well maintained and safe residential facilities for students and staff
  - Well-equipped labs
- Weaknesses
- Limited number of Certificate Courses
  - Insufficient student strength in some UG/PG programmes
  - Slow progress in identifying funding agencies for research projects

**OPPORTUNITIES CHALLENGES**

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

Planning for introducing new professional courses at UG level, paramedical sciences