Annual Report of Internal Quality Assurance Cell (IQAC)

Submitted to

Dr Fr John P J
Principal

Submitted by

Dr Sheeba Joseph
IQAC, Coordinator

The Bhopal School of Social Sciences
Habibganj, Bhopal
2018-19
Introduction

Quality Education has become a great matter of concern in the contemporary scenario. The IQAC plays a key role in planning, monitoring and evaluating the academic and co-academic activities of the college. The IQAC devises academic calendar at the beginning of every academic year as per the directives of Higher Education. The IQAC is instrumental in bringing positive change in the administrative and academic functions of the college. The quality of an institution is ascertained based on the academic excellence of the students, pedagogic calibre of the teachers and the administrative functioning of an institution as a whole. In the current scenario of Education system, the rapid advancement in education technology brought up a perceptible change in conventional teaching, learning and evaluation methodology to raise the understanding levels of students. Here IQAC plays a vital role in quality enhancement by promoting research culture in the campus, need based sessions for the faculty, technical staff and students. In this pursuit for excellence IQAC follows the directives laid down by NAAC for quality enhancement and sustenance. [http://www.naac.gov.in/IQAC.asp](http://www.naac.gov.in/IQAC.asp)

Objectives of IQAC at BSSS

- Identify potential areas for quality enhancement.
- Setting up and Redefining quality benchmarks in academics and co-academics
- Promoting research culture in the campus
- Quality enhancement and sustenance in Teaching-Learning and Evaluation (TLE)
- Promoting novel and innovative ideas.
- To decentralize the decision making process and ensuring participation of all the stakeholders.

Members of IQAC

1. Dr Fr John P J (Chairperson & Principal)
2. Dr Sr Lissy Jose SSpS (Vice-Principal)
3. Dr Sheeba Joseph (Co-ordinator)
4. Dr Smitha Pillai (Associate Professor, Commerce)
5. Dr Perminder Kaur (HoD, Economics)
6. Dr Supriya Mandloi (HoD, English)
7. Ms Sheena Thomas (HoD, Education)
8. Ms Ranjeet Kaur (HoD, Humanities)
9. Dr Binoy Arickal (HoD, Commerce)
10. Dr Lila Simon (HoD, Management)
11. Mr Zeeshan A Siddiqui (HoD, Computer Application)
12. Dr Arti Mudaliar (Assistant Professor, Commerce)
13. Mr Rutwik J. Gandhe (Assistant Professor, Social Work)
14. Mr Asish Jain (Assistant Professor, Social Work)
15. Mr N T Abraham (Office Staff)
16. Mr Varghese Jacob (Associate Director, PMO- World Vision India)
17. Dr Mohammad Haneef Mevati (Associate Faculty, Entrepreneurship Institute of India, Bhopal)
18. Dr Susheel Kumar Prasad (Parent Representative)
19. Mr Naveen Shukla (SynQues Consultancy Alumni Representative)
20. Mr Aruneshwar Singh Deo (Alumni Representative)
21. Mr Vinsih Shaji (Student Representative)
22. Ms. Shruti Panjwani (Student Representative)

**IQAC- Squadron**

Following squadron/cells work in line with vision and mission of the institution for quality enhancement:

- Student Welfare Committee
- Co-academic activities
- Career Guidance and Counselling
- Feedback Review Committee
- ED Cell
- Research Cell
- Academic Audit Committee
- Students Orientation Committee
- Women Cell

Quality Assurance Mechanism of IQAC- PIM&ME

Ensuring quality by adding professional impetus to all the programmes and activities, the IQAC has decided to follow the functional model of Planning, Implementation Mentoring & Monitoring and Evaluation (PIM&ME). Through this model every member of squadron is required to send the plan of activities to the IQAC for review to avoid repetition and to check whether the programme is tailored according to the objectives of the committee. Followed by implementation of every task/assignment, IQAC does mentoring and monitoring (M&M) visit to review the programmes conducted by the committees. The visits are conducted during the mid-academic session. Evaluation of the activities are conducted at the end of academic session on the basis of Plan of Action submitted and the Fact-sheet developed for every programme.
Students

Stakeholders play a vital role in enhancing the quality of education in HEIs. The institution keeping its vision tries to build up a better tomorrow through the buds which are enrolled at BSSS. Holistic approach for the integrated development of students stand as the primary focus of education at BSSS.

The institution has developed a strategic approach which incorporates all the aspects for the integrated development of the students i.e., EPSCORP

![Quality Assurance Mechanism (QAM) Model for Students (EPSCORP)]

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**E** denotes effective class room participation which opens the wider horizon for the students in the process of learning that could be spelled out as discussions, deliberations, intellectual discourses, debates, presentations, role plays, simulations etc.

**P** denotes practical exposure for the students in terms of hands on trainings, field work, exposures/observation visits, internships which allow the students to integrate theoretical learning into the real field (theory into practice).

**S** symbolises the participation of students in sports activities, *Menssana in corporesano* which means “a sound mind in a sound body.” To groom the future generation into
physically and mentally fit individuals, the energy has to be channelized in the correct direction. Encouraging students to actively participate in sports stimulate optimistic way of life in youth. Adventure based activities are also promoted to make the students courageous and ready to face the world.

C designates participation in cultural activities which emancipates the aesthetic sense of every student. Active involvement in the cultural activities develops the confidence level of the students and also enables them to explore their creative potential and skills.

O signifies outreach activities, the institution in its path to develop a sensible youth community and also to cultivate social sensitivity towards the marginalised and the downtrodden, social outreach activities are conducted; extension programmes, Field Action Projects (FAPs), participation in NSS, Blood donation drives are promoted.

R represents the involvement of students in Research activities conducted by the institute, joining for data collection and analysis of commissioned research studies.

P denotes Placement. The aim of every student is to get placed after doing the desired course. Placement drives are conducted to accomplish the desire of every single student of the institute. A very active, functional and dedicated cell is working towards this goal.

Teachers

TRAM is the model developed for the teachers.
The teaching faculty are involved in active teaching, research, administration and mentoring of students. Through this approach the roles and responsibilities of the teachers are highly projected and streamlined.

Teaching is the primary responsibility of a teacher. As teachers we motivate and encourage the students to find their inner ability and potential to come up in life to face the competitive world. Today, Higher Education demands the need of research on contemporary relevant topic, thus the teachers are involved in finding the answers of various queries through research. Apart from teaching the faculty members are part of various cells and committees, they manage the day to day work of this functional cell/committees and organize programmes/activities at the best interest of the students. Teachers act as mentors to the students, one mentor takes care of 25 mentees who are in need of mentoring services. Besides that through the class counsellors, mentorship is offered to the students. The main aim of this role as a mentor is to guide the mentees to reach out to their goals through an experienced mentor.

Alumni

Activities Conducted by IQAC 2018-19
Educational institutions are changing the way they see and interact with their alumni community. Earlier, alumni and their alma-mater were treated as separate entities wherein one’s existence was independent of the other. It is very important to create an engaged, supportive alumni network is crucial to an institution’s success. Good alumni relationships bring many benefits to both the institution and the alumni. The rapport between the alumni and the alma mater is very deep.

As per a study conducted by The Ambix team on a group of Alumni Relations Managers at higher education establishments and qualification awarding bodies across the UK, the goals of alumni management varied from Institution to Institution\(^1\). They are as follows:

1) Fund-raising - A strong alumni association can be one of the biggest benefactors of an institution that can contribution towards various developmental activities of the institution.

2) Placements - the alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organisations.

3) Mentorship and Scholarships - alumni can play an active role in voluntary programmes like mentoring students in their areas of expertise. They could also play a significant role in contributing scholarships to deserving students.

4) Career Guidance - alumni is a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study.

5) Networking Platform - alumni network by itself is one of the best professional networking platforms available today.

The Bhopal School of Social Sciences came up with the Alumni Social Responsibility in the form of an acronym BERM. As brand ambassadors, alumni can promote the credibility of the institution. They can also play an active role in all the activities of the institution. Alumni also plays a vital role in imparting sessions to have an interface of the students with the contemporary job market. They are also part of academic council, board of studies, Internal Quality Assurance Cell (IQAC), Academic Planning Evaluation and Reporting Committee. Seasoned alumni contribute to the respective departments through input sessions, expert sessions as well as expanding the arena of network to enhance the quality. As Resource Mobilizer they can contribute towards the

\(^1\) [https://fourthambit.com/fa/blogs/102012](https://fourthambit.com/fa/blogs/102012) retrieved on 17 May 2019
developmental activities of the institution like donating to the Institutional Social Responsibility (ISR) initiatives, providing free ships and scholarships to the students are few among them. As a mentor, alumni can guide the students in their area of expertise since they have field experience.

**Overview of activities conducted during the academic year 2018-19**

1. **Discussion on NAAC Criterion Discussion organized by IQAC**

IQAC facilitated discussion on the various criterion of NAAC which is laid down for the autonomous institution. To acquaint the faculty members with the new criteria of NAAC inspection and to discuss the areas which require enhancement in terms of the requirement mentioned by NAAC were the objectives.

The following faculty members steered the various criterion.

1. Curricular Aspect – Dr Amit Nag (19 June)
2. Teaching Learning & Evaluation – Dr Smitha Pillai (20 June)
3. Research, Innovation and Extension - Ms Archana Naik (6 July)
4. Infrastructure and Learning Resources – Mr Neeraj P (6 July)
5. Student Support and Progression – Dr D B Singh (7 July)
6. Governance, Leadership and Management - Mr Rutwik Gandhe (30 July)
7. Institutional Values and Best Practices – Ms Ranjeet Kaur (30 July)

The discussion gave a platform for the management and the faculty members to discuss on how to prepare the institution for the next NAAC inspection. The facilitators explained point to point mentioned in the main text as well as in the template. It facilitated a collective learning process or as a learning community. All the faculty members actively participated in the discussion. The dais served as a learning experience for the newly inducted teachers and liberation of thoughts based on the past experiences for all other members.

2. **Interactive Session by Dr Japee & Dr Ojha**

The orientation began with a welcome note to both the resource persons. Dr japee a gave brief idea about the new guidelines of RAF i e., Qualitative and Quantitative metrics. Dr
japee started the session with a question on the functioning of IQAC at BSSS and the strategies adopted by IQAC for quality enhancement of the students, teachers and Alumni who constitute the main stakeholders of the institution. He was informed about the process of functioning followed by the institution i.e., PIM&ME. The resource person asked about the Strategic planning of the institution and categorically mentioned, the requirement of the same. He suggested that the model PIM&ME is perfect for documentation but for the students, a new model needs to be formulated, also an idea of ESCRO was suggested for the students and for the teachers TARA Model. After his interaction with the staff members, Dr Preeti Ojha spoke about Grand Academic Portal (GAP) an NGO that functions for Quality enhancement of Higher Education sector. How the organization helps academic institution to work in line with the NAAC requirement. Around 80 participants and the management were also present during the session. The programme was coordinated by Dr Lila Simon and Dr Sheeba Joseph.
3. Orientation on Autonomous semester examination

To widen the knowledge of staff members regarding the autonomous examination, IQAC organized an orientation session for all the newly inducted teachers. The session was organized to acquaint the teachers with the process of semester examination and their role as invigilators. The session gave an idea of the responsibilities of the faculty members as an invigilator which very crucial in the conduction of examination. The session was facilitated by Dr Sheeba Joseph (Coordinator, IQAC). The faculty members were told how to deal with unfair means (UFM) and also shown the specimen of attendance sheet, attestation, invigilators diary etc., to get better understanding. Around 20 teachers attended the session, representatives from the Examination Cell were also present during the session. The session was conducted on 7 December 2018.

The session gave a clear cut idea to the faculty members regarding their role as an invigilator and concluded in an hour.

Instructions to the Invigilators by the facilitator

Phase -1

Reporting Time - 8:30 am

- Reach basement- Enter the time and sign on the attendance sheet of invigilators.
- Note your room no displayed on the Room allocation sheet.
- Collect the Main answer sheets from the counter and count it and make sure you received according to the no of students allotted in the room. Also check the whether serial no is mentioned on every sheet (Please report)

Check List – 05
- Main answer Sheets
- Supplementary sheets (30)
- Attendance Sheet
- Attestation
- Invigilators Diary

Invigilator’s Responsibilities in the Room Allotted

Phase-II
Check whether the Roll nos are written on the basis of the attendance sheet.

Write the following details on the board
1. Name of the Exam
2. Date
3. Paper
5. Paper Code
6. Registered
7. Present
8. Absent

- **8:45 am - Ask the students to enter the room**
- Three things need to be checked – ID, Admit Card (don’t have then direct to the college office) and Proper Uniform
- Make the announcement: Don’t carry any digital devices (Mobile, pager, ear phones, scientific calculators etc..) ask them to switch off it and keep it outside the room.
- MCQ papers and Descriptive QP - Count it
- 9 am - After the bell, Distribute the MCQ (Very alert, vigilant, observant) 10 Mins duration. Ask the students to write the roll no: and enrolment no:)
- After 5 mins, one of the invigilators can keep the Main Answer Sheet according to the Serial No:
- 9:10 am – after the Bell, Collect the MCQ sheets
- Distribute the Descriptive paper and make an announcement : Not allowed to do any marking on the QP except the Roll No; No announcement regarding CCE/Placement/Internship should be without the prior permission of the In Charge
- Meanwhile the invigilator can count the MCQ sheets and sign on it.
- Mark the attendance of students who appeared for MCQ paper. P for Present and Absent (using red ink)
- After 15 to 20 Mins , Go to the candidate and get the signature and ask them to fill the required part. Attendance and attestation sheet
- If any candidate comes after 9:10 am they are eligible to write the exam but not the MCQ part. Give them Descriptive paper.
• After 9:30 am, Don’t allow them to write, if genuine cases like accident, then direct them to the Control Room located in the Basement.
• Don’t allow them for Short Relief in the first half an hour and last 10 Mins
• Don’t use whitener, instead just strike it and put the initials
• **If any mistake happened from your side, don’t get panic there is always a way out. Inform the person In Charge to avoid complications at a later stage.**
• Don’t use mobile, while invigilation; don’t chat; don’t carry books or any other work at that time.
• Supplementary Answer sheets, please don’t sign and keep for easy distribution, do it as and when required.
• After One hour they can leave the hall, if they are done with the paper.
• 11am - there will be bell to indicate last one hour.
• 11:50 am - Last 10 Mins Bell
• 12:00 pm - Collect all the answer sheets and arrange it according to the attendance sheet.

Bring all the sheets and make sure no documents are left in the room.

**Phase-III**

**Submit the answer in the Counter at Basement**

**Sign the remuneration sheet.**

**Very Imp – Unfair Means**

- If any of the candidate gets involved in unfair means will be booked for that (UFM)
- Take them to the control room and report the matter to the In Charge.
4. Session on Intellectual Property Rights by Dr Shweta Singh, CEO- Ennoble IP

The session was to inform the teaching faculty about IPR. The resource person explained what IPR, the aspects that come under IPR is and how to obtain trade mark, copyright. She also mentioned the importance of IPR in the present scenario. The session was very informative and around forty teachers attended the session. It was conducted on 31 August 2018.

Points discussed during the session:

**Concept and Meaning of IPR**

Intellectual property (IP) is a term referring to a brand, invention, design or other kind of creation, which a person or business has legal rights over. Almost all businesses own some form of IP, which could be a business asset. Common types of IP include:

**Copyright** – this protects written or published works such as books, songs, films, web content and artistic works.

**Patents** – this protects commercial inventions, for example, a new business product or process.

**Designs** – this protects designs, such as drawings or computer models.

**Trade marks** – this protects signs, symbols, logos, words or sounds that distinguish your products and services from those of your competitors. IP can be either registered or unregistered. With unregistered IP, you automatically have legal rights over your creation. Unregistered forms of IP include copyright, unregistered design rights, common
law trademarks and database rights, confidential information and trade secrets. Registered forms of IP include patents, registered trademarks and registered design rights. Copyright is also registerable.

The Resource Person made the session interactive with the help of examples. It was a very informative session.

![Session on IPR by Dr Shweta Singh](image1)

![Dr Shweta addressing the gathering](image2)

5. **Knowledge Sharing**

**Session**

To share the learnings from the seminars/Conferences and Workshops the faculty attended/presented Research Papers, IQAC facilitated a knowledge Sharing on 16 & 22 Feb, 5 and 11 March 2019 in the Main Conference Hall. All the faculty members including the Principal and the Vice-Principal were present during the IQAC has identified KSS as one of its best practices. The institution gave a platform for all the faculty members to share their learning experience from all the seminars/Conferences and Workshops the faculty attended/presented Research Papers. In the four days around 20 faculty members
shared their learning experience to the group. It was really insightful since it has a cross cutting edge approach. Each presenter took 20 minutes for the presentation. After presenting, the floor was open for discussion. They shared ideas for quality enhancement of such programmes at BSSS.

6. **Midterm Exam Evaluation Meeting**

As per the strategy developed for programme management at BSSS - PIM&ME, it has become inevitable to take action after the evaluation of activity. The main aim of meeting was to do an evaluation of Midterm Examination conducted in the Month of Nov-Dec 2018. IQAC facilitated the meeting. Dr. Sheeba Joseph coordinated with the HODs to make it possible. Meeting was held on 26 February 2018. One representative from all the departments attended the meeting. The major points discussed were:
• No: of students passed the examination:
• No: of students failed:
• Strategies to help the fail students to perform better:
• How to deal with the absent cases:

The remedial measures were also suggested by all the departments.
1. Rigorous Academic Exercise
2. No exams will be conducted for absentees.

The challenges encountered since the total number of students are different in all streams, uniform strategy is not possible so all were asked to work independently. As per the instructions from the Principal, a consolidated report will be submitted.

7. Mentoring and Monitoring Visit to Departments and Committees

IQAC conducted M&M visit and meetings with all the department and committee in Charges to provide hand-holding to work in line with the objectives set by them. The process was intended to evaluate whether the activities were conducted on time. The team comprises of the Vice-Principal Dr Sr Lissy Jose and the IQAC Coordinator. The team also visited all the departments and evaluated their performance and guidance were provided as per the NAAC guidelines.

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<thead>
<tr>
<th>Sl No</th>
<th>List</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Committees</td>
<td>15-19 November 2018</td>
</tr>
<tr>
<td>2</td>
<td>Departments</td>
<td>4, 5 December 2018</td>
</tr>
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Figure 9  M&M meeting with committee members
8. External Peer Team Inspection (AAA)

As per the UGC regulations for Autonomous colleges an External Peer Team was constitute by IQAC to evaluate the functioning of the institute. The Peer team comprised of three members and they visited the institute on 29 and 30 April 2019 respectively. The report was sent to UGC as per the instruction. The Peer Team interacted with all the committee/cells and visited all the departments and assessed their functioning. They shared the areas that need improvement and gave a lot of suggestion for quality enhancement. The two day visit ended with the exit meeting with the Principal.

Peer Team Members

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<tr>
<th>Sl No</th>
<th>Name and Affiliation of Peer Team Member</th>
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| 1     | **Prof Maya Ingle (Chairperson)**  
Professor and Senior System Analyst,  
SCISIT, DAVV-Indore        |
| 2     | **Prof Moni Mathur**  
Professor Emeritus,  
Sarojini Naidu College, Bhopal |
| 3     | **Rev Anthony Puthusserry**  
Dean, Academics, Khrist Premalaya Philosophate,  
Bhopal |
Figure 11 Peer Team interaction with Department of Commerce

Figure 12 Peer Team visit to Exam Cell
Apart from the above mentioned activities, IQAC was proactive in guiding the committees and departments to ensure quality sustenance and enhancement. IQAC also made a humble effort to instil social sensitivity among the students by rendering a helping hand during the Kerala Flood. Save Kerala Campaign was initiated and send commodities of 3.5 tonnes were sent to Kerala through United Malayalee association. The whole activity was facilitated by IQAC and all the students’ Club volunteers and NSS members whole heartedly participated in the campaign.

IQAC also facilitated two sessions through the Students Welfare Committee, One was on **Positive Mental Health** by Dr Vinay Mishra (Professor, Psychology) and other was on **How to overcome failures in life** by Dr Fr John P J (principal, BSSS).
IQAC also motivated the staff members to take up SWAYAM courses to update themselves with the current scenario. IQAC also takes special interest to communicate the directions by UGC and NAAC to the respective In Charges. IQAC has also made an effort with the Research Cell to send 28 faculty members for five days training programme at IIT Kharagpur from 18 May to 22 May 2019.

Dr Sheeba Joseph
IQAC, Coordinator