

## PART I: INSTITUTIONAL DATA

### A. Profile of the Institution

1. Name and Address of the Institution : The B.ED DEPARTMENT  
LORETO COLLEGE  
7,MIDDLETON ROW ,KOLKATA - 700071
2. Website URL  
www.loretocollege.org
3. For Communication  
The B.ED DEPARTMENT  
LORETO COLLEGE  
7,MIDDLETON ROW ,KOLKATA - 700071  
E MAIL : loreto@cal2.vsnl.net.in

OFFICE

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head// Principal	(033)2264-0952	(033) 2265 – 3444	loreto@cal2.vsnl.net.in
Vice – Principal	(033)2264-0952	(033) 2265 – 3444	loreto@cal2.vsnl.net.in
Self – appraisal Co-ordinator	(033)2264-0952	(033) 2265 – 3444	loreto@cal2.vsnl.net.in

Residence

Name	Telephone Number with STD Code	E-Mail Address
Head// Principal SR. TINA FARIAS	(033)2264-0952	<a href="mailto:loreto@cal2.vsnl.net.in">loreto@cal2.vsnl.net.in</a>
Vice – Principal SR CHRISTINE COUTINHO	(033)2264-0952	<a href="mailto:loreto@cal2.vsnl.net.in">loreto@cal2.vsnl.net.in</a>
Self – appraisal Co-ordinator DR DEBIKA GUHA	(033)2264-0952	loreto@cal2.vsnl.net.in

4. Location of the Institution

Urban     Semi-urban     Rural     Tribal

Any other (specify and indicate)

5. Campus area in acres

2.75

6. Is it a recognized minority institution?

Yes     No

7. Date of establishment of the institution - 1912

B.Ed. Department

Month & Year

MM	YYYY
	1913

8. University / Board in which the institution is affiliated

CALCUTTA UNIVERSITY

9. Details of UGC recognition under section 2(f) and 12(B) of the UGC Act

Month & Year

2f

MM	YYYY
	1973

Month & Year

12B

MM	YYYY
	1973

10. Type of Institution

- |               |   |                                     |
|---------------|---|-------------------------------------|
| a. By funding | i. Government                             | <input type="checkbox"/>            |
|               | ii. Grant-in-aid                          | <input checked="" type="checkbox"/> |
|               | iii. Constituent                          | <input type="checkbox"/>            |
|               | iv. Self-financed                         | <input type="checkbox"/>            |
|               | v. Any other ( specify and indicate)      | <input type="checkbox"/>            |
| b. By Gender  | i. Only for Men                           | <input type="checkbox"/>            |
|               | ii. Only for Women                        | <input checked="" type="checkbox"/> |
|               | iii Co-education                          | <input type="checkbox"/>            |
| c. By Nature  | i University Dept.                        | <input type="checkbox"/>            |
|               | ii IASE                                   | <input type="checkbox"/>            |
|               | ii Autonomous College                     | <input type="checkbox"/>            |
|               | iv Affiliated College                     | <input checked="" type="checkbox"/> |
|               | v Constituent College                     | <input type="checkbox"/>            |
|               | vi Dept of Education of Composite College | <input type="checkbox"/>            |
|               | vii CTE                                   | <input type="checkbox"/>            |
|               | viii Any other (specify and indicate)     | <input type="checkbox"/>            |

11. Does the University / State Education Act have provision for autonomy ?

Yes  No

If yes has the institution applied for autonomy?

Yes  No

12. Details of Teacher Education programme offered by the institution

Sl No.	Level	Programme / Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
1)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary/ Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary / Sr. secondary			Certificate		
				Diploma		
		B.Ed	BA/BSc / MA	Degree	1 YEAR	ENGLISH
iv)	Post Graduate			Diploma		
				Degree		
v)	Other (specify)			Certificate		
				Diploma		
				Degree		

13. Give details of NCTE recognition (for each programme mentioned on Q12 above).

Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Pre-primary				
Primary / Elementary				
Secondary/Sr. secondary	B.Ed	NO. F ERC/ 61(8) 98// 9142		60
Post Graduate		23.11..98		
Other(specify)				



Number	1
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8. Are there Programmes with faculty exchange/visiting faculty introduced

Yes  No

Number	9
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9. Is there any mechanism to obtain feedback on the curricular aspects from the

Heads of practice teaching schools Yes  No

Academic peers Yes  No

Alumni Yes  No

Students Yes  No

Employers Yes  No

10. How long does it take for the institution to introduce a new programme within the existing system?

Depending on the University. At times with immediate effect e.g. Computer Classes accommodated within the existing time table given
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11. Has the institution introduced any new courses in teacher education during the last three years?

Yes  No

Number	2
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12. Are there courses in which major syllabus revision was done during the last five years?

Yes  No

Number	
--------	--

Entire B.Ed Syllabus Revised 2004

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes  No

14. Does the institution encourage the faculty to prepare course outlines?  
 Yes  No

**CRITERION II : TEACHING LEARNING AND EVALUATION**

1. How are students selected for admission into various courses?

- a) Through an entrance test developed by the institution
  - b) Common entrance test conducted by the University / Government
  - c) Through an interview
  - d) Entrance test and interview
  - e) Merit at the qualifying examination – also
  - f) Any further (specify and indicate)
- (if more than one method is followed , kindly specify the weightage)*

2. Furnish the following information (for the previous academic year)

- a) Date of start of the academic year July 1 , 2007
- b) Date of last admission June 30, 2007
- c) Date of closing of the academic year May 14, 2008
- d) Total teaching days 240 days
- e) Total working days 240 days

3. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed									
B.Ed		60	60						
M.Ed(Full Time)									
M.Ed (Part Time)									

4. Are there any overseas students ? Yes  No

(if yes , how many?

5 . What is the unit cost of teacher sducation programme ? (Unit cost =total annual recurring expenditure divided by the number of students /trainees enrolled)

a) Unit cost excluding salary component

3816 /-

b) Unit cost including salary component

21770/-

*(Please provide the unit cost for each of the programme offered by the institution as detailed at Question 12 of profile of the institution)*

6. Highest and lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programme	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed				
B.Ed	-	45%		SC/ST 40% (upper limit undefined)
M.Ed (Full Time)				
M.Ed (Full Time)				

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes  No

8. Does the institution develop its academic calendar ?

Yes  No

9. Time allotted (in percentage) -

Programme	Theory	Practice Teaching	Practicum
D.Ed			
B.Ed	43%	10%	47%
M.Ed (Full Time)			
M.Ed (Part Time)			

10. Pre-practice teaching at the institution

- a) Number of pre-practice teaching days 7 | 5
- b) Minimum number of pre-practice teaching lessons given by each student 1 | 5

11. Practice Teaching at School –

- a) Number of schools identified for practice teaching 1 | 2
- b) Total number of practice teaching days 2 | 5
- c) Minimum number of practice teaching lessons given by each student 3 | 1

12 How many lessons are given by the student teachers in simulation and pre practice teaching in classroom situations ?

No. of Lessons In simulation	No 6	No. of Lessons Pre –practice teaching	No. 15
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13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes  No

14 . Does the institution provide for continuous evaluation?

Yes  No

15 Weightage (in percentage ) given to internal and external evaluation

Programme	Internal	External
D.Ed		
B.Ed	16%	84%
M.Ed (Full Time)		
M.Ed (Part Time)		

16 . Examinations –

a) Number of sessional tests held for each paper 

	1
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b) Number of assignments for each paper 

0	4
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17 Access to ICT (Information and Communication Technology) and Technology

	Yes	No
Computers	✓	
Intranet	✓	
Internet	✓	
Software / courseware(CDs)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	
Any other(specify and indicate)	LAPTOP	

18. Are there with ICT enabled teaching-learning process ?

Yes	✓	No	
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Number	Various Programmes
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19. Does the institution offer computer science as a subject?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes , is it offered as a compulsory or optional paper ?

Compulsory  Optional

### CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION

1. Number of teachers with Ph.D and their percentage to the total faculty strength

Number	6	47	%
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2. Does the institution have ongoing research projects?

Yes  No

If yes, provide the following details on the ongoing research projects

Funding Agency	Amount (Rs)	Duration (years)	Collaboration, if any

3. Number of completed research projects during last three years.

NA
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4. How does the institution motivate its teachers to take up research in education?  
(Mark ✓ for positive and ✗ for negative response)

- Teachers are given study leave
- Teachers are provided with seed money
- Adjustment in teaching schedule
- Providing secretarial support and other facilities
- Any other specify and indicate

5. Does the institution provide financial support to research scholars?

Yes  No

6. Number of research degrees awarded during the last 5 years.

a. Ph.D.

b. M.Phil

7. Does the institution support student research project (UG & PG)?

Yes  No

8. Details of the publications by the faculty (Last five years)

	Yes	No	Number
International journals			
National journals-referred papers	✓		22
Non referred papers			
Academic articles in reputed magazines/news papers	✓		8
Books	✓		4
Any other (specify and indicate)			

9. Are there awards, recognition, patents etc received by the faculty?

Yes  No

Number	<input type="text"/>
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Achievement Award by Govt and CPE

10. Number of papers presented by the faculty and students (during last five years):

	Faculty	Students
National seminars	<input type="text" value="9"/>	<input type="text"/>
International seminars	<input type="text" value="4"/>	<input type="text"/>
Any other academic forum	<input type="text"/>	<input type="text"/>

11. What types of instructional materials have been developed by the institution?  
(Mark ✓ for positive and ✗ for negative response)

- |   |                                     |
|---|-------------------------------------|
| Self-instructional materials  | <input checked="" type="checkbox"/> |
| Print materials   | <input checked="" type="checkbox"/> |
| Non-print materials (e.g. Teaching Aids/audio-visula,multimedia, e.t.c) | <input checked="" type="checkbox"/> |
| Digitalized (Computer aided instructional materials)                    | <input checked="" type="checkbox"/> |
| Question Bank   | <input checked="" type="checkbox"/> |
| Any other (specify and indicate)  | <input type="checkbox"/>            |

12. Does the institution have a designated person for extension activities?

Yes  UG No

If yes, indicate the nature of the post.

Full-time  Part-time  Additional charge

13. Are there NSS and NCC programmes in the institution?

Yes  UG No

14. Are there any other outreach programmes provided by the institution ?

Yes  No

15. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

Several

16. Doe the institution provide consultancy services?

Yes  No

In case of paid consultancy what is the net amount generated during last three years.



6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year ?

1,73,339

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year ?

NA

8. Has the institution developed computer-aided learning packages?

Yes  No

9. Total number of posts sanctioned

	Open		Reserved	
	M	F	M	F
Teaching	-	7	-	-
Non-teaching	2	4	-	-

10.

11. Total number of posts vacant

	Open		Reserved	
	M	F	M	F
Teaching	-	-	-	-
Non-teaching	-	-	-	-

12. a. Number of regular and permanent teachers  
(Gender-wise)

	Open		Reserved	
	M	F	M	F
Lecturers	-	-	-	-
Readers	-	-	-	-
Professors	-	-	-	-

b. Number of temporary /ad-hoc / part-time teachers(Gender-wise)

	Open		Reserved	
	M	F	M	F
Lecturers	-	14	-	-
Readers	M	F	M	F
	-	2	-	-
Professors	M	F	M	F
	-	-	-	-

c. Number of teachers from

Same state	16
Other states	

12. Teacher student ratio (program-wise)

Praogramme	Teacher student ratio
D.Ed	
B.Ed	60 : 15 4 : 1
M.Ed (Full Time)	
M.Ed (Part Time)	

13 a. Non-teaching staff

	Open		Reserved	
	M	F	M	F
Permanent	2	5	-	-
Temporary	-	-	-	-
	M	F	M	F
Permanent	-	-	-	-
Temporary	M	F	M	F
	-	1	-	-

b. Technical Assistants

14. Ratio of Teaching –non-teaching staff

24 : 1
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15. Amount spent on the salaries of teaching faculty during the previous academic session(% of total expenditure)

1,08,49,236	64%
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16. Is there an advisory committee for the library?

Yes  No

17. Working hours of the Library

On –working –days	9 : 00 - 4 : 00
On –holidays	9 : 00 - 4 : 00
During examination	9 : 00 - 4 : 00

18. Does the library have an Open access facility?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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19. Total collection of the following in the library

a. Books	14560	
- Textbooks	11560	
- Reference books	3000	
b. Magazines	3	
c. Journal subscribed	4	
- Indian journals	1	
- Foreign journals		
f. Peer review journals	3	
g. Back volumes of journals	186	
h. E-information resources		
- Online journals / e-journals	360	CDs, VCDs
- CDs/DVDs		
-Databases		
- Video Cassettes	18	
- Audio Cassettes		

20. Mention the

Total carpet area of the Library (in sq mts)

119.76

Seating capacity of the Reading room

40

21. Status of automation of Library

Yes to intimate

Partially automated

Fully automated

22. Which of the following services / facilities are provided in the library?

Circulation

Clipping

Bibliographic compilation

Reference

Information display and notification

Book Bank

Photocopying

Computer and Printer

Internet

Online access facility

Inter-library borrowing

Power back up

User orientation / information literacy

Any other (please specify and indicate)

23. Are student allowed to retain books for examination

Yes	✓	No	
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24. Furnish information on the following

Average number of books issued / returned per day 120

Maximum number of days books are permitted to be retained

by students

3 days

by faculty

7 days

Maximum number of books permitted for issue

for students

3

for faculty

3 - 5

Average number of users who visited / consulted per month

Ratio of library books (excluding textbooks and book bank

facility )to the number of students enrolled

3000 : 60

25. What is the percentage of library budget in relation to total budget of the institution

12%

26. Provide the number of books / journals / periodicals that have been added to the library during the last three years and their cost

	I 2005 - 2006		II 2006 - 2007		III 2007 - 2008	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text Books		10,085/-	109	12,441	49	9825
Other Books		1440/-				
Journals/Periodicals		8500/-				
Any other specify and indicate						

## CRITERION V : STUDENT SUPPORT AND PROGRESSION

1. Programme wise “dropout rate” for the last three batches

Programmes	Year 1	Year 2	Year 3
	2006	2007	2008
D.Ed.			
B.Ed.	10%	15%	8.33%
M.Ed.(Full Time)			
M.Ed.(Part Time)			

2. Does the institution have the tutor-ward/or any similar mentoring system?

Yes	✓	No	
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If yes, how many students are under the care of a mentor/tutor?

16 : 60
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3. Does the institution offer Remedial instruction?

Yes	✓	No	
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4. Does the institution offer Bridge courses?

Yes		No	
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5. Examination Results during past three years (provide year wise data)

	UG B.Ed			PG			M.Phil		
	I	II	III	I	II	III	I	II	III
Pass Percentage	100	100	100						
Number of first classes	55	53	50						
Number of distinctions	-	-	-						
Exemplary performances (Gold Medal and university ranks)	-	-	-						

6. Number of students who have passes competitive examinations during the last three years (provide year wise data) NA

NET	I	II	III
SLET/SET			
Any other(specify and indicate)			

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	I	II	III
Merit Scholarship			
Merit-cum-means scholarship			
Fee concession	5	5	6
Loan facilities			
Any other specify and indicate			

8. Is there a Health Centre available in the campus of the institution?

Yes	✓	No	
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2 nurses on call

9. Does the institution provide Residential accommodation for:

Faculty	Yes		No	✓
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Non-teaching staff	Yes	✓	No	
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10. Does the institution provide Hostel facility for its students?

Yes	✓	No	
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If yes, number of students residing in hostels

Men

Women

11. Does the institution provide indoor and outdoor sports?

Sports fields

Yes	✓	No	
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Indoor sports facilities

Yes	✓	No	
-----	---	----	--

Gymnasium apparatus

Yes	✓	No	
-----	---	----	--

12. Availability of rest rooms for Women

Yes	✓	No	
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13. Availability of rest rooms for men

Yes		No	
-----	--	----	--

not applicable

14. Is there transport facility available?

Yes		No	✓
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15. Does the Institution obtain feedback from students on their campus experience?

Yes	✓	No	
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16. Give information on the Cultural Events (Last year data) in which the institution participated/organized in the undergraduate section.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate				✓		
Inter-university						
National						
Any other (specify and indicate)						

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal Achievers)
State		
Regional		
National		
International		

18. Does the institution have an active Alumni Association?

Yes	✓	No	
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If yes, give the year of establishment

1995
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19. Does the institution have a Student Association/Council?

Yes	✓	No	
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20. Does the institution regularly publish a college magazine?

Yes	✓	No	
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21. Does the institution publish its updated prospectus annually?

Yes	✓	No	
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22. Give the details on the progression of the students to employment/further study (Give percentage) for the last three years

	Year 1 (%)	Year 2 (%)	Year 3 (%)
Higher studies			
Employment (Total)			
Teaching			95%
Non teaching			

23. Is there a placement cell in the institution?

If yes, how many students were employed through placement cell during the past three years.

Personal placements – through information and reference as there are just 60 students

1	2	3	many

24. Does the institution provide the following guidance and counselling services to the students?

	Yes	No
Academic guidance and Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**CRITERION VI : GOVERNANCE AND LEADERSHIP**

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee

Yes	✓	No	
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2. Frequency of meetings of academic Academic and Administrative Bodies: (last year)

Governing Body/Management	3
Staff Council	10
IQAC/or any other similar body/committee	Often
Internal Administrative Bodies contributing to quality improvement of the institutional processes.(mention only for three most important bodies)	Academic Time Table

3. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

Loan Facility

Yes	✓	No	
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Medical assistance

Yes	✓	No	
-----	---	----	--

Insurance

Yes	✓	No	
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Other (specify and indicate)

4. Number of career development programmes made available for non-teaching staff during the last three years.

YES

5. Furnish the following details for the past three years.

a. Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized organization

2
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- b. Number of teachers who are sponsored for professional development programmes by the institution.

National

7		
---	--	--

International

--	--	--

- c. Number of faculty development programmes organized by the Institution:--many

0	0	5
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- d. Number of Seminars/workshops/symposia on Curricular development,

Teaching-learning ,Assessment, e.tc. organized by the Institution

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List Attached

- e. Research development programmes attended by the faculty

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List Attached

- f. Invited/endowment lectures at the Institution

0	0	9
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Any other area (specify the programme and indicate)

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6. How does the institution monitor the performance of the teaching and non-teaching staff?

- a. Self-appraisal

Yes	✓	No	
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- b. Student assessment of faculty performance

Yes	✓	No	
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- c. Expert assessment of faculty performance

Yes		No	
-----	--	----	--

- d. Combination of one or more of the above

Yes	✓	No	
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- e. Any other (specify and indicate)

Yes		No	
-----	--	----	--

7. Are the faculty assigned additional administrative work?

Yes	✓	No	
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If yes, give the number of hours spent by the faculty per week

8. Provide the income received under various heads of the account by the institution for previous. 2007-2008

Grant-in-aid	118,18,989
Fees	71,37,297
Donation	608516
Self-funded courses	639480
Any other (specify and indicate) (CPE & UGC)	1341971

9. Expenditure statement (for last two years)

	Year 1	Year 2
Total sanctioned Budget		
% spent on the salary of faculty	66	64
% spent on the salary of non teaching employees	5	7
% spent on books and journals	3	2
% spent on developmental activities (expansion of building)	----	---
% spent on telephone, electricity and water	1	2
% spent on maintenance of building ,sports facilities, hostels, residential complex and student amenities, etc.	5	4
% spent on maintenance of equipment, teaching aids, contingency etc.	2	2
% spent on travel	.3	.12
Any other (specify and indicate)		
Total expenditure incurred		

10. Specify the institutions surplus/deficit budget during the last three years?  
(specify the amount in the applicable boxes given below)

Surplus in Rs.	Deficit in Rs.
96,000	
80,500	
59,047	

11. Is there an internal financial audit mechanism?

Yes	✓	No	
-----	---	----	--

12. Is there an external financial audit mechanism?

Yes	✓	No	
-----	---	----	--

13. ICT/Technology supported activities/units of the institution”

Administration	Yes	✓	No	
Finance	Yes	✓	No	
Student Records	Yes	✓	No	
Career Counselling	Yes	✓	No	
Aptitude Testing	Yes	✓	No	
Examinations/Evaluation/ Assessment	Yes	✓	No	
Any other (specify and indicate)	Yes	✓	No	

14. Does the institution have an efficient internal co-coordinating and monitoring mechanism?

Yes	✓	No	
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15. Does the institution have an inbuilt mechanism to check the words efficiency of the non-teaching staff?

Yes	✓	No	
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16. Are all the decision taken by the institution during the last three years approved by a competent authority?

Yes	✓	No	
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17. Does the instition have the freedom and the resources to appoint and pay temporary /ad hoc /guest teaching staff?

Yes	✓	No	
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18. Is a grievance redressal mechanism in vogue in the institution?

- a) for teachers ✓
- b) for students ✓
- c) for non-teaching staff ✓

19. Are there any ongoing legal disputes pertaining to the institution?

Yes		No	✓
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20. Has the institution adopted any mechanism / process for internal audit / quality checks?

Yes	✓	No	
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21. Is the institution sensitized to modern managerial concepts such as strategic planning teamwork, decision –making computerization and TQM?

Yes		No	✓
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## CRITERION VII : INNOVATIVE PRACTICE

1. Does the institution has an established Internal Quality assurance Mechanism?

Yes	✓	No	
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2. Do students participate in the Quality Enhancement of the Institution?

Yes	✓	No	
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3. What is the percentage of the following student categories in the institution?

Admission 60

At present-53

	Category	Men	%	Women	%
a.	SC				3.33 (1.88 %)
b.	ST				1.66 (1.88 %)
c.	OBC				-----
d.	Physically challenged				
e.	General Category				
f.	Rural				
g.	Urban				
h.	Any other(specify)				

4. What is the percentage of the staff in the following category?

	Category	Teaching Staff	%	Non-Teaching Staff	%
a.	SC				
b.	ST				
c.	OBC				
d.	Women	17	100	5	90
e.	Physically challenged				
f.	General Category	17	100	7	100
g.	Any other(specify)				

5. What is the percentage incremental academic growth of the students for the last two batches?

Category		2005-06	2006-07	2005-06	2006-07
		At Admission		On completion of the course	
		Batch I 60	Batch II 60	Batch I 54	Batch II 50
a.	SC	3 (5%)	1(1.66%)	2(3.7%)	1(2%)
b.	ST	4 (6.6%)	2(3.33%)	3(5.3%)	2(4%)
c.	OBC	-	-	-	-
d.	Physically challenged	-	-	-	-
e.	General Category	53(88.3%)	57(95%)	49(90.7%)	47(94%)
f.	Rural				
g.	Urban				
h.	Any other(specify)				