

S.N.	Areas	Items	Response Summary	Action taken
1.	COLLEGE VISION AND MISSION	1. The College Vision, and Mission is referred to and reflected in college decisions	87.5% of and reflected opine that always college vision and mission is referred to and reflected in college decisions whereas 12.5% opine it is frequently done	<p>1. Teachers and students, every year are oriented and encouraged to incorporate College vision and mission on a regular basis. At present for any program the pre-meeting is arranged to see to it that all the events as well as college activities are in sync with the vision and mission of the institution.</p> <p>2. Students Enrichment Programmes and image building Programmes are arranged for students periodically to improve their behavior and manners with teachers, school personnel and community at large.</p>
		2. Students are disciplined and respect the Staff members	75% are of opinion that always it is so whereas 25% feel frequently students are disciplined	
1.	CURRICULUM AND EVALUATION	1. There is a good balance between theory and application in the course I teach	The opinion is divided in 50% who believe always and 50% believe frequently	<p>1. There are many activities beyond the scope of syllabus taken up by teachers to balance the theory and application</p> <p>2. The team of teachers are encouraged to discuss to solve this issue</p>
		2. The learning outcomes of the syllabi are achievable	62.5% opine that frequently it happens whereas 35.7% feel always	
		3. The environment in the college is conducive to teaching and research	62.5% opine that always it is so while 35.7% feel frequently	

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		4. The College provides the faculty opportunity to develop new courses as per the need and demand of the stakeholders	62.5% are of opinion that always college provides full opportunity to develop new courses as per the demand of stakeholders, 25% feel it frequently happens whereas 12.5% feel only sometimes only it happens.	3. Teachers are given freedom to apply for research and funding to various agencies. Library reference is available and is hassle free.
		5. The College encourages teachers to explore innovative teaching methods and strategies	87.5% are of opinion that always the teachers are encouraged but 12.5% feel it is frequently done	4. There are some certificate course already running and some more the faculty has applied for approval .
		6. The internal exam system allows for academic freedom of the teachers	37.5 are of opinion frequently, 37.5 always and 25% feel sometimes	5. Institution has kept different committees to transact the curriculum. Every committee plans activities, implements, and takes feedback for further analysis and modification. The impression of the staff is shared with CDC/IQAC for expert suggestions for modification and implementation.
		7. The internal assessment system is transparent and objective	62.5% are of opinion that always it is transparent and objective whereas it frequently happens	
		8. The teachers are encouraged to take up consultancy services and establish linkages with other educational Institutions	75%are of opinion always and 25%feel frequently it is encouraged	
		9. The governance of the College is decentralized	62.5% are of opinion that it happens frequently whereas 37.5% are of opinion always	6. Institution has already taken up some consultancy work with educational institutions and provides time and opportunity for the teachers to be a part of it
		10. The IQAC and CDC are oriented towards quality enhancement of the teachers and their academic growth	87.5% feel always while 12.5% feel sometimes	

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				7. Each faculty is given some portfolios to take care of and work in a very focused manner .
1.	EMPLOYEE SATISFACTION	1. Principal/head is approachable and accessible	100% feel that Principal is approachable	<p>1. Principal of the college is the member of the governing body and represents the staff. Principal presents the planning of the activities at the beginning and an elaborate report at the end of the year with governing body. Governing body is updated on all important matters about faculty and institution as and when needed.</p> <p>2. Recognizing the need of the staff institution makes arrangement various types of programmes(for eg. ICT based, philosophy of the institution, any skill/ competency required, trending subject) for teaching and administrative staff. Permission is granted to faculty members to attend faculty development programmes conducted by peer institutions, University /UGC etc..</p>
		2. The Management believes in strengthening team spirit amongst the staff	62.5 % feel always while 37.5% feel frequently done	
		3. Staff is appropriately represented in the Governing Body	62.5 % feel always while 37.5% feel frequently	
		4. College provides equal opportunities for continuous development of Staff to upgrade skills and qualification	75% feel always, 12.5% feel sometimes and 12.5% feel frequently	
		5. Good facility and encouragement to the teachers for their research work.	62.5% feel always, 25% feel frequently while 12.5% feel sometimes	
		6. Staff development needs are identified, and programs initiated for the same.	62.5% feel always whereas 37.5% feel frequently	
		7. Capabilities/ Potential of the staff are fully utilized.	62.5% feel always, 25% feel frequently while 12.5% feel sometimes	
		8. Recognition/ Incentive/ Appreciation of the individual work is given	75% feel always, 12.5% feel sometimes and 12.5% feel frequently	

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				<p>3. Library is fully furnished with sufficient books on research and related areas. Timetable is arranged as per the convenience of research scholars for data collection. Teachers are always motivated to take up research in college level or university / UGC level . Research Enrichment programme is conducted by the college for the appraisal of staff and students in research work.</p> <p>4. Teachers are sent for faculty development programmes to Academic staff college/ University/ UGC as and when necessary. Institution also arranges/ organizes programmes for the development of staff members in various areas of education. At present every staff meeting is also a hub for knowledge sharing and deliberation.</p> <p>5. Staff members are given various portfolios for transaction as per their interest so that their capabilities can be optimum</p>

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				<p>utilized by the institution. Occasional discussion with the principal is done in order to conduct smooth running of the activity.</p> <p>6. Principal takes care in announcing the achievements / meritorious work done by faculty in staff meetings, IQAC meetings and CDC meeting to boost the morale of staff for further growth and improvement in that area.</p>
		9. There is a mechanism for feedback, review and performance enhancement for the staff	The opinion is divided 50 % among always and frequently	7. Student's feedback is collected on teaching as well as other events of the institution and analyzed by the principal and the concerned staff. This provides opportunity for review and improvement. Currently , open forum and personal meeting with the principal in the form of open door policy is also being practiced.
7.	INFRASTRUCTURAL FACILITIES FOR ACADEMICS	1. Library is well equipped and is accessible	87.5% feel always while 12.5% feel frequently	1. Library is well equipped with latest books and journals. New books and journals are purchased every year as per the UGC
	2. Laboratory requirements including Equipment, Teaching Aids, Models,	The opinion is divided 50 % among always and frequently		

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		Resource Material, playground, classrooms are provided by the college.		guidelines. To keep the teachers and students updated regarding the latest and new entries, book alert is done on regular basis by the librarian through the LMS and mail.
		3. Computer facilities are made available for ICT based teaching to the teachers.	75% opine always and 25% are of opinion frequently	2. The institution has well developed laboratories for teaching aids and other equipment required by various pedagogy papers. 3. Teachers are asked to give their requirements in their respective subjects on annual basis and the proposal is passed for the arrangements of aids
7.	INFRASTRUCTURAL BASIC FACILITIES	1. College has adequate medical facilities and is equipped to handle medical and other emergencies	62.5% feel frequently , 25% feel sometimes while 12.5% feel always	1. Since all sorts of medicines are not allowed in the college, first aid box is kept for emergency purpose. More precaution is taken to keep the first aid box prepared with generic and emergency based basic medicine and requirements .
		2. Rest rooms, Clean drinking water, toilets, are clean and well maintained	62.5% feel always whereas 37.5% feel frequently	
		3. College pays attention to conservation of environment and has taken initiative on implementing waste management practices	87.5% feel always while 12.5% feel frequently	

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		4. Data, documents, records and evidences are well maintained by the office	62.5% feel always whereas 37.5% feel frequently	<p>2. Physical facilities of the institution are looked after by attending staff. Better cleaning facilities and toiletries are arranged to maintain hygiene.</p> <p>3. Drinking water facility is arranged on all floors for teachers and students. The servicing of the Aqua Machine and cleaning of water supply tanks are mandatory done on regular basis by the management.</p> <p>4. Management takes interest in keeping the environment neat and tidy. Institution has a waste management policy which checks the cleanliness and implementation of the policy and gives directions for conservation of environment. Waste management is one of the best practices of our institution which helps to pay more attention to this area.</p> <p>5. College office takes the responsibility to keep safe documents and records for future</p>
		5. College is sensitive towards faculty physical, emotional and mental well-being	The opinion is divided 50 % among always and frequently	

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				references. A teaching staff is also appointed to oversee the arrangements and filing of the records of the college events .
1.	FURTHER SUGGESTIONS	<ul style="list-style-type: none"> • College should encourage and friendly atmosphere to work. • College should be a resource centre in areas of teaching, research and extension work. • Students should be more encouraged to become self-directed learners • There could be more initiative taken on providing research facilities in terms of time • Some funding for research/ publications/ or attending any conference or workshop is motivating. • Give more impetus for research work and consultancy. • Upskill the administrative staff in order that the teaching staff are not made to share the admin work. • 5 day college would make the staff more productive and can pay attention to other areas of profession also. • Clubbing of activities under different portfolio rather than doing it separately 		