

AISHWARYA COLLEGE OF EDUCATION SANSTHAN
(NAAC accredited grade 'B' college)

AUDIT REPORT

(Academic, Administrative & Green Audit)
Session 2015-16

Submitted by
External and Internal
Academic & Administrative Audit
Committee

Preface

As per the office order dated July 5, 2015, the committee carried out the Administrative, Academic and Green audit of the Aishwarya College of Education Sansthan, which is offering course of BBM, BCA, B. Com. and PGDCA.

The institution has been accredited by NAAC and awarded B grade in May 2015.

The revised terms of reference included green and internal audit as mentioned in the report.

The committee co-opted two internal members.

The committee appreciates and thanks the members of IQAC and the faculty for providing the required record and documents for validation.

We also appreciate the administrative & supporting staff and the students for free interaction with the committee members.

(Prof. D. S. Chundawat)

(Dr. M. K. Jain)

(Shri Hemant Sahu)

(Shri Sharad Mathur)

(Dr. Archana Golwalkar)

(Ms. Raksha Sharma)

Place: Udaipur

Dated: 25th January, 2016.

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INTRODUCTION

Udaipur, also known as the City of Lakes, an urban city, a Municipal Corporation and the administrative headquarters of the Udaipur division & district in the state of Rajasthan in western India. It is located 403 kilometers southwest of the state capital, Jaipur, 248 km west of Kota, and 250 km northeast from Ahmadabad, it is well connected with all major cities by number of flights, direct trains and by bus to nearby towns including Delhi, Mumbai and Ahmadabad. Udaipur is the historic capital of the kingdom of Mewar in the former Rajputana State. The Guhils (Sisodia) clan ruled the Mewar and its capital was shifted from Chittorgarh to Udaipur after founding city of Udaipur by Maharana Uday Singh. The Mewar province became part of Rajasthan after India became independent.

It is often called the “Venice of the East”. Some of the most beautiful lakes in the state are located in Udaipur, such as Lake Pichola, Fatehsagar Lake, Udai Sagar and Swaroop Sagar. Many of the palaces have been converted into luxury hotels. Udaipur is located at 24.58°N 73.68° E. It has an average elevation of 598.00 m. It is located in the southern region of Rajasthan and is close to Gujarat.

Udaipur's autumn / winter climate is the most appealing time to pay her a visit. Tourists arrive in numbers, anytime between mid-September to late March or early April. Even in January, the coldest month, the days are bright, sunny and warm with maximum temperature around 25-28 °C. Mornings, evenings and nights are cold with minimum temperature around 4-11 °C especially if there is a slight breeze in the air.

In this city of Lake is located Aishwarya College of Education Sansthan (ACES) which is a unit of the prestigious Aishwarya Education Society which has been serving with commitment and dedication to the community since 1996. Aishwarya college of Education Sansthan was set up in 2003, affiliated to Mohanlal Sukhadia University, Udaipur with the aim of pursuing the quest for expanding the new horizon in the field Computer science and Application, Management and Commerce.

The state has made significant progress in the areas of education, especially in higher education. This has resulted in an increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by institutions and universities to introduce quality systems and practices. Thus it will establish high standards in the work environment in HEI and set up benchmarks to guide their performance in academic, issues of national importance and global acceptance. The managements' have reframed their vision and mission statement keeping quality policy in view. Majority of the colleges have volunteered to get them critically assessed by national agencies such as NAAC, NBA and many more. This also requires critical review of the institution through external and internal academic audit. This has sensitized an increasing number of forward-looking institutions in the country to participate, learn and benefit from the expertise and readiness of each other to foster such participatory learning.

For any quality assurance scheme setting up of internal quality assurance mechanisms has helped to inculcate the gains made from such efforts in the day-to-day work ethics and organizational culture of the institution. According to the NAAC setting of the Internal Quality Assurance Cell (IQAC) is the first process for quality assurance. The IQAC of the institution comprises of the representatives of faculty, alumnae, parents and other stakeholders. The regular meetings with the members have been held during the period of review.

The Managing Director of the Aishwarya College of Education Sansthan has constituted an External Academic and Administrative Audit Committee for the year 2015-16. The institution completed first cycle of institutional accreditation by NAAC and received the certificate of accreditation in May 2015, securing 'Grade B' with a Cumulative Grade Point Average of 2.14 out of 4.0 points. The terms of references of the committee are:

1. To carry out comprehensive review of the facilities and workings with particular reference to holistic quality improvements those have been implemented in academic and administrative mechanisms during the post-accreditation period of 2015-16.
2. To carry out total academic and administrative audit of the institution, particularly with reference to the courses accredited by the NAAC.
3. The Committee may prepare its final report after careful analysis and triangulation of the SSR submitted by the institution, observations made during the visit and interactions/verifications conducted by the AAA Committee in a narrative style with appropriate headings and bullet points, to be used as a prelude to the preparations to get the institution reassessed and re-accredited by NAAC by 2020-21 as a step in this direction.

Constitution of the AAA Committee:

As per UGC directive of 2004, all the higher education institutions in the country have to go for yearly compulsory Academic and Administrative Audit. The management of the society is committed towards bringing necessary reforms for achieving quality and excellence in academic and administrative matters, in tune with the vision and mission of the institution, which is imperative by appointment of the committee of renowned academicians. Realizing the significance of the task, administrative discipline and accountability, the committee of the following is constituted for the academic year 2015-16, vide dated 5th July 2015.

Member	Designation
Prof. D. S. Chundawat	Dean, MLS University, Chairman
Dr. M. K. Jain	Professor, MLS University, Member
Shri Hemant Sahu	Associate Professor, MCA, GITS Udaipur
Shri Sharad Mathur	Associate professor, Environment and Civil Engineer, GITS Udaipur

Modus operandi:

The audit process will involve escorted visits to the physical facilities, interaction with heads of departments, faculty, management, students, their parents, alumni, employees and other stakeholders and review of documents pertaining to the information presented. The members may request for any additional documents/clarifications that may be required for successfully completing the audit process. The audit process will also include the assessment of the action taken report provided by the institution on the recommendations made by the Peer Team that conducted the first cycle of NAAC assessment and accreditation.

The period of visit may be usually for three days, but could be extended with mutual agreement if the Committee feels that such extension is necessary in the interest of effective completion of the audit process, ending with an exit meeting in which the Chairman and members of the AAA Committee will brief the management with a provisional summary of their findings, followed by submission of the signed final report within a month.

The first meeting of the committee was held with the Managing Director and the Principal on July 23, 2015, where following decisions were taken:

1. The time between visit of the PRT and academic audit is about three months only as such the process of audit may be started in December 2015/ January 2016.
2. Being small institution, it is felt that the term of reference may also include the Green Audit.
3. Being the first audit, the internal and external audit be combined and the Principal be made member of the committee.

The management agreed to include the above in the terms of reference. The committee co-opted Dr. Archana Golwalkar, Principal as internal Member besides Ms. Raksha Sharma in-Charge IQAC to help the committee.

Actions taken by the Institution in response to the Recommendations of the visiting NAAC Peer Team in April - May 2015:

The three members NAAC peer team had made several positive remarks in appreciation of the institution's efforts to ensure high quality standards in the education programs offered by the institution. The report of PRT is attached as annexure. The recommendations and the action taken by the college are given below:

Recommendations	Action Taken
Teachers are to be encouraged to take up research projects & consultancy assignments.	One Research Project proposal was forwarded to ICSSR,
New PG courses in emerging areas be started.	Started B. Sc Programme in 2015 and proposed to start new PG Courses and in Arts/Social Sciences from 2016.

Recommendations	Action Taken
Steps are to be taken to improve student admissions.	<ul style="list-style-type: none"> - Advertisements and promotional activities. - Celebration of 21st year of establishment of the society - On line admission facility proposed to be incorporated on college website. - New bigger Campus planned with Hostels and other facilities for students
There is a scope for collaborations and MOUs.	Two MOU's for collaborations has been Signed
Hostels for boys & girls may be constructed.	New bigger Campus planned with Hostels and other facilities for students
Interaction with industry be encouraged.	Efforts are made to interact with industry.
College may go in for recognition under 2f and 12b of UGC.	The college has been granted permanent affiliation by the affiliating University (MLSU) and has now applied for approval under Section 2(f) and 12(b) of UGC Act.
Coaching centre be established for preparing students for competitive examinations.	An orientation talk on "Facing Competitive Exams" was delivered by the placement cell to take initiative for arranging coaching.
Effort be made for maintaining green campus	Minimum use of Paper, E-waste management is in place. Recycling initiatives, alternative sources of energy to be included in New Campus.

CRITERION-WISE APPRAISAL

In completing criterion-wise appraisal of the performance of the institution in the post-accreditation period, the Committee relied predominantly on information gathered during the onsite visit to the ACES campus during November 23- 27,, 2015 and thereafter during January 9-11, 2016. In addition to the data included in the Self Study Report prepared by the institution in February 2015, information from other sources like Annual, activities, academic, university results etc submitted by the IQAC and formal and informal discussions with faculty, staff, students, parents and alumni was also analyzed. Clarifications and re-confirmations of some of the observations were gathered from time to time by additional input through e-mails and telephone conversations with institution authorities during the preparation of the final draft of the report.

Curriculum Planning and Implementation

The institution has well defined and dynamic vision, mission and objectives statement, which have been finalized in consultation with all stakeholders, these are:

Vision:

To educate and train the student to be efficient, empathetic and socially responsible individuals.

Mission:

These have been adopted to fulfill the vision of the institution,

- To offer courses to the students for enhancing professionalism, humanism and social responsibility through quality education.
- To inculcate values of discipline, hard-work, team-spirit, scientific tempers and to develop critical thinkers.
- Endeavor to stretch the intellectual and creative capacity of the youth and to empower them to assume leadership and market acceptability.
- To promote education that would be liberal and progressive which contributes to the new dimensions of the education.

Objectives:

- To provide a platform to education seekers coming from varied backgrounds of the society for gaining value based learning with equal opportunity.
- To uplift the standard of students so as to meet the market requirements of becoming employable and developing entrepreneurship.
- To adapt to global changes and emerge as an enterprise which fabricates quality from the very beginning in the whole system.
- To maximize the use of ICT, to utilize resources optimally and serve the society by all means.
- To provide comprehensive, cost effective training and strive for continual improvement in the performance for student's highest satisfaction.

Vision, Mission and Objective statements have been prominently displayed in the Institution at places such as Notice Board, library, seminar hall and the lobby. The vision and mission of the Institution are also communicated through Website of the Institution and Smart Campus.

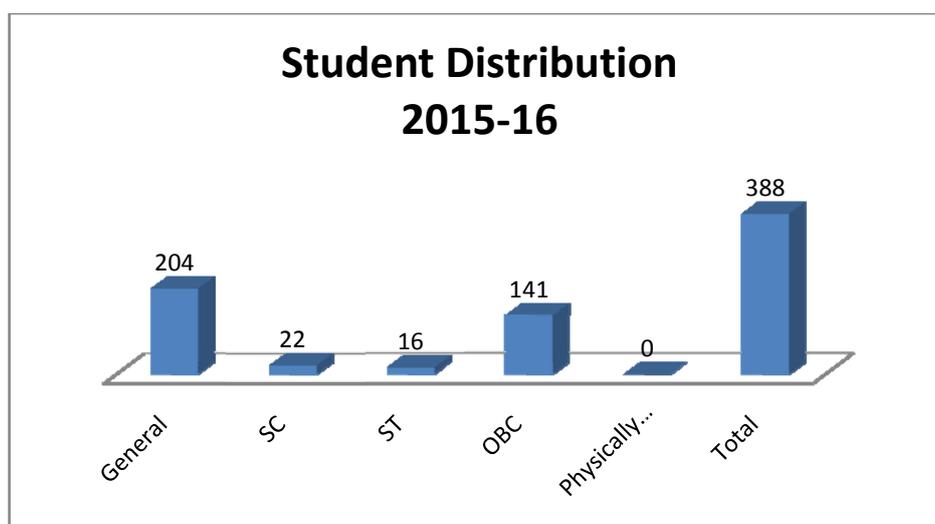
Courses offered, Student Enrolment, Process and Profile:

The institution offers following courses, which are affiliated to Mohanlal Sukhadia University, Udaipur. The course curriculum and the academic regulations adopted by the Academic Council of the affiliating university are followed for all purposes. The university is accredited by NAAC and has been awarded 'A' grade.

Course Name	Duration	Pattern	Intake
BCA	3 Years	Annual	120
BBM	3 Years	Semester	60
B. Com.	3 Years	Annual	80
PGDCA	1 Year	Annual	60
B. Sc.	3 Years	Annual	60

There has been an addition of B. Sc. (Maths) Programme this year. The institution follows the norms and eligibility including reservation policy framed by the affiliating university and the state government. The institution adopts total transparency in admission process, which starts with the insertion of advertisement in news papers, electronic media and hoardings. The admissions are made based on the merit. The institution provides support to the economically backward student and also the SC/ST students get social welfare scholarship. During the year 30 students have applied for scholarship from the government (in process) and 17 for fee concession and free book bank facility.

The profile of the students on roll during the year 2015-16 is as given below:



Preparation of Mile Stone:

For every subject the teacher is required to prepare the milestones which contain the curriculum planning such as week wise topics to be taught, additional topics, expert's lectures besides preparing the objectives and outcome of each course. The institution follows the system of continuous assessment of the students through class tests and assignments. The implementation of the Mile Stone is also verified by the students, which is one of the best practices.

The teachers have been taking make up classes for gap filling and also teaching beyond syllabus, especially topics of recent advances such as E Business, E marketing, internet banking etc.

The university invites suggestions for curriculum revision but during the review year only minor/no changes in Examination Scheme has been done.

Mechanism of Monitoring, feedback from stakeholder:

The institution has a strong monitoring system, where the Daily Administrator checks all the classes, course coverage and attendance and submits to the Principal and IQAC. Besides it, the teachers submit monthly report of their academic activities in each course. They also submit session and course completion report to the IQAC. This ensures holding of regular classes and organization of the academic activities such as class tests, assignment etc.

Feedback is one of the most powerful tools to assess the teaching outcome. The IQAC has developed several formats for taking feedback from Students, Industries, Alumni and Parents. The feedback so received is analyzed and action taken. The formats introduced during the year under review are given as annexure. The faculty members also give feedback on students and academics.

Learning Activities, innovation in teaching:

Besides learning as per the contents adopted by the affiliating university, the institution has made scope in the academic calendar for other learning activities such as remedial classes, course based exercises as home assignments, holding unit wise internal test, question bank and invited talks on the subjects. The students also develop knowledge through seminars and conferences, besides participation in co curricular activities.

During the review period, as many as 5 class tests in each subject, home assignment, 07 invited talks and one national seminar has been conducted.

To make the learning student centric, the institution focuses on interactive and self learning. The library has rich collection of CDs, downloaded from various open sources, which are used by the students and faculty members.

The innovative teaching approaches adopted are live demonstrations, project based assignments, system & case studies, student presentations, quiz, group discussions, e-learning through language/career/aptitude lab etc.

The library has approximately 6,000 titles, National and International Journals with a separate section of Audio - Video CD's. The well stocked library of the institution contains books, journals, encyclopedia and electronic resource materials, with 'Book Bank' facility for the students. The institution has the DELNET membership enabling resources sharing with other libraries and facilities of borrowing books from the affiliating university. The students can identify a title using the facility of smart campus.

During the year 2015-16, so far 318 titles have been added in the library.

LIBRARY SERVICES:

	EXISTING		NEWLY ADDED in 2015-16		TOTAL	
	NO.	VALUE	NO.	VALUE	NO.	VALUE
TEXT BOOKS	4875	1001924	293	34524	5168	1036448
REFERENCE BOOKS	452	93369	25	10377	477	103746
E-BOOOKS	92	FREE	10	FREE	102	FREE
JOURNALS	940	50280	138	12918	1078	63198
E-JOURNALS	DELNET	51000	DELNET	11500	DELNET	62500
DIGITAL DATABASE	YES(S.C.)	-	-	-	YE(S.C)	-
CD & VIDEO	76	760	5	50	81	810
OTHER (SPECIFY)	NIL	NIL	NIL	NIL	NIL	NIL

Management of human resources:

The Human Resource Management policy of the institution provides support for the advancement of the faculty members and their optimum involvement in the academic and other activities, this helps in maintaining good human relations with the management. The policy laid down by the affiliating university for the recruitment of the faculty is strictly followed, where the experts nominated by the Vice Chancellor are involved in decision making, last meeting of the selection committee was held on 19-12-2015, where all the faculty members have been recruited by the statutory selection committee.

The unique feature of the recruitment policy is involvement of the students through demo lectures.

The institution has 22 experienced and qualified faculty members, of whom 4 are Associate Professors, many of them are on the roll for more than 3-5 years.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D.	-	-	-	02	-	02	04
M. Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	01	01	02
Temporary teachers							
Ph.D.	-	-	01	01	-	-	02
M. Phil.	-	-	-	-	-	03	03
PG	-	-	-	-	04	07	11

The management has adopted the employee friendly service conditions, which has been revised during 2015-16. It includes yearly assessment for promotion, reward and incentive based on planning, organizing, directing and evaluating the activities assigned to them. The continuing education programmes to upgrade the knowledge of the teachers are regular features.

The analysis of the evaluation of teachers is also done by checking and comparing the results of the internal assessments, assignments and the results of the university examinations.

The results of various courses for the year 2014-15 are as given below, which shows marginal improvement over previous year's result:

Title of the Programme	Class	Total no. of students appeared	Division %				
			Distinction	I	II	III	Pass
BBM (Semester)	BBM I	14	-	-	7	5	86
	BBM II	14	-	1	7	4	86
	BBM III	26	-	7	17	2	100
	BBM IV	26	-	10	14	2	100
	BBM V	19	-	7	11	-	95
	BBM VI	20	-	9	9	-	95
B. Com	B. Com I	48	-	11	28	7	96
	B. Com II	61	-	6	43	6	90
	B. Com III	59	-	9	34	-	73
BCA	BCA I	42	3	14	10	-	64
	BCA II	57	-	16	28	-	77
	BCA III	70	1	23	0	0	32
PGDCA	PGDCA	8	4	3	-	-	88

Student's performance and learning outcome:

The institution has made sincere efforts to fill up the seats through giving wide publicity for the admission process. The methods adopted for the publicity are given below, which has been verified from the records:

1. Putting hoardings on various places
2. Radio jingles
3. Insertion of leaves in news papers
4. Cable advertisement.
5. News Paper advertisement.
6. Tele calling
7. Visit to the schools/colleges
8. Putting banners

Publicity

Publicity → Newspaper Ads, Radio Jingles, Cable TV, Website, Hoardings, Newspaper inserts and other promotional material

Admissions Open
Call: 9001999452
0294-247965-66

AISHWARYA COLLEGE
Adersh Neger, University Road, UDAIPUR | www.aishwaryacollege.org

Affiliated to MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

BCA BBM B.Com. PGDCA

- 5 Computer Labs
- Projector In Classrooms
- Integrated SMARTCAMPUS (ERP)
- Computer Society of India (CSI) Student Chapter
- Wi-Fi Campus
- Placement

Criteria II: Teaching-Learning and Evaluation

The institution has maintained the Student profiles and reviewed it from the time of admission with respect to their Academic record and achievements.

The institution follows eligibility criterion of the affiliating university. During 2015-16, on the last date of admission, the course wise seats filled with minimum and maximum percentage of marks in qualifying examinations are as below:

Course	Eligibility as per the university	Minimum Prescribed by the university	Maximum and minimum Percentages of the student admitted		Maximum and minimum Percentages of the student Admitted in other colleges
B. Com.	10+2	48%	77%	48%	The range of marks of the students admitted in all the colleges is more or less same, except in Government Meera Girls College, where the girls with higher percentage are given priority
BCA	10+2	50%	80%	50%	
BBM	10+2	48%	67%	48%	
PGDCA	Graduate	50%	68%	50%	

The B. Sc. Course was started late and only 30 admissions were made in I year. The students are eligible for state government scholarship besides fee concession and Nirupama Scholarship offered by the institution.

The students have been motivated to participate in the seminar conferences and other activities within and outside college. The numbers of academic activities organized till Decemembr 2015 are 9 and majority of the students have attended activities in and outside college.

The students are well informed of their performance in class tests, internal examinations, assignment and attendance in classes. The can interact with the teachers for any discrepancy. The parents are invited in monthly meetings, where the visiting parents also know about their children/wards.

Student Participation in other Activities:

The institution has its own representative body and involved in organization of all activities. During the year, the elections to the student's union were held in August 2015 followed by the fresher's party on 14th August 2015. The institution annual function has been planned on 16th February 2016.

Promotion of Research:

The institution has constituted a high power Research Advisory Council but being UG College, there have been little efforts in getting the support for the research. The institution is not approved by UGC under section 2(b) and 12(f) so far, which also put limitation for grant of research funds.

Even then, the institution submitted a research project titled as “A Study on Awareness, Availability and Utilization of e-learning Systems in Higher Education Institutions in Rajasthan State coupled by Development of an E-learning system for Environmental Studies course” to ICSSR but in the absence of UGC approval it has not been approved.

The institution has a panel of expert’s academicians who are ready to provide support and guidance for research, to name few Dr. Shobha Golwalkar, Dr. Devender Johar, Dr. Vijaylaxmi Chouhan, Dr. R L Shrimal and Dr. Qayoom Ali Bohra. The Institution on its part provides initial support for submitting the research budget and also made a budgetary provision of rupees one Lac as seed money to meet institution’s share.

The students are encouraged to present their papers in various conferences, seminars and academic meets, during the year more than 20 students were involved in such academic activities. The institution’s has registered journal “Aishwarya Research Review” (ISSN 2249-2097) which is published as per scheduled.

Publications by the faculty and students:

During the review period, 7 faculties, 2 students have published or presented their papers, which is satisfactory as only 7 months have passed after NAAC visit.

Extension Activities and Institutional Social Responsibility (ISR):

The institution is active in organizing extension activities such as blood donation, awareness camps, medical checkup camps, tree plantation etc. The activities undertaken during the year includes blood donation, computer training, tree plantation, felicitation of school teachers etc.



Infrastructure facilities:

The college has created all the required infrastructure facilities such as administrative offices, class rooms, laboratories, library, student's union office, canteen, parking, meeting room, seminar hall, open air theatre etc. The committee also visited its newly acquired land where the building plans have been finalized and proposed to start the work in near future. It is proposed to have academic & administrative blocks, hostels, faculty residences, shopping complex and other physical facilities.

Physical Facilities:

The physical facilities as required by affiliating university have been created and well maintained. The management is also open to adopt the innovative ideas required to make the teaching effective. The laboratories are upgraded with the revision of the syllabus and new laboratories set up for the B. Sc. Course. The Institution has signed MOUs with the local entrepreneurs for the maintenance of the facilities such as Smart Campus, Computer, laboratory equipment etc. For the maintenance of the services, such as electrical system, water, sanitation and building, regular checks are carried out as per record shown.

IT Resources:

The institution regularly procures new computers as required, upgraded IT facilities and adopted the policy of maximum use of ITC. The numbers of the licensed software procured by the institution are 15, which meets academic requirement. The Institution has Microsoft IT Academy Alliance which has provided licensed software and their upgraded versions. It has also procured the Career/Language/Aptitude lab from Globarena Technologies Pvt. Ltd.

Graduate attributes and the action plan:

The institution has developed the graduate attributes keeping in view the market needs and marketability of the graduates and framed the action plan to achieve these attributes.

Collaboration and Consultancy:

The Institution has collaborated with NIELT (erstwhile DOEACC), Computer Society of India (CSI), Confederation of Indian Industry (CII), Udaipur Chamber of Commerce and Industry (UCCI), CSI - Special Interest group (during National Conference, 2011), ISTD (during Conference, 2011), Academy of Well being Society (Conferences / Seminars / workshops / Counseling), Microsoft IT Academy, Xavoc Technocrats Pvt. Ltd; Riddhi Siddhi Commodities and UGC Center for Women's Studies, M L Sukhadia University.

There seems to be no progress in getting consultancy so far, but they have framed consultancy policy.

Vision and Mission:

The institution has well defined vision and mission and management has taken steps to fulfill the vision by offering professional courses in management, computer and science. The actions taken during review year and earlier are:

- Aishwarya Rotract club, Golden shake club focusing on core values - humanism and Social Responsibility, training 24 citizens.
- Quality of education is ensured at various levels - Daily Administrator, Faculty Member, Mentor, Course Coordinator, Principal/Director and IQA Cell; feedback from Student, parents, industry, guests/experts.
- Organized 01 faculty orientation & development programmes.
- Nominated 03 faculty members to attend FPD/FIP organised by affiliating University/other institutions.

Nurturing the Students:

To inculcate the discipline among the students, the actions taken includes:

- Student Orientation
- Counseling/Mentoring
- Life skills development through activities
- Student handbook/code of conduct
- Team assignments
- Promotion of innovative and creative ideas of students through membership and participation in various cells, CSI, Retract, Student Council, volunteering, suggestion Box etc.
- Inviting scientists/eminant researchers for student interaction
- Promoting students to participate in beyond college activities/competitions.

Additional initiatives have been taken during the years to endeavor to stretch the intellectual and creative capacity of the youth and to empower them to assume leadership and market acceptability.

Placement related activities:

The institution has an active placement cell. During the audit period, it has organized several talks on career counseling, visits to industries and institutions of higher learning and conducted campus interviews. During the report period students appeared for campus interviews as well as online recruitment test, some of the students got selected were offered jobs. It has also provided support to the students for off campus placement including display of vacancies.

Participatory Management:

The Management functions in participatory mode involving the Principal and faculty in formulating and implementation of the policy statement and the mission to fulfill the vision. The action plan proposed is an indicative of organizing the activities included in the annual activities calendar (Almanac) prepared by the Principal, as per the strategic plan & mission of the Institution. The Almanac is approved by the management.

Quality policy:

The quality policy adopted by the institution has kept the view and needs of the society and emerging global market. The policy is the result of the deliberations by the top management with the faculty members and the Principal. This also resulted in their total commitment and involvement to implement the policy. The management feels satisfied with the level of their active participation and outcome.

The teachers have filled up their self assessment report which was reviews by the Principal and finally accepted by the management. There is a policy to reward the teachers but under report period no such incentive has been granted.

Grievance redresser:

The institution has properly represented grievance cell, where students, teachers, women and management representatives are involve redressing the grievances. The number of grievances received during the year is few only and those also of minor nature which were successfully resolved. The gender specific complaints are looked by the Women Cell; no complaint was reported during the year.

Administration and Finance:

The College has well defined organization set up headed by the Principal. The Principal enjoys full financial and administrative powers and controls the academics. The HR policy is employee friendly and followed.

The college is a self-financed private Institution; the major source of the income is only the fees receivable from the students. The Institution has been getting the sponsorship for its activities such as for seminars / conferences / other events etc. During the year 2014-15, the income expenditure statement and proposed budget are given below:

Income:

Heads	2014-15	BE - 2015-16
Fee from Students	11737983	9585000
Other income including bank Interest	868406	819000
Total	12606389	10404000

Expenditure:

The audited actual expenditure 2014-15 and the proposed head wise budgetary provisions for the current year are given below:

Heads	Actual 2014-15	BE 2015-16
Pay and allowances of faculty	4798340	4900000
Pay and allowance of non- teaching employees	181956	185000
Books and journals	153493	155000
Rental for Telephone, electricity, water & internet	316463	315000
Maintenance of sports facilities and student amenities,	19017	20000
Maintenance of building etc.	63265	602000
teaching aids, contingency	35990	36000
Maintenance of equipments, teaching aids, contingency etc.	181628	180000
Students Activities (Meets, Games, Culture, Event)	177354	180000
Seed Money for generating Research project	52219	55000
Purchase/Replacement, AMC of Computers	35047	35000
Payment for AMC of Smart Campus	243556	243600
Others Expenses	5054303	2355000
Travel Expenses	19556	20000
Advertisement & Publicity	1127516	950000
Consultancy Expenses	177420	180000
Total	12605807	10404000

The Institution follows the principle of pre audit of bills before making the payment followed by annual CA audit. These are submitted to the Registrar of the Societies, Government of Rajasthan every year.

IQAC:

The institution has set up a broad based cell with well defined objectives and has done excellent work during review year. The objectives of the cell includes the policy for academic planning, delivery, feedback from various stakeholders, record management and advising the management to improve quality indicators and implement the provisions of the Institution's quality policy. The cell has developed the processes for documentation of the quality indicators. All processes of the monitoring system have been standardized by Internal Quality Assurance Cell.

Environment Consciousness

The Institution has used various energy conservation devices such as CFL/LED in all rooms besides using 5* equipment such as water cooler and generator. They put notices at prominent places to switch off computer system, lights and fans not in use, which is ensured by the Daily Administrator regularly.

The campus has a bore well for supplying water, which has been tested for drinking purposes. The water harvesting system has been installed to recharge ground water, which is working well.

There is no space for the tree plantation on the campus but the institutions has been involved in plantation activities through Rotract Club and has planted 45 trees in the village Maan Mathara in August 2015. They have also planted 41 trees on its new campus where construction has already begun. The committee during visit to the campus found all trees in good health.

It has e-waste discharge system in place.

Innovations:

The committee felt the use of some of the innovative ideas for the academic and other activities, which could be summarized below:

- Preparation of Almanac and Milestones which includes the makeup lectures, week wise teaching, learning beyond syllabus, monitoring at various level and provisions for other activities.
- Provision of ERP and Smart campus which is very useful for the students and parents who can see their entire records online resulting in maximum use of ICT.

Best Practices:

The institution offers UG courses even then to make students market ready, they have organized following skill up gradation trainings:

- Special training on Event management and placement of the students through service provider.
- Aishwarya Golden shake Computer Club is making the senior citizens computer friendly. It has offered free computer trainings to 24 senior citizens during the year, of which 7 persons who met the committee appreciated the efforts, though they needed more practice.

Green Audit of its campus and facilities:

The Green Audit of the campus is included in the terms of reference of the committee. All the above have made significant and positive impact on the activities and mental attitude of the stakeholders.

Interaction with the students:

The committee interacted with the students and found that they have appreciation for academic and other co-curricular activities. They can approach their teachers any time to redress their grievances.

Meeting with the Faculty and other staff:

The committee also interacted with the faculty and supporting staff and observed they are fully involved in the task management and work for the growth of the institution.

Activities planned for the period January - June, 2016

1. Three Days Workshop on Branding Strategy 2 nd January to 5 th January 2016
2. Talk on Child Labour 8 th March 16
3. A seminar on Personality Development and interview skills on National Youth day
4. Industrial Visit
5. Online & Offline Campus drive
6. Annual Function
7. International Women's day Celebration
8. World Rotaract day celebration
9. Foundation Day celebration
10. World Yoga Day Celebration
11. World Environment day
12. AAGAZ- An event to mark 21 years of the society.

Recommendations

The PRT of NAAC has already critically analyzed various achievements of the institution which are satisfying.

The institution has continued to make efforts and is striving to achieve more so that in subsequent cycles it is ranked high. The committee would not like to deliberate on these issues, as the NAAC finding is attached in the report.

Being a small college, the efforts made for various activities are well planned, organized and achievement is commendable. The committee would like to make following suggestions for enhancement of the quality of academics and institution:

1. The institution is required to make efforts in requesting the university to revise the syllabus of various courses; some of them have been revised about 5-7 years back.
2. The faculty must make rigorous analysis of the syllabus, identify new topics and make suggestions to the university. They should refer the syllabus of other leading universities to make their case strong.
3. More efforts are required to fill up the seats in various courses and also conversion of BCA students to go for PGDCA.
4. The faculty members must be motivated to acquire Ph. D. degree and also policy be framed to retain them.
5. The institution lacks in research and consultancy services and raising funds through these activities. Though efforts have been made but without success.
6. The physical facilities such as shopping complex, hostels, staff residences, sports/games facilities will help in increased admissions; as such work on new campus must be expedited.
7. There is need to augment placement related activities.

Feedback Forms

Session First Student Feedback

Q.1 How was your first day in the college?
(a) Average (b) Good (c) Very Good []

Q.2 Who welcomed you?
(a) Alumni (b) Teaching Staff (c) Friends []

Q.3 How was the first class?
(a) Interesting (b) Exciting (c) Boring []

Q.5 What is your batch mentor faculty name?

Q.6 Write the names of the Faculty/Staff member you met?

Q.7 Did you find any difficulty at the time of admission? Yes/No

Q.8 Counseling was done at the time of admission or not? Yes/No

Q.10 Are you willing to participate in College Talent Show? Yes/No

Dancing / Singing / Mimicry / Drama / Fashion Show / Instrument playing
Writing / Reciting / One Minute Act / Face Painting / Fun Game / Chirography /
Anchoring / any other talent

Q.11 Are you willing to participate in College Sports? Yes/No
If yes than mention your sport name

Q.12 Are you willing to participate in College Cultural week activities? Yes/No

Q.13 Have you filled the

1	Student information form	Yes/No
2	Social club membership form	Yes/No
3	CSI membership form (comp sc students only)	Yes/No
4	Cell/committee membership form	Yes/No
5	Student Council election form	Yes/No
6	Student Alumni form	Yes/No

Student Name _____

Course _____ Batch _____

Student Signature

ALUMNI FEEDBACK FORM

College Name :	Session :
NAAC Crit. : 05 Student Support & Progression	Sub Crit. : 5.3 Student Participation & Activities
Key Area : Student Support	Format Name : ALUMNI FEEDBACK FORM

Date: _____ Course: _____ Batch: _____

Name of the Student: _____

Instructions: Read each statement carefully and respond to it by marking (✓) on one of the five responses given against each statement. Please give your responses according to your opinion with reference to your program.

S. No.	STATEMENTS	Highly satisfactory	Satisfactory	Average
1	Academic content- course curriculum.			
2	Availability of teaching materials.			
3	Time provided for practical work.			
4	Feedback help available			
5	Fairness of evaluation			
6	Interaction with teaching faculty.			
7	Interaction with non teaching staff			
8	Library facilities.			
9	Computer facilities			
10	Student council			
11	Extracurricular activities.			
12	Sports facilities.			
13	Transport facilities.			
14	Provision of the practical training programme.			

Q. 1. Do you wish to have post in alumni Association?

Ans. [] Yes [] No

Q. 2. Write two positive points about the course/program you attended.

Ans. _____

Q. 3. Name the Teacher you like the most with reasons.

Ans. _____

Q.4. Were you a member of the student council ?

Ans. [] Yes [] No

Q.5. Does the course cope up with required job skills.

Ans. _____

Q.6. Do you know about the curriculum objective & course objective from the beginning of the session.

Ans. _____

Q.7. Did the college invited experts & guest lecturers for the additional topics to be taught.

Ans. _____

Q.8. Did the course help you for direct placement with it going for any training.

Ans. _____

Principal /Director	Course Co-coordinator
Lecturer	IQAC Authority

Teacher's Feedback Format

College Name :	Session :
NAAC Crit. : 02 Teaching Learning & Evaluation	Sub Crit. : 2.4 Teacher Quality
Key Area :	Format Name : Teacher's Feedback Format

Read each statement carefully and assign rank to your teacher.

S. No.	STATEMENTS								
1	Effectively communicate in the class.								
2	Always encourage student participation in the class.								
3	Always helpful in advising.								
4	Always provide outline of the course in the beginning regarding subject involved.								
5	Shows sincerity and commitment towards their work.								
6	Teacher knowledge about his/her subject is good.								
7	Gives sufficient timely feedback on subject query.								
8	Generate interest in studies.								
9	Motivate students to participate in extracurricular activities.								
10	Provide subject course material adequately.								
11	How will you give your responses on the following qualities of your teacher:								
	• Open minded								
	• Fair								

	• Polite								
	• Painstaking								
	• Lenient								
	• Strict								
	• Friendly								
	• Articulate (speech command)								

Principal /Director	Course Co-coordinator
Lecturer	IQAC Authority

PARENT FEEDBACK FORM

College Name-	Session
NAAC Crit. : 01 Curricular Aspect	Sub Crit. : 1.4 Feedback System
Key Area : Feedback	Format Name : PARENT FEEDBACK FORM

S.No.

Student's Name _____ Course _____ Batch _____

Parent's Name _____ Relation to Student _____

Address _____

Phone _____ Mobile _____ E-mail _____

Date of Visit to the College _____ Time _____

Purpose of Visit _____

S. No.	Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1	Library, Lab & Class Rooms				
2	Faculty				
3	Timely reporting of student progression				
4	Seminar/Orientation/Conference/Workshops				
5	Student Welfare & Discipline				
6	Sports/Games/Cultural Activities/Student Clubs				
7	Timely Internal/External Exams & Result Declaration				
8	Remedial teaching & Counseling of Students				
9	Delivery of Teaching-Learning, Timely completion of Syllabus				
10	Parents views about the college				

Parent's Remark

Query/Issues raised by parent

Parent Suggestion for Curriculum enrichment and development

Student Details shown to parent

Brief summary of discussion

Solution provided

Parent's Name & Sign. _____

Staff Name (s) _____ Designation _____

Principal /Director	Course Co-coordinator
Lecturer	IQAC Authority

INDUSTRY/EMPLOYER FEEDBACK FORM

College Name :	Session :
NAAC Crit. : 01 Curricular Aspect	Sub Crit. : 1.4 Feedback System
Key Area : Feedback	Format Name : INDUSTRY/EMPLOYER FEEDBACK FORM

S.No.

Company Name _____

Representative Name) _____ Designation _____

Address _____

Phone _____ Mobile _____ E-mail _____

Website : _____

Date of Visit to the Company _____ Time _____

- i. Educational Background of personnel recruited by the company?
 - 1) Commerce & Management
 - 2) Information Technology
 - 3) Both One & Two
 - 4) Any other (Specify) _____

- ii. Skills preferred in personnel recruited.
 - 1) Technical Skills
 - 2) Soft Skills
 - 3) Both Technical & Soft skills
 - 4) Any other (Specify) _____

- iii. Qualities expected in recruits
 - 1) Good Spoken English
 - 2) Computer literacy
 - 3) Oratorical & Presentation
 - 4) Any other (Specify) _____

- iv. Option for moving from a culture of passing exams to preparing a high quality work force?
 - 1) Seminars/Conference/Workshops
 - 2) Industrial Visit/Training & Summer Placements
 - 3) Project based learning
 - 4) Any other (Specify) _____

- v. Preferred method of the company towards contributing to Skills Development of employees.
 - 1) Provide In house Training
 - 2) Part-Time degree courses
 - 3) Diploma/Certificate courses
 - 4) Any other (Specify) _____

- vi. Preferred method of the company towards contributing to Corporate Social Responsibility towards education.
 - 1) Sponsorship
 - 2) Providing Industrial Training
 - 3) Donation of Resources
 - 4) Any other (Specify) _____

- vii. How can company collaborate with Aishwarya College.
 - 1) Sponsor National/International Conference
 - 2) Staff/Student Training
 - 3) For R & D Project
 - 4) Any other (Specify) _____

viii. Does the curriculum knowledge of the student match with the required Job Knowledge?
1. Yes /No _____

ix) Does the student need any kind of training before joining the job or the skill imparted by college is sufficient?

x) Any Suggestion

S. No.	Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1	Punctuality in their work				
2	Time-management skills				
3	Goal orientation				
4	Communication skills				
5	Technical knowledge				
6	Maintaining inter-personal relationship				
7	Promptness in adapting technical & work skills				
8	Group Dynamics				
9	Potential for Career Growth				
10	Independence, Smartness & Competence				

Industry representative Name & Sign.

College Staff Name & Sign.

College Student Name & Sign.

Principal /Director	Course Co-ordinator
Lecturer	IQAC Authority