

The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

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

Prof. G. Tejovathi

Mobile:

9039646493

IQAC e-mail address:

iqac@collegeoflifesciences.or

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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 st Cycle	B ⁺		2005	2005-2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

1	AQAR	2010-11	14.9.2015
2	AQAR	2011-12	
3	AQAR	2012-13	

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

 If yes, mention the amount

2.14 Significant Activities and contributions made by IQAC

Although No new IQAC was formulated in the college, old committee along with the college level committees have taken up Quality monitoring and supervision of academic and research activities of the college and also improvement of infrastructural facilities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the various college level committees, in the beginning of the year towards quality enhancement and the outcome, have been achieved by the end of the year

2.16 Whether the AQAR was placed in statutory body Yes No

Provide the details of the action taken

Academic calendar was implemented with minor changes, due to rescheduling of semester final exams.

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
Others			
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	06
Annual	04

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

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

Online computerized feed back system for Alumni is available.

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

The updating or revision of syllabi for Professional courses/ subjects in UG & PG, such as Biotechnology, Microbiology, is done by the Board of Studies constituted by Jiwaji University. UG Syllabus for common subjects such as foundation, Botany, Zoology, Chemistry is unified. Board constituted by M.P. Higher Education meets from time to time and updates/ modifies syllabus and up loads on M.P.H.E. official website. While Diploma, Certificate and Bachelor Courses, run under Paramedical council, syllabus Updating and its regulations is completely under 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)	08	01	04	13

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

05

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	03
Presented papers	03

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

Presentation of a topic on black board or OHP or PPT.

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

185

2.8 Examination/ Evaluation Reforms initiated by the Institution

Class tests, internal assessments, Assignments, presentations and discuss the mistaken with students after evaluation.

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

Board of Study

Faculty develop.

Syllabus development

01

-

03

2.10 Average percentage of attendance of students

75

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

Staff meetings are held regularly before and after internal examinations. They discuss strategies for teaching they adopted. If required, modifications are made. After the internal examinations they evaluate the performance of students in each subject.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	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 and research Scholars.
- Promoting staff to train UG, PG students from other institutions for dissertation.
- Encouraging teachers by annually awarding nominal cash prize for training students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	-	-	-
Outlay in Rs. Lakhs	7,02,500	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing
Number	04	03
Outlay in Rs. Lakhs	2,75,000	4,27,500

3.4 Details on research publications

	International	National
Peer Review/ Non-Peer Review Journals	01	03

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	2011-12	UGC	7,02,500	7,02,500
Any other (Specify)	-	-	-	-
Total			7,02,500	7,02,500

3.11 No. of conference

organized by the

Institution

Level	National	College
Number	01	01
Sponsoring agencies	MPCST; UGC	

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

01

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

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

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

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

JRF SRF Project Fellows Any other

3.22 No. of students participated in Extension activities organized

College forum	01
NSS	07
Any other	03

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

- Environment awareness Program on “World Environment Day”
- No tobacco day
- Aids Day
- World Cancer Day
- NSS week
- Cultural Activities
- Republic day march past in the college grounds
- Sports weeks
- Science Day
- Plantation for environment protection

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Source of Fund
Campus area	21272.17sq.f.	Trust
Class rooms	07	Trust
Laboratories	9	Trust &/fees
Seminar Halls	01	Trust

4.2 Computerization of administration and library

Administrative and accounts work is majorly computerized. Biometric system of attendance for staff has also been implemented.

Library has LIBSYS software that runs OPAC (Online Public Access Catalogue). Using this software, students can locate the book of their interest with the name of the author or the topic of their interest available in which book and the titles of the books of the subject of their choice. Online free access journals information is displayed in the library. Book bank facilities are available for SC, ST and OBC students. According to syllabus, each semester, six books are given to the students.

4.3 Library services:

	Existing		Newly		Total	
	No.	Value	N	Value	N	Value
Text Books	973				973	
Reference Books	460				460	
e-Books						
Journals	10	16750			10	16750
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	23	15	all	01	01	01	03	02
Total	23	15	all	01	01	01	03	02

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the session, during the orientation program students are given detailed information regarding the academic and other activities of the college. Conveners and HODs brief the students about facilities and other supporting services available for the students.

5.2 Efforts made by the institution for tracking the progression

Progress made in academics by the students is analyzed from the results obtained in the semester examinations apart from their performance in internal exams, class tests and presentations. Participation in other activities also considered from overall performance. Staff performance is evaluated by their CR report.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
38	20	28	61

(b) No. of students outside the state

11

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
45	07	-	17	-	59	23	03	-	10	-	36

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 by guidance, providing information and clearing doubts in the subject of their expertise.

5.9 Students Activities

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

Most of the students participate in the college level sports events. College level 'Sports Week' is held in which students take part in number of indoor and out door games competitions. Inter departmental and inter college (CLS and PG college of Nursing) completions are also during this week and both students as well as teachers.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	13	1,94,338

5.12 No. of social initiatives undertaken by the students

03

- Slogan Campaign on 'Effect of consumption of tobacco on health' on No tobacco day
- 'Gajar Ghas nirmoolan abhiyan' on International Environment Day
- Sadbhavana divas on 2nd October
-

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, 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.

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. programs. 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 convener 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 organize 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 procedure is also with PG courses. Admissions into Paramedical courses are done directly by the college after the announcement by paramedical council, Bhopal. List of students is uploaded in council/affiliated university website.

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

This is purely in the hands of the affiliated university or council.

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 also in affiliations for new courses.

6.11 Activities and support from the Alumni Association

Alumni members give valuable suggestions in the development of the college, guide in placement for students.
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 programs for support staff

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

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

College is well maintained and very hygienic. Campus is covered with plantation. College has taken up plantation of tree plants in “pitru parvat”, with the support of ‘Jan Vikas Nyas’ and the citizens of Gwalior. Citizens are encouraged to plant a tree plant in the name of their near and dear. The plants are going very well. 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.

The staff has developed training skills, developing small problems, conducting project work of UG and PG students from outside the institution, and writing project reports. Research scholars are also encouraged to participate in this event to make their skills better.

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

Applied for the starting of new subjects in UG and paramedical courses for the next academic session. Developing outline for new courses at UG level has been undertaken.

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

Staff constantly updates their subject knowledge. Encouraging staff to take up research

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- 7.4 Contribution to environmental awareness / protection

Contribution to environmental awareness / protection
The College constantly promotes programmes related to environment awareness and protection activities. This year college has taken up 'Gajar ghas nirmolan abhiyan'. Reuse/ recycle of paper.
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.
Plantation of plants is a common feature.

- 7.5 Whether environmental audit was conducted? Yes No

Whether environmental audit was conducted? No

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

Any other relevant information the institution wishes to add. (For example SWOT)

- STRENGTHS WEAKNESS
- Campus –
 - a. Located in the heart of the city
 - b. Well maintained campus with facilities and infrastructure
 - c. Environment -friendly
- High quality academic programmes
- Strong commitment to community service, social justice, empowerment of women
- Qualified faculty, dedicated faculty for student welfare
- disbursed scholarships to students from SC/ST/ and OBC
- good library facilities
- Well maintained and safe residential facilities for students
- Well-equipped modern 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

Introducing new courses at UG level affiliated to Jiwaji University .
Starting of 2 UG and 3 diploma and 2 certificate courses from next academic session.
Reopening of the cafeteria in the college campus.