

Administrative and Academic Audit (AAA) Report

Year 2017-18

Name of the College: The Bhopal School of Social Sciences, Habibganj, Bhopal

Visit Dates: April 20 & 21, 2018

Number of full time teachers

- Permanent, sanctioned by state government = 1
- Permanent, sanctioned by management = 88
- Visiting faculty = 4

Number of non-teaching staff

- Permanent, sanctioned by state government = 6
- Permanent, sanctioned by management = 72

Number of technical staff

- Permanent, sanctioned by management = 7

Number of courses

- Graduate degree = 15
- Post graduate degree = 6
- Diploma = 3 (1 P G Diploma)
- Certificate = 32

Peer team report

Observation on key aspects

1. Academic Management

The college (BSSS) has been re-accredited, Cycle 3 by NAAC, and has secured A grade with CGPA 3.27 in 2017, and A grade in the first and second Cycle.

The college offers a broad range of programs for various categories of students in Commerce, Management, Social Work, Computer Application, English, Humanities, Economics and Education as per the vision and mission statements.

The college has not yet adopted the choice based credit system, as per the dictum of the state government. The First year of all programs is being run in the Annual pattern (in Accordance with the new policy of Higher Education, M.P which reverted to the Annual pattern from the Semester system). The second year, third year of all UG programmes and all PG programmes continue to function in the Semester system.

Through a well-planned academic teaching and examination plan, the college has managed to have 180 teaching days.

Every department prepares an academic teaching plan, which is well monitored. The curriculum is effectively taught as per plan.

The college has appointed qualified and experienced teaching faculty. 26 of the 90 faculty members have acquired Ph.D. degrees. They are encouraged to involve in several internal committees for academic and administrative enhancement. A total of 33 teachers are at different stages of completion of their Ph.Ds.

Feedback is taken from students and parents at the end of the semester, through well prepared online formats. Feedback is also taken from other stakeholders such as employers.

2. Administration and Management (supporting academics)

The leadership upholds high moral principles and human values. It believes in and promotes the values of secularism.

The Management has introduced several self-financing value added courses and provides the necessary support in running them. These are skill-based programmes with 40% trainers / experts from the industry. They have signed MOUs with three International Universities out of which with two Universities they have active collaboration i.e. Assumption University, Bangkok and University of Primorska, Slovenia. The college has a collaboration with TISS, Mumbai, for a B Voc course in Social Work. They are also striving to promote the culture of Entrepreneurship among students.

The Management is also very supporting in the socially relevant programs, which create sensitivity in the students towards various social issues.

The non-teaching staff members are helped to develop themselves professionally. In the year under review, one staff development program was organised by the IQAC. The welfare means for non-teaching staff are gratuity, EPF, group insurance, ESIC, fee waivers and concessions. The management also has a robust HRD policy and staff appraisal system.

The management encourages teachers through a range of staff development activities such as acquiring higher qualification, upgrading their knowledge and skills, applying for research grants, applying for seed money for research offered by the management, publishing articles in reputed research journals approved by UGC, attending seminars, conferences and faculty development workshops, as well as engaging in activities towards contribution to the society

at large. A separate committee is constituted for approval of teachers in conference and seminars.

The management attaches a high value to light the spirit of voluntarism among students.

Need analysis of administration / office staff is regularly conducted.

3. Academic Practices

All the classrooms are ITC enabled. Most of the teachers are using student friendly appropriate teaching learning strategies.

The college focuses on skill development and offers 32 certificate courses and two Diploma courses to hone the same.

The examination papers are set by external paper-setters duly appointed. The college has a system of internal and external assessment in the ratio of 30: 70.

A learner need analysis is conducted for remedial, tutorial and bridge courses and special programs are conducted for advanced learners. The slow learners are offered remedial classes, enhancement in communicative English, tutorials and lecture sessions.

4. Infrastructure and financial support facilities for academic activities

The college has 20 acres of land with a built up area of 20068.79 square meters. There are separate cabins for all faculty members, girls common room, 670.72 square meters well equipped library to seat 220 students and 6 library staff. The office is maintained with seven cabins and Accounts office with four cabins.

The library is computerised with adequate number of books, e-journals, and 8 computers for OPAQ. The computer lab has 180 PCs, out of a total of 321 computers. 141 PCs and 5 laptops are available for office and teaching staff use.

The ratio of students and computers is 1 computer for each student in every class.

The college has a Research Cell with 10 staff members. The cell is currently working on two study projects.

The management has spent reasonable money in the last few years for modification, optimal utilization and maintenance of infrastructural facilities.

5. Institutional Social Responsibility (ISR)

All the departments of the college effectively collaborate to run the extension activities of the college along with the department of Social Work. The Social Work department in 2017-18 had the following programmes:

- Inter-faith youth program
- Week long sensitization program with ARMAN N-MITRA and World Vision Bhopal.
- Swachta Hi Sewa Campaign
- BSSS-Vikas program for female jail inmates
- Basic Communication in English programme for 25 inmates
- Program on positive mental health

Departmental Social Outreach Programmes:

Dept. of Management – Mentor my child – Interaction session with 9th & 10th std. students.

Dept of Humanities - Campaign on Hygiene and Cleanliness, Sensitization of students of Govt. High School Habibganj on drug abuse.

Dept. of Commerce – awareness of Government schemes for the marginalized in slums of Ishwar Nagar as well as programs on education, cleanliness, child labour, child marriage.

Dept. of English – Teaching Basics of English Grammar and Communication Skills at Jeevan Shala and Asha Niketan school for the differently-abled.

6. Function of IQAC

- IQAC is active and working systematically as per the NAAC guidelines.
- It facilitates the integration of various committees through the coordination of the Principal and IQAC Coordinator as well as the Consultants.
- It monitors and maintains teaching learning process through a robust system.
- The IQAC squadron/cells work in tandem with vision and mission of the institution for quality enhancement.
- Various activities are conducted through the
 - Student Welfare Committee
 - Career Guidance and Counselling
 - Feedback Review Committee
 - Entrepreneurship Development Cell
 - Research Cell
 - Academic Audit Committee
 - Student Orientation Committee

