

KANORIA PG MAHILA MAHAVIDYALAYA, JAIPUR

Report of the
Academic
And
Administrative Audit (AAA)
2023 -24



- Members of the AAA Committee:
- Dr. Sunita Mathur, Department of EAFM
- Dr. Prabha Bajaj, Department of Music
- Dr. Nectumahawar, Department of Environmental Science
- Ms. Vijay Laxmi, Department of Economics
- Dr. Sweetymathur, Department of Sociology
- Dr. Deepti Chauhan, Department of Physics

About the College

Kanoria PG Mahila Mahavidyalaya, Jaipur was established in the year 1965 to strengthen women education in the state which was at a very low level at the time of its establishment. Since then, the college has developed as a pioneer educational institution in the state. As a result of continuing growth, about 6000 students were enrolled in various courses in undergraduate and post graduate courses in various disciplines during the session 2023-24.

The basic objective of higher education is to provide effective and efficient human resources to the society, which can be achieved not only by providing qualitative and formal academic education, but also by inculcating the spirit of making contribution to the society and the future generations. KMM is making all the efforts to achieve this objective.

KMM has also introduced AAA in the college. This audit is conducted well by a six members committee of experienced and knowledgeable faculty members. This audit is going on since 2019. For academic year 2023 -2024, this audit continued to be implemented.

Objectives of academic and administrative audit

The functioning of any institution requires effective periodic review to evaluate its strength and to identify its success and the weaknesses also. AAA is a meaningful review of various academic and co-curricular activities supported by the administrative mechanism. The objectives of AAA are:

- To understand the existing system and to identify the strengths and weaknesses of the Institution.
- The Academic and Administrative Audit (AAA) is used as a tool to identify the areas for specific focus and improvements.
- To review the implementation of suggestions offered for improvement.
- To evaluate the optimum utilization of resources.
- To evaluate the quality process and to suggest remedies.

Scope

- Implementation of New Education Policy
- Admissions
- Teaching Methodology
- Curricular and Academic activities
- Co-Curricular Activities
- Administrative functioning of the College

Based on the information obtained from the 24 departments and administrative staff through interactions with the faculty members and office staff, the Academic and Administrative Audit (AAA) committee has made a sincere endeavor to offer its views, observations and recommendations in this report.

New Education Policy (NEP-2020)

The government of India has introduced NEP-2020 in the country to provide holistic education in higher education institutions. The emphasis of the policy is on providing inter-disciplinary education to nurture not only the academic excellence but also to develop the critical thinking, leadership skills and the employability by enhancing skills among the students. This policy broadly

aims at exploring new ideas collaborating across various disciplines and meaningful contribution to the society.

Our college is also implementing this policy since the academic year 2023-24. To ensure better and smooth implementation of this policy, following important transformative changes have been introduced by the college.

- Annual Scheme pattern has been replaced by new semester scheme pattern for the undergraduate first year students.
- The annual examination pattern has been replaced by two semester examinations in a year.
- The syllabus has been divided by the University of Rajasthan in two parts for the two semesters.
- Semester wise examination will be conducted by the University of Rajasthan.
- Internal assessment of the students will also be arranged by the college.
- Scoring of marks will be on the basis of marks obtained by the students in the internal assessment (20% of total marks) and in the university examination (80% of the total marks).
- The eligibility criteria for appearing in University Examination is to obtain minimum 40% marks in college mid-term examination by the students.
- It is mandatory for each student to opt for one Skill Enhancement Course (SEC) and one Value Added Course (VAC) in each semester.

Creation of ten digits ABC ID is compulsory for each student. All academic credits will be reflected on the same.

Courses offered by KMM:

In addition to various under-graduate and post-graduate courses in Arts, Commerce and Science faculties, following other professional courses are also offered by the college:

Approved by AICTE

1. Bachelor of Business Administration (BBA) semester scheme
2. Bachelor of Computer Application (BCA) semester scheme

Approved by University of Rajasthan

1. B.Sc. Biotechnology semester scheme
2. B.Sc. Home Science semester scheme

Skill Enhancement Courses:

College provides various skill enhancement courses to provide students with life skills in the hands-on mode to increase their employability. The courses are following:

1. Certificate Course in MS Excel
2. Certificate Course in Banking Finance and Insurance
3. Certificate Course in Accounting Technician (CAT)
4. Certificate Course in Clinical Nutrition & Dietetics
5. Certificate Course in Cyber Security
6. Certificate Course in Digital Marketing
7. Certificate Course in Foreign Languages

8. Certificate Course in Graphic Designing
9. Certificate Course in Instrumental Techniques for Chemistry Analysis
10. Certificate Course in Organic farming
11. Certificate Course in Solid Waste Management
12. Certificate Course in Tally Accounting
13. Certificate Course in Coding
14. Certificate in Financial Planning and Investment Management
15. Certificate Course in Global Sustainability and Community Participation
16. Certificate Course in Functional English
17. Diploma in Office Management
18. Diploma in Art and Craft Design
19. Diploma in Interior Design
20. Diploma in Fashion Design
21. Diploma in Hindi Bhasha Kaushal

For the holistic development of the students and teaching and non-teaching staff, various activities were organized by the college during the session 2023-24.

Admissions:

Taking admission in our college is not just about obtaining an education; it's about embarking on a journey of excellence. Our admissions process is meticulously designed to welcome the deserving candidates.

Through a combination of online and offline counseling sessions, facilitated by our innovative Q Fix software system, we ensure a seamless experience for prospective students. Our commitment to transparency is unwavering, as is evidenced by our clear and accessible admission policies. Merit-based admission, primarily evaluated through class 12th examination performance, forms the cornerstone of our selection process. Statutory reservation quotas mandated by the Government are also adhered to.

Navigating our admission process is straightforward, comprising steps such as online registration, document verification, and secure online fee payment. With affiliation to the esteemed University of Rajasthan, our college offers a diverse range of undergraduate and postgraduate courses, meticulously tailored to meet the evolving needs of society.

Currently, we have an enrollment of 5012 undergraduate and 786 postgraduate students across various streams in Science, Commerce, and Arts. Additionally, we continually strive to introduce new, employment-oriented courses, ensuring that our graduates are well-equipped to make meaningful contributions to the workforce.

Teaching Plan:

In our commitment to delivering education with precision and foresight, our college adopts a structured approach to syllabus delivery, aligned with the guidelines set forth by the University of Rajasthan. Each department meticulously divides the prescribed syllabus and course content into three distinct terms:

- 1 Term: July to September

II Term: October to December

III Term: January to March

IV Term: April to June

This strategic division facilitates for a focused and systematic progression of learning throughout the academic year. Notably, our Academic and Administrative Audit (AAA) committee appreciates the dedication of all departments in adhering to this schedule. We prioritize the wellbeing and learning pace of our students, ensuring that syllabus completion remains timely and comprehensive. Regular reporting to our Internal Quality Assurance Cell (IQAC) further underscores our commitment to maintaining academic standards and fostering a conducive learning environment.

Time Table:

Time Table Committee works keeping in mind the smooth and efficient management of academic programme through the semesters. The following works were accomplished by the committee :

1. The class time table at the beginning of the semesters was prepared of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, assigning of classrooms and tutorial rooms and taking into account department-specific requirements
2. With the information gathered, the class time tables in the prescribed format were prepared.
3. By referring to the class timetables, prepared the timetables of individual faculty members. Time table is also prepared by this committee after consulting the faculty for the same. Time-table preparation was based on subject combinations. Convenience of the students was also taken into consideration. Preparation of the time-table of particular department and individual faculty member was also done by referring to the class wise time-tables. The class wise time-tables of the concerned teachers and the students were communicated through college website. Room wise time table was also displayed.

Teaching Methodology:

Teaching and Learning

Teaching and learning are based on explicit learning outcomes which are consistent with programme/course objectives. Teaching methods are innovative, varied, and appropriate to the stated learning outcomes and make effective use of available facilities, equipments, materials and aids. Teaching is well planned and is effectively performed by taking into account of the needs of all categories of students. The style and pace of teaching and learning takes due account the nature of the curricula, students' varied abilities and prior learning, and the specific needs of the very able or weak students equally. Teaching approaches encourage independent learning with critical thinking and students take responsibility for their own learning. Learning is enriched by appropriate reference to cross-curricular links, current research, industrial applications and development of generic skills such as communication and team work. Different tools are being used by the teachers, like:

1. White Board
2. Smart Board

3. Power Point Presentations
4. Online Quiz
5. Pre Recorded Video Lectures
6. You Tube Channel of College

Co-curricular activities:

Co-curricular activities are activities that take place outside of the classroom but are still tied to the classroom curriculum in some way. Broadly speaking co-curricular activities are those activities which are organized outside the classroom situation. These have indirect reference to actual instructional work that goes on in the classroom.

Co-curricular activities are important for several reasons. They can enhance a student's academic development and performance. They can also help a student to build several important life skills in areas such as leadership, organization, confidence, and socialization and development of the students in the present educational situation. For bringing harmonious and balanced development of the student in addition to the syllabus which can be supplemented through curricular activities, the co-curricular activities also play significant role.

Following Clubs and Centres provides the platforms to the students to develop their skills and personality:

Clubs

1. Nature Club
2. Entrepreneurship Club
3. Sukriti (Art and Craft) Club
4. Abhivyakti Club
5. Swaranchal (Dance-Music) Club
6. Creative Writing Club
7. Public Speaking and Theatre Club
8. Wellness Club
9. Red Ribbon Club
10. Photography Club
11. Heritage Club
12. Knowledge Advancement club

Centres:

1. Centre for Career Guidance, Training and Placement
2. Centre for Counseling and Guidance
3. Centre for Entrepreneurship Development
4. Centre for Gender Studies
5. Centre for Research and Development
6. Narika Incubation Centre
7. Teaching learning Centre
8. Basic Life Support Training Centre

National Service scheme:

Kanoria P G Mahila Mahavidyalaya has four units of NSS having 100 volunteers in each unit. NSS is an extension dimension to the higher education system to orient the student youth to community service while they are studying. NSS organizes several activities for the holistic development of volunteers and to fulfill responsibilities to society. The activities include plantation drive, youth awareness programs, self-defence, Basic life support training program, Blood donation camp, Health checkup camp, Cleanliness drive, traffic rules, social awareness program for education, health, voting, cyber security etc. NSS also organizes three one day camps and one seven days camp mandatory for all volunteers to attend. Volunteers also participate in Republic Day camps, National integrations camps, Adventure camp and other training programs.

Sports:

Sports and games help the students to improve their self-esteem, social skills, and confidence. It also teaches them about time management and discipline. It also helps in reducing stress and depression. Students participate in several sports like Taekwondo, Wrestling, Wushu, Weight Lifting, Boxing, Judo, Basketball, Swimming, Football, Archery, Table Tennis, volleyball, Kabaddi, Pistol & Air Rifle shooting, Kho-Kho, Cricket, Badminton, Squash etc. and have won several medals at regional and national level.

Faculty Development Programme:

- Teaching Learning Centre at Kanoria PG Mahila Mahavidyalaya organized a seven day Faculty Development Programme from 1st to 7th July 2023 on “Holistic Approach towards Teaching”. The objective of the program was to promote an academic and intellectual environment within institution. The key areas covered were “Dynamics of Teaching”, on the need to create a congenial classroom environment, “New Critical Approaches to Teaching” to read and understand text from a psychoanalytical lens, “Stress Management and Team Building” which focuses on how to identify the red flags of being in stress and in case of being in stress your workplace environment can help in coping with the situation, “Enhancing personality through Effective speech”, based on personal life experiences and discussed the need to study the personality of an individual by accessing his both verbal and non-verbal communication, “Impact Assessment of Teaching Tools”, “Professional Ethics in teaching” and “Academic Writing”
- A three-day discussion and expression on “The Textuality of Sexuality” was organised jointly by Department of Sociology and Public Administration from 21-23 September 2023. The purpose of the event was to highlight the various aspects of gender and sexuality from the social to legal and from political to literary. It focused on making the students aware about gender and sexuality and to sensitize them to accept different kinds of sexual orientations.

Seminars & Workshops:

KMM organized following seminars and workshops during session 2023-24 to facilitate the development of participants. The seminars and workshops helped the participants in understanding and sharing new innovative thoughts and concepts

- The Hindi Department of the college had organized a two day national seminar “Brijnayaak Shree Krishna: Sahitya Aru Vividha Vimarsha” on 27-28 February 2024, in collaboration with Brij Bhasha Academy of Government of Rajasthan, to enlighten about the excellence of Brij Bhasha in flourishing Hindi Literature.
- Seminar on 'Advances in Environmental Studies and Public Health' was jointly organized by Kanoria PG Mahila Mahavidyalaya, Jaipur, and the International Society for Life Sciences on 26 and 27 September 2023. The Seminar focused on crucial matters of Environmental Studies and Public Health. Key areas were environment conservation, waste management, green technology, remote sensing and application in environment monitoring and conservation. This seminar explored the possibility of environmental education as a source of enhancing employability
- A three-day International Conference on ‘Soliloquies, Monologues, and Speeches in Shakespeare’ (Hybrid Mode) was organized by Kanoria PG Mahila Mahavidyalaya, Jaipur, in collaboration with The Shakespeare Association, India, during 26-28 October 2023. The objective of this seminar was “The Soliloquies of Shakespeare” analyzed the undercurrents of bloodshed, the future of humanity, and the legacy of humanism in the Soliloquies of Shakespeare.
- Three-day international conference on "Changing Dynamics of India's Foreign Policy: Challenges and Way Ahead" from 19th February to 21st February 2024 was organized at Kanoria College in association with the Indian Council of World Affairs.
- An International Symposium on the theme 'Women, Marriage and Law: European and Indian Context' was organized by the Department of History on 23 February 2024. The objective was to revisit the institution of marriage through numerous perspectives.
- In collaboration with the Centre for Entrepreneurship and Skill Development, University of Rajasthan, the Entrepreneurship Club organized a One-Day Seminar on 'Opportunities for Entrepreneurs in India: Psychology of Winning' on 4 October 2023. The seminar aimed to inspire and educate students about entrepreneurial opportunities and enhance their understanding of the psychology of winning.
- To improve communication skill and subject knowledge, one day Students Seminar was organized by the geography department on 20 October 2023 The theme was Evolution and Development in Geography and Sub-themes. The seminar focused on various aspects such as Developmental and Structural features in Geography, Social and Economic consideration in Geography Political aspects of Geography Contemporary issues of increasing population in urban areas, Environmental geography-its impact and Biodiversity.

Workshops

- A One Week Workshop on Tools & Techniques in Research Methodology was organized during 14-20 March 2023 under the aegis of CURIE Project of the Department of Science and Technology, Government of India and Research & Development Centre for faculty & students of different HEI's. This workshop included Hands-on training on Plant Tissue Culture, Microbial Culture and Animal Tissue Culture and also included a lecture on how to write a research project proposal.
- A Nine-day Workshop was organized by Centre for Career Guidance, Training and Placement from 26 September 2023 to 6 October 2023 on the topic- "Employability Enhancement for Youth" in collaboration with Naandi Foundation's Mahindra Pride Classroom. During this workshop, variety of topics related to Career Development were explored. The topics included Effective Communication skills like English language and Professional communication, Interview skills, like Art of Speaking, Group Discussions and Interview preparation, Life skills like 'I am unique', Critical thinking, and Digital Identity. Soft Skills like body language, professional grooming, and goal setting, time management, professional ethics and problem solving skills were also covered.
- A Three day discussion and Expression on "The Textuality of Sexuality" was organized jointly by the Department of Sociology and Public Administration from 21-23 September 2023. The purpose of the event was to highlight the various aspects of gender and sexuality, from social to legal and from political to literary. It focused on making the students aware about gender and sexuality and to sensitize them to accept different kinds of sexual orientations.
- A seven-day Workshop on "Excel Use for Business" during 20-27 November 2023 was organized by the department of business administration to acquaint students with MS-Excels to get them employable.
- Focusing on career enrichment, the Department of Drawing & Painting also organized a 15-day workshop Enrichment, Creativity & Rejuvenation through Fevicyl products in collaboration with Pidilite Industries Private Limited from 27 September 2023 to 14 October 2023. The main objective of the workshop was to inculcate a sense of creative independence amongst the students through sessions focusing on varying techniques and art forms.
- On 12 October 2023, students of M. A/ M.Sc. Geography Semester III participated in One Day Workshop on Earth Observations for Climate Studies organized by NRSC Hyderabad and BISR, Jaipur. An initiative by National Remote Sensing Centre (ISRO) on generating a long term and consistent national level database.
- One day workshop on Geographic Information Systems (GIS) and its diverse applications in association with NIITI NUI University, Neemrana was organised by the Geography Department on 22 February, 2024 The workshop focused on Drone photogrammetry, data processing with ArcGIS Pro. The objective of the workshop was to provide theoretical knowledge on how to process data within ArcGIS Pro, to explore the Geo spatial frontier creating awareness and career guidance in the field of geospatial technology.

- On 20 October 2023, a one-day training workshop on the usage of Statistical Package for Social Sciences (SPSS) software was held. The workshop aimed to provide intensive training on the everyday use of SPSS software for data analysis.
- During the academic year 2023-24, the Department of Psychology, in collaboration with the KRSH Foundation, conducted a workshop webinar on 'Counseling Skills' The session focused on hands-on learning of counseling techniques, ethical considerations in counseling, and self-care practices for counselors.
- A five-day Hands-On workshop, "Research through the Prism of Social Science" was conducted during 3-8 January 2024. Workshop emphasized on the need of developing indigenous methods of research.
- A 9-Day Workshop was organized from 26 September 2023 to 6 October 2023 on the topic "Employability Enhancement for Youth" in collaboration with Naandi Foundation's Mahindra Pride Classroom. During this workshop, a variety of topics related to career development skills were explored, including Effective Communication, Interview Skills, Life Skills and Soft Skills.
- Two day speaking skill workshop was also organized by Abhivyakti Club on 20 -21 September 2023 for improving the speaking skills, group discussions, interviews and stage management among the participating students.
- A two day workshop on Hindi-English writing was organized by Creative Writing Club of the college on 3rd and 4th October 2023. The training for writing of poems, songs, short stories, ghazals etc was imparted to the students by the expert.
- Sukriti - Art & Craft club organized "Rakhi-Making Workshop" on 12 August 2023. In the workshop, the students were trained in creating various rakhis and rakhi-related decorative items, encouraging the crafting of handmade rakhis with threads, stars, mirrors, pearls, and flowers. Resin Rakhi-Ari was also demonstrated to the students.
- A 7-day workshop on Handmade Business Ideas from 4 to 11 October 2023, led by experienced artists and craftsmen featured sessions on Diwali decor, paper mache, professional makeup skills.

Community outreach program

- Department of Drawing and Painting participated in the 'Rang de Jaipur- A Community Outreach Programme by forming a citizen club in collaboration with the Countree Foundation, Jaipur. This was aimed at beautifying the walls of Jaipur city and spreading awareness among the citizens and the tourists regarding the major attractions, places of historical and cultural importance, as well as artistic and culinary relevance. The participating students painted motifs on the walls of jaipur city at GovindMarg, Moti Dungri Circle, Jaipur from 18 to 26 January 2024.
- The students of Department of Drawing and Painting designed murals at a site in Maharani Farm, Mansarovar under the programme -"Rang de Jaipur-a campaign to beautify the city from 28 January to 6 February, 2024 . This helped to bring into limelight the treasures of Jaipur, the maintenance of the city and its beauty and to increase the Swaachtha Ranking of the city pan-India.

- The Department undertook another wall art project under the Rang de Jaipur Campaign in association with Contree Foundation & Jaipur Nagar Nigam, Greater at Glass Factory, Tonk Road on the occasion of International Women's Day from 3rd March to 8th March 2024.
- Department of history conducted a 'Heritage Awareness Campaign' on theme "Heritage Changes" at Shilp Srijan Sansthan, A NGO at Jawahar Nagar, Kacchi-basti, Jaipur to sensitize the children of the NGO about the importance of heritage as valuable resources, which should be protected and conserved. They filled the questionnaire on rituals, festivals, folk songs, historical places, monuments etc.
- Awareness session and survey on the topic of Gender Biases was conducted by Centre for Gender Studies at Mahatma Gandhi Govt. School Someshwarpuri, Jaipur on 30 September, 2023. The objective of the session was to know the mindset of students and to bring awareness about gender bias that is prevalent in society. For this, an open talk session was organized by the Centre where students shared their experiences about the biases they faced in their day-to-day lives.
- To sensitize youth and create awareness, Nature Club in collaboration with Eco Rescuers Foundation organized a community outreach programme for the students. Kanoria PG Mahila Mahavidyalaya, Jaipur was the center for 'Bird Rescue and First Aid Training For Free Bird Treatment Camp' on 04 January 2024 before Makar Sankranti. The camp provided basic knowledge on handling the injured birds and other reptiles and mammals

With the aim of reducing the death rate due to road accidents and other emergencies, the Basic Life Support (BLS) Training Centre was started in our college under which several teachers, students and staff members of various institutions were trained from 9th October to 10th October 2023 on road safety, BLS, CPR etc. and experts were present to demonstrate the right ways to perform rescue.

•

Narika

To identify and promote the students with their innovative ideas, Digital Ideathon 23 was conducted from 4 October 23 to 4 November 23. Eight students submitted their business ideas. These ideas were vetted and forwarded to NARIKA Incubation Centre for start-up incubation.

Career Guidance, Training and Placement:

The Centre for Career Guidance, Training and Placement works as a bridge between the students and the potential employers. The Centre works towards gaining insights into the current industry demands and takes all the necessary steps to groom the students to match industry requirements. The academic year 2023-24 started with an interactive session on the topic-“How to Make yourself Future Ready” in which students learned how to work upon their professional and personal development to acquire various positions in the corporate world. Another 9 day workshop was organized on the topic, “Employability Enhancement for Youth” in collaboration with Naandi Foundation’s Mahindra Pride Classroom in which variety of topics related to career development skills were explored, including Effective

Communication, Interview Skills, Life Skills and Soft Skills. To analyze the outcome of the workshop, a Placement Drive was organized in which 12 students successfully got job offers in a company named Trimates Technologies Pvt. Ltd. A virtual interactive session was then organized in which the resource person threw light on the do's and don't's of an interview and also how to handle stress during an interview. Similarly series of interactive sessions during the whole session on topics like "Unpacking India's Education Crisis through Teach for India Fellowship", "Transition from Campus to Corporate" and "Gandhi Fellowship Program-Be the change you wish to see in the world" were conducted in the college in which they discussed about the placement opportunities in various sectors and explained ways a student can prepare for the corporate world. In the session, companies like Flipshoppe, Quesscorp, Teleperformance, Genpact, Axis Bank, Trimates Technologies Pvt. Ltd., Oswal Computers and Consultants Pvt. Ltd held campus recruitment drives and selected 22 students for various job profiles. A job fair was also organized for the students in the college in which eight companies appeared namely Trimates Technologies Pvt. Ltd., Hyrefox Consultants Pvt. Ltd., Brickred Systems, CBI Solutions, Infoedge India Ltd., Noida, Concret.io, Digital Door, Surat and CrackEd by car Dekho Group. A total 77 students registered in the Job fair and 40 students got employment for various profiles in different companies. Internshala (A Collaborative Partner of AICTE) has also collaborated with the college to provide Internship and Placement Opportunities to the students in which 186 students from different streams have received internships and three students got full time job opportunities from the portal.

Research and Development:

Research and Development Centre of the college functions with the aim of promoting research culture among the faculty and students. The main objective is to promote multidisciplinary research and modernize the existing laboratories with additional experimental instruments and technology for utilizing the laboratory for research activity. One of the faculty members of the college, Dr. Nimisha Gaur, Assistant Professor, Department of Political Science has received a project funded by Indian Council of Social Science Research, Ministry of Education. The College has also established a multidisciplinary CURIE lab under the core grant of Rs. 45 lacs from the Department of Science and Technology New Delhi. Projects were submitted by the faculty members and the students under the aegis of the R & D Centre. The R & D Centre of the college conducted a survey-based research study to evaluate the effectiveness of a session on writing research proposals. The study includes pre and post technique, collecting data from 100 students across various streams before and after the session. Centre also conducted various interactive sessions on topics like, "Tools and Techniques in Research Methodology", "The Art of Research: Defining Problems and Exploring Literature" and "How to write a research proposal" in which faculty members and students participated and gained practical knowledge also.

Entrepreneurship:

Centre for Entrepreneurship Development conducted various activities throughout the session to motivate budding entrepreneurs. Two established entrepreneurs were invited to provide students the insights in the fields of fashion Design and Nutrition. They also shared their journey, the challenges they faced and strategies which helped them overcome their challenges. To identify and promote students with their innovative ideas Digital Ideathon 23 was conducted in which 8 students submitted their business ideas. The ideas were forwarded

and vetted to Narika Incubation Centre for start-up incubation. Also, as every year, the students were allowed to showcase their entrepreneurial skills in Kanoria Fiesta before the festival of Deepawali.

Teaching - Learning Centre (TLC):

The Centre works on the continuous promotion of new pedagogical practices, methodology of forming discipline, and creation of new learning materials to be used by the teachers to enhance the quality in our institute. A series of activities were organized by TLC in the college keeping this objective in mind. TLC in collaboration with Central Detective Training Institute (CDTI) and Dr. CBS Foundation initiated a one month campaign on "Safe Social Media & Digital Payment" to generate awareness among staff members and youth particularly among girls who are using social media platforms, and various applications for making digital payments. 1100 students benefited from the informative and interactive sessions. Also for non-teaching staff members a session on, "Safe social Media & Digital Payment" was organized to enhance the financial literacy which enlightened the staff members on the need and objectives of savings and investments with details of various investment instruments like SIP, Insurance, Gold Bonds, Mutual Funds, etc.

Administrative Activities

To achieve desired academic standards and implementation of various academic activities and programs, efficient and supportive administrative mechanism is quite essential. The administrative staff well maintains the required record of the students, as also the service records of staff members. The Accounts section also well maintained the financial record of the college, the students and college staff. The Management committee, the Director of the college, Principal, Vice-Principals, Heads of the Departments, Faculty members and the administrative staff, whole heartedly put their best efforts to implement various activities.

Suggestions:

- Better utilization of books, journals, N-list etc. should be promoted for ensuring academic excellence.
- To meet present day requirements, Wi-Fi facility should be improved and more cyber rooms should be developed.
- Encourage faculty members to take up more of funded projects.
- More research projects should be encouraged.
- All the activities planned by various departments should be more student centric.
- More efforts in the direction of seeking collaboration with Institutional funding agencies for projects.
- More skill enhancement courses should be added in the Curriculum.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are to be increased.
- The record of student progression should be well maintained by each department.

Sunita Nath