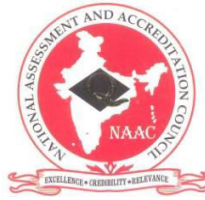


Annual Quality Assurance Report (AQAR)

(Revised in October 2013)



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O Box.No. 1075, Opp: NLSIU Nagarbhavi , Bangalore – 560072 India

Note :

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com).The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samundra Arts and Science College, Taliamuegu-Maharashtra.doc or EC_32_a & a_143 dated 3-5-2004-Samudra Arts and Science College, Talismegu- Maharashtra.doc. The Higher Education Institutions need not Submit the printed/hard copy to NAAC .The acknowledgements would be sent to the institutions Through e-mail

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 area, specially 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)

2010-11

I. Details of the Institution

1.1. Name of the Institution

Dalmia College ,Rajgangpur

1.2. Address Line 2

Po. JHARBEDA

Address Line 2

VIA- TUNMURA

CITY/Town

Dist- SUNDARGARH

State

ODISHA

PIN Code

770070

Institution e-mail address

dalmiacollege.rgp@gmail.com

Contact Nos.

+919438391066

Name of the Head of the Institution:

BABULAL BEHERA

Tel No. with STD Code:

+919438391066

Mobile :

Name of the IQAC Co-ordinator

Mobile:

IQAC e-mail address:

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)

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	72.50	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 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 2005-06:Letter no.1839, dated 14.10.2006
- ii. AQAR 2006-07:Letter no.054/055, dated 09.01.2008
- iii. AQAR 2007-08: - Letter no.1363,Dated 16.10.2008
- iv. AQAR 2008 -09:Letter no.2654, dated 05.05.2009
- v. AQAR 2009-10:Letter no.672 dated 05.05.2010

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 Institutions 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)

1.11 Name of the Affiliating University (for the Colleges)

SAMBALPUR UNIVERSITY

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

Autonomy by State/Central Govt. University

University with Potential for Excellence UGC –CPE

DST Star Scheme UGC –CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG Programmes Any other (Specify

UGC-COP Programmes

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. members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders : No. 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 by the IQAC

Total Nos. International State Institution Level

ii. Themes

2.14 Significant Activities and contributions made by IQAC

Significant activities	Contribution made by IQAC
1=Organising Extramural talk	Contacting academicians
2=Organising National/Departmental seminars	Motivating teachers and students for participation
3=Printing of College Magazine and calendars	Motivating staff and students for contribution of articles
4=Working of placement cell	Contacting nearby factories for placement of students
5=Opening of job oriented course	Undertaking Awareness programme for job oriented course
6=Introduction of Add-on course on Tourism	Motivating students for participation

2.15 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
1= Organising national/departmental seminars	Organised departmental seminars
2= Printing of magazine & calendar	Printed
3= Organising extra-mural lectures	Organised
4= Well-functioning of placement cell	Wellfunctioned
5= Opening of job oriented course	Initiatives taken
6= Introduction of Add-on course	Introduced
7= Introduction of spoken English classes	Introduced

* Attached the Academic Calendar of the year as Annexure.....I

2.16. Whether the AQAR was placed in Statutory body yes No

Management

Syndicate

Any other body

Provide the details of action taken:

Directed to engage special classes for weak students and to involve Parents in the decision taken by the Teachers .

Part – B

Criterion – I

I. 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				
PG				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma				01
Certificate				
Others				
Total	03			01

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum : CBCS/Core /Elective options

(ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	
Trimester	
Annual	03(B.A.,B.SC., B.COM)

1.3 Feedback from stakeholders * Alumni Parents Employers Students

(On all aspects)

Mode of Feedback : Online Manual Co-Operating Schools(for PEI)

* provided an analysis of the Feedback in the Annexure....II

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

As per syllabi provided by the University

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	Associate Professors	Professors	Others
38	24	14	-	

2.2 No. of permanent faculty with Ph.D.

07

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
	03		07						10

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

02

2.5. Faculty participation in conferences and symposia :

No. of Faculty	International Level	National Level	State Level
Attended		02	
Presented papers		-	
Resource Persons		02	

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

- i) Very Similar Tests were conducted to improve the performance of Students in the university Examination.
- ii) Visual aids are being used for class room teaching
- iii) Supply of study materials to students

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

242

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

NA

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

0	0	3
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2.10 Average percentage of attendance of students

75%

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.A.	51			13.63		13.72%
B.SC.	23	13.04	30.43	21.73		43.47%
B.COM.	70	32	24	44		38.57%

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

i) Teacher evaluation is being made on the basis of students feedback, performance in extra-curricular assignments and involvement in different programmes.

ii) Learning evaluation is being made by Periodic assessment of students in the class rooms and examinations.

2.13. Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of Faculty benefitted
Refresher Courses	02
UGC- Faculty Improvement Programme	i)Attending seminars.....04 ii)Attending refresher courses.....02 iii)Addressing extra mural talk.....04 iv)Attending conferences.....01 v)Utilising library during leisure hours...38

HRD Programmes	
Orientation Programmes	
Faculty exchange Programmes	
Staff training conducted by the University	
Staff training conducted by other institutions	
Summer/Winter Schools , Workshops , etc.	
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	37	10	01	02
Technical Staff	00	00	00	00

Criterion – III

3. Research , Consultancy and Extension

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

i)Availability of more numbers of reference books in the library ii)Provision for reading room
iii)Motivating teachers for research work iv)Availability of research oriented journals vi)Internet access in library.

3.2 Details regarding major projects: N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	1,64,000	
Outlay in Rs. Lakhs				continuing

3.4. Details on research publications:N.A.

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference Proceedings			

3.5 Details on Impact factor of publications:N.A.

Range Average h-index Nos. in SCOPUS

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
Major projects				
Minor Projects	18 Mths	UGC	1,64,000	1,64,000
Interdisciplinary Projects				
Industry sponsored				
Industry 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

DEP DBT Scheme/ funds

3.9 For Colleges

Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (Specify)

3.10. Revenue generated through consultancy

NIL

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	39
Sponsoring Agencies		02			

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 :N.A.

From funding agency From Management of University College

Total

3.16 No. of patents received this year

Type of Patent		Number
Nation	Applied	N.A.
	Granted	N.A.
International	Applied	N.A.
	Granted	N.A.
Commercialized	Applied	N.A.
	Granted	N.A.

3.17. No. of research awards/recognitions received by faculty and research fellows

Of the institute in the year:N.A.

Total	International	National	State	Dist	College

3.18. No. of faculty from the Institution Who are ph.D. Guides And students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of Students Participated in NSS events,

University Level State Level
National Level International Level

3.22 No. of Students Participated in NCC events,

University Level State Level
National Level International Level

3.22 No. of Awards won in NSS

University Level State Level
National Level State Level

3.24. No. of Awards won in NCC :

University Level State Level
National Level State Level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- i) Awareness programme undertaken by N.S.S. Volunteers in the adopted village, Khariadhupa.
- ii) Participation of N.C.C. volunteers in 26th January at Rajgangpur.

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29.62 ac	-	-	29.62 ac
Class rooms	20	-	-	20
Laboratories	14	-	-	14
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		LCD Projects-04 Xerox- 01	UGC	05
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.3,40200/-	UGC	Rs.3,40200/-
Others				

4.2 Computerization of administration and library

The Office , Admission , Examination , Accounts and Library are fully Computerized .

4.3 Library services :

	Existing		Newly added		Total	
	No.	Value	No	Value	No.	Value
Text Books	17900	1253000	317	22190	18217	1275190
Reference Books	6720	470400	67	6700	6787	477100
e-Books	-	-	-	-	-	-
Journals	10	10000	03	3000	13	13000
e-Journals	-	-	-	-	-	-

Digital Database							
CD & Video							
Others (Specify)							

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	13							
Added	06							
Total	19							

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

Computers in IT Lab, Local Area Network, training to students

4.6 Amount spent on maintenance in lakhs :

i) ICT		10000
II) Campus Infrastructure and facilities		5000
iii) Equipments		15000
iv) Others	Library	10000
	TOTAL :	40000

Criterion -V

5. Student Support Progression

5.1 Contribution of IQAC in enhancing awareness about students support services

Career counseling, seminars and extra mural talks are being held to enhance awareness about further higher studies.

5.2 Efforts made by the institution for tracking the progression

Regular feedbacks are being collected from Students, Lesson plan and Lesson notes are being maintained by faculties, Course progression meeting with H.O.D.S are being held regularly, Extra classes are being arranged for weak students etc.

5.3(a) Total Number of Students

UG	PG	Ph.D	Others
783			

(b) No. of Students out side the State

NIL

(c) No. of International Students

NIL

Men	No	%	Women	No	%
	422	53		361	47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
380	45	300			725	395	51	337			783

Demand ratio :2.6:1

Dropout %:3%

5.4 Details of Student support mechanism for coaching for competitive examination (if any)

NA

No. of Students beneficiaries

NIL

5.5 No. of students qualified in three examinations.N.A.

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

5.6 Details of Student counseling and career guidance

Student Counselling and career guidance have been done through seminars and Symposia.

No. of students benefitted

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
OCL INDIA LTD.	56	02	00
VEDANTA	43	07	00

5.8 Details of gender sensitization programmes

Awareness programmes are being undertaken on the importance of anti-Sexual harassment Cell and importance is given to motivate girl students to take the help of the cell.

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.N.A.

State/University level National level International level

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

01

00

00

Sports : State/University level

National level

International level

Cultural : State/University level

00

National level

00

International level

00

5.10 Scholarship and Financial Support

Source of financial support to students	Number of Students	Amount
Financial support from institution		
Financial support from government	388	1823600
Financial support from other sources		
Number of students who received International / Nation recognitions		

5.11 Student organized / initiatives:N.A.

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

02

5.13 Major grievances of students (if any) redressed : N.A.

Criterion – VI

6. Governance , Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision and Mission of our institution is to make the Students and the Staff members aware of Creativity and positivism in all sorts of Academic sphere.

All round personality development of individual learners, especially backward classes of the locality

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

The Board of Study constituted by the University develops the curriculum

6.3.2 Teaching and Learning

Regular Classes are being held with interactive Sessions

6.3.3 Examination and Evaluation

Examination and evaluation work is done by the University

6.3.4 Research and Development

The faculty members are encouraged to take up research work.

6.3.5 Library , ICT and physical infrastructure / instrumentation

A 10- station gym has been provided to the Students. Library is fully Computerized.

6.3.6. Human Resource Management

Human Resource Management system has been activated under Govt. Scheme.

6.3.7. Faculty and Staff recruitment

Recruitment for vacancy positions is done regularly.

6.3.8 Industry Interaction / Collaboration

Active Collaboration with OCL India Ltd .Gomardihi mines, OCL Sponze iron for infrastructure development.

6.3.9 Admission of Students

Online admission system has been adopted under the project SAMS.

6.4 Welfare

Schemes of

Teaching	
Non-teaching	
Students	

6.5 Total corpus

fund

generated

As per the need.

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	YES	GOVT.	YES	Principal
Administrative	YES	GOVT.	YES	Principal

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 Reform ?

NA

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

Applied for autonomy but pending at University level

6.11 Activities and support from the Alumni Association

The Alumni Association supports activities undertaken for developmental works and innovation.

6.12 Activities and support from the Parent – Teacher Association

The PTA supports the authority at the time of need, discusses with the authority for betterment of students, and prevent their wards from negative works .

6.13 Development Programmes for support staff

EPF facility to all management and Block grant staff, Medical advance and festival advance are being provided to the staff as support programmes.

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

Dustbins have been placed through out the campus, Large-Scale plantation has been done to protect the environment; cleanliness is strictly adhered to.

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

Extra classes were taken by the professors to mobilize the creativity and academic improvement among the Students.,spoken English classes were arranged for all,library reading room facility was enhanced and grievance redressal cell was more transparent

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

Very similar test were conducted to improve performance of the students in university examination.

Extra classes were arranged for weak students

Study materials were supplied to students in the class room.

LCD projectors were used by science departments while teaching to students.

Seminar on environmental awereness was organized.

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

Very similar Test are being conducted to improve performance of the Students University Examination
Regular feedback are being collected from students.

Provided the details in annexure III

7.4 Contribution to environmental awareness /protection

Seminars, campus cleaning and awareness programmes are being undertaken regularly in environmental protection.

7.5 Whether environmental audit was conducted ? Yes No

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

8. Plans of institution for next year

i)Organising National/Departmental Seminars ii)Computerisation of Library
iii)Welfunctioning of grievance redressal cell iv)Functioning of Placement cell
v)Motivate teachers to attend refresher course. Vi)Continuance of Advanced Diploma Add-on course



Name :Dr. Chirabrata Dutta



Name: Sri Babulal Behera

Signature of the Coordinator , IQAC

Signature of the Chairperson ,IQAC

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Annexure I

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 Educational Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-I

**DALMIA COLLEGE, RAJGANGPUR: JHARBEDA CAMPUS
ACADEMIC CALENDAR FOR
ACADEMIC SESSION 2010-11**

Sl. No	Events	1st Year	2nd Year	3rd Year
1	Re admission to next higher class		02/08/2010 to 07/08/2010	02/08/2010 to 07/08.2010
2	Re opening of College (after Vacation)		21/06/2010	21/06/2010
3	e- Admission	As per Govt. datelines		
4	Classes Start	05/08/2010	21/06/2010	21/06/2010
5	Reporting Shortage of Attendance	1st week of September	1st week of September	1st week of September
6	VST Examination	2 nd week of September	2 nd week of August	2 nd week of August
7	College Election	As per Govt. notification	As per Govt. notification	As per Govt. notification
8	Seminar Classes	16/08/2010 to 13/11/2010	16/08/2010 to 13/11/2010	16/08/2010 to 13/11/2010
9	Literary Competitions	2 nd week of December	2 nd week of December	2 nd week of December
10	Cultural Competitions	3 rd week of December	3 rd week of December	3 rd week of December
11	Reporting Shortage of Attendance	2 nd week of November	2 nd week of November	2 nd week of November
12	Test/Half yearly Examination	3 rd week of November	3 rd week of November	3 rd week of November
13	Filling of forms for University Examination	As per University notification	As per University notification	As per University notification

14	Annual Sports	Ist week of January 2011	Ist week of January 2011	Ist week of January 2011
15	Annual Drama	2nd week of January 2011	2nd week of January 2011	2nd week of January 2011
16	Annual Function	Ist week of February 2011	Ist week of February 2011	Ist week of February 2011
17	Last Teaching day	28/02/2011	28/02/2011	28/02/2011
18	University Examination	As per University notification	As per University notification	As per University notification
19	Last working day	2 nd week of May 2011	2 nd week of May 2011	2 nd week of May 2011

Annexure-II

Academic session: 2010-2011

Item No 1.3

Feedback from the stake holders

A. Alumni:

The alumni of Dalmia College, Rajgangpur expressed their satisfaction on the functioning and growing of the college. They felt that this institution which was started in 1970 with the primary aim to spread the light of education in the tribal dominated rural areas of the locality has been maintaining a high quality of teaching and learning and now enjoys the reputation of one of the best institution of the state. They also expressed their concern over the falling standards in English speaking ability of the students.

B. Parents:

The parents who interacted with the college authority were satisfied about the progress made by their wards both academically and otherwise. They praised the academic environment and the discipline maintained in the college. They however expressed their concern over falling standards of English.

C. Employer

The members of the Managing Committee were satisfied about the progress of the institution and expressed their willingness to cooperate the teachers and students for all kinds of developmental works.

D. Students:

The students wanted to communicate to the University through the college authority to hold the University Examination and publish the results in time. They also wanted to have more interactive sessions to improve their speaking ability.

Item No. 7.3 Details of two best practices followed by the institution:

Questions were prepared for the students by studying the pattern of the question of the University examinations of last five years. Three sets of probable questions were also prepared by the subject teachers basing on the questions. The students were provided with these model questions which they were allowed to answer within a stipulated time period. The answers were evaluated and brought to the knowledge of the students with suggestion for improvement. Decision was made to develop a question bank for each subject to be used in future.