

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The **H K E S S P & J M B** college is currently having the following mechanism for an effective delivery of curriculum after re-opening of the college. **IQAC** prepares calendar of events for the entire academic year. Accordingly A Plan of action and its Implementation take place under the supervision of the head of the Institution.

In our college we are having totally 39 teaching staff members, among 21 teaching staff members are working as full time teachers.

On the 1st day of re-opening of the college a staff meeting was held and detailed discussion regarding the effective implementation of the curriculum. Various committees were formed to carry various responsibilities. All the head of the departments are informed to carry their academic responsibilities and also to maintain their academic records regarding the curriculum.

For overall quality enhancement teachers are motivated to participate in seminar, workshop, conferences, refresher course and orientation course etc. teachers are motivated to participate in research & extension activities, lecture series exchange program.

A rich central library with open access system is available along with some departmentally library facility is also provided students

Checks & balance system is maintained through **IQAC**. All the academic activities are monitored by the **IQAC**.

The **IQAC** issues regular notices & direction to all the Head of the Department's at the monthly review meeting are held regarding the curriculum.

Various classroom teaching methods based on various needs of different subjects are regularly used for the effectively delivery of the curriculum such as

1. Chalk and talk method.
2. PPT-OHP.
3. ICT-enabled teaching-learning method.
4. Use of scientific models and charts for effective lecture delivery.
5. Dictation of class notes by teachers.
6. Conduct of Periodical internal examinations.
7. Group discussion in the class room.
8. Seminars by the student related to curriculum.
9. Paper presentation by the students.
10. Science student are provided adequate facilities for their practices classes.
11. Field work/ project work/ visits and educations tour are conducted regularly.
12. Short films, videos, role play, case studies, are also conducted.
13. The institution collects feedback by the students at the end of every semester

1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N.A	N.A	N.A	N.A	N.A

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N.A	N.A	N.A	N.A

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
1. B.A 1 st sem 2. B.com 1 st sem 3. Bsc 1 st sem	UG 2018- 19	N.A	30.6.2018 “ “	UG	N.A

Already adopted (mention the year)

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	NIL	NIL

1.3 Curriculum Enrichment				
1.3.1 Value-added courses imparting transferable and life skills offered during the year				
Value added courses		Date of introduction		Number of students enrolled
1. Bio fertilizer		16.7.2018		40
2. Management process & organizational behaviour		20.7.2018		30
3. Panchayat Raj and rural development		9.7.2018		30
4. Bharthiya dharshanikaru		25.7.2018		30
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title			No. of students enrolled for Field Projects / Internships	
NIL			NIL	
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes
Yes/ No	Yes/ No	Yes/ No	Yes/ No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
Feedback is collected at the end of every semester. The IQAC conducts this process structured feedback is				

obtained from the student, teachers, parents, and alumni on various issues by providing and collecting formats to know the actual facts about the overall functioning of the college and also seeking the suggestions. Apart from this we also collect the feedback of the students at the dept level. The IQAC plays a vital role in providing, collecting and analyzing the feedback. A good number of suggestions and remarks are done by the stake-holders the feedback system became meaningful only when the analysis is done and corrective measures are taken by the institution. In this process, we know the strength and weakness of the institution

Student feedback is based on two criterions i.e. overall college functioning and teaching-learning process

Teachers Feedback- This feedback covers teaching, learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas, etc.

Parents' feedback is taken about the learning environment in the college as well as imparting value-based education. On the bases of the suggestions made by the parents, the same value-added courses are introduced

Alumni feedback is based on the college in the development of the student personality, employability, and academic excellence, also how the institution helped by the acquire the life skills

Lack of adequate numbers of employers available at the local level the employers' feedback is not taken. However, we introduce add on courses to raise the employment opportunities for the students

Data gathered in the process is documented, analyzed and shared with the program and administrative staff of the institution and the action is taken report is shared with the concerned stakeholders. Hardcopies of feedback are given to each department each teacher participates in the discussion in the departmental meeting about the feedback whenever feedback is not the satisfactory concerned the teacher is counselled by the HOD. Apart from this to strengthen the teaching staff the teacher is advised to participate in refresher courses, orientation courses, seminars, workshops, conferences, etc. The administrative staffs are allowed to participate in training programs. The measure is also taken to improve the basic facilities for the students with permission of the management.