Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MITTAL INSTITUTE OF EDUCATION**
Name of the head of the Institution	**Vinay Kumar Diwan**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0755-2980081**
Mobile no.	**9425415754**
Registered Email	**miebpl2009@gmail.com**
Alternate Email	**principalmienkes@gmail.com**
Address	**Opposite Bhopal Memorial hospital . Navi Bagh**
City/Town	**Bhopal**
State/UT	**Madhya Pradesh**
Pincode	**462038**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Ms Renu Saxena**
Phone no/Alternate Phone no.	**07552980083**
Mobile no.	**9977408282**
Registered Email	**renusaxena1974.rs@gmail.com**
Alternate Email	**miebpl2009@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mittalinstituteofeducation.org/wp-content/uploads/2021/06/18-19_aqar_report-1.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mittalinstituteofeducation.org/wp-content/uploads/2021/07/Academic_calender_2019-20-1.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.10**	**2014**	**21-Feb-2014**	**20-Feb-2019**

6. Date of Establishment of IQAC	**01-Jun-2019**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
FDP	22-Oct-2019 3	30
External Financial Audit	21-Oct-2019 3	3
Regular meetings of IQAC.	01-Jun-2019 1	7
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• **Establishment adherence to a firm academic environment in the institution. Preparation of Academic calendar Its compliance**

Introduction of SAP

Students participated in cleanliness activities in adopted village also took participated literacy Nutrition awareness campaign.

External Academic, Annual Academic Accounts Audit conducted.

Bridge courses Remedial Classes conducted

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To make our academic records proper or for checking whether the classes were taken properly and to find and rectify the lacunae Annual Academic Audit was conducted	Establishment adherence to a firm academic environment in the institution.
MIE has a broad vision to spread quality education in the region .Stress will be on making students ready for job Industry.	SAP introduced. Industrial Training on soya products & workshop on Bioinformatics were organized along with various visits and in-house activities.
To make students aware of their country's rich heritage & pressing environmental issues.	Workshop on various arts & craft, Commemoration of days of Velour & Tree plantation & safe transport held through out the year
To maintain the balance sheet , to maintain transparency and to check how the amount is being collected by the students Annual Financial Audit was conducted.	Annual financial Audit are conducted on 21-23 Oct. 2019 this gave a clear picture regarding financial status of the institution , this facilitated a path for further planning of next session.
To make our faculty keep pace with fast changing learning environment while taking steps to build networks of support for their professional success for this faculty enrichment is done.	Development, refinement and application of quality benchmark for various academic & administrative activities in the college.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	07-Aug-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	**2020**
Date of Submission	**29-Jun-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management information system 17 Management information system MIE has a two tier management information system to manage day to day functioning of the institution. 1) Academic and administrative management The information collected, is kept manually in ISO 2000 certified format for office work. This includes a). Feedbacks forms from stake holders. b). Parents teacher meeting record. c). Student profile. d). Student progress report. e).Attendance report. f). Result analysis. g). Alumni record h). Tutor guardian record. i). Stock registers. j). Placement record etc. k). SAP record. 2) Financial Management. MIE have software driven system covering all financial matters like a). Admission b). Enrollment c). Fee submission. d). Exam form Students receive computer generated receipt of all the fees submitted to the institution. It is a cashless procedure in which students pay through bank challan. Student's fees details are maintained at account sections with their Barkatuallah University enrollment number.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

MIE • We follow well defined method of teaching in which every faculty prepares a daily lesson plan before going to the lecture. The daily lesson plan is prepared one or two days prior to the class so that it remain fresh in the mind of the teacher. The daily lesson plan (DLP) includes subject, paper, topic of the lecture ,previous knowledge related to topic, objective of teaching the topic, teaching method (how the lecture is going to be delivered),Teaching aids (they have to mention whether they will be using chalk board method in which use of colored chalk to make diagrams and charts is mandatory and other teaching aids like a. Charts b. Specimens c. Models etc or AV aids like a. PowerPoint presentation b. Online tutorial .Teaching points FAQ(frequently asked question) in which teacher has to mention 3 to 5 question related to

topics which is being taught, Reference (from where the lecture is prepared like a. books with author name b. website c. old notes d. Name of the resources person/ expert consulted).It has to be approved by subjects heads , Principal before going to the class. Teachers has to prepared daily lesson plan for practical /lab class also in which they have to mention topic of the practical /lab , details of the practical which has to be performed. Teachers teach students by demonstrating them directly in situ. We take student directly to the national park, wet lands , grasslands and other open places to teach them various aspects of animal behavior, plants, ecology , succession etc and to dry lab and wet labs where they perform various experiments to understand various concepts and procedures as first hand experiences . For some concepts workshops are also organized. They are encouraged to develop their own teaching aids and verbal and non-verbal psychometrics aids for evaluation of students. Various types of formats are developed and tested for their viability and effectiveness. All the tasks mentioned above are well documented in daily lesson plan registers , reports of visits and field activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

MIE has a streamlined and well defined feedback system at various levels. Feedback from students are taken in three different time ,first feedback is taken after 2 months of commencement of the session, second feedback is taken during final practical exam , MIE also takes feedback randomly during / after any major event organized at the institution . Teacher's feedbacks are taken generally at session ending. Moreover faculties are free to submit their feedback regarding facilities both tangible and non-tangible available to them at the institute through the email ID of grievance cell. The students graduating from MIE are B.Ed and M.Ed students (Other UG courses like B.Sc, B.Com etc are starting from this session), most of our employers are different schools in and around Bhopal. We do not have any formal feedback system for them but continues demand for our students to join them gives us a positive pointer. MIE have a well defined alumni association. The students meet once a year formally. But informally they are in touch with various teachers and the institution. They give us valuable inputs which they gather from the institution where they are employed. This continuous feedback and suggestions are most valuable gifts received from our alumni. MIE organizes parent's teacher meeting at regular intervals and gives us valuable input as feedback. The positive feedback received from various stake holders gives us motivation to continue the best practices .But it is the negative feedbacks shows us the scope of improvement in our system. Over the years we have evolved from a B.Ed college with two courses to a multidisciplinary college with 11 courses. We have constituted various cells like grievance readdressal cell, maintenance and campus development committee, student welfare committee, student council committee, co-curricular and cultural committee and placement committee. The feedbacks are classified according to the content and sent to the various cell for perusal.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Nill	100	100	98
MEd	Nill	50	14	14
BSc	Botany, Biotech, Zoology FC	60	16	16
BSc	Physics Chemistry Maths	15	5	4
BSc	Biotech, Computer	60	30	29

	Science Zoology			
BSc	Computer Application Maths Physics	60	15	15

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	605	43	Nill	Nill	27

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
27	27	3	2	2	5

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes MIE has a proper students mentoring system. We have adopted a Tutor Guardian system of mentoring. A Tutor Guardian(TG) keeps all the record of students like parents name , mobile number of parents , permanent address , temporary address , aadhar card number etc are well maintain by tutor guardian . All the information related to enrollment form, Govt. scholarship, internal exam, exam form, main exam are maintained by tutor guardian. A copy of all the important document of student is maintained by tutor guardian .They keep record of student attendance and may call student who all are not coming to the college to counsel them. Tutor guardian has to maintain daily attendance of the students and at the end of the month tutor guardian has to evaluate in academic progress of every student. At the end of the year students with the highest attendance is awarded. It is the responsibility of the tutor guardian to listen all the problems of student and to solve them by developing a personal bonding with the student they are expected to encourage students to participate in other co-curricular activity. Tutor guardian offers students emotional and academic support along with motivation and help students to overcome home sickness. It is the responsibility of tutor guardian that all the students should submit the fees of the year on time.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
648	27	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	27	11	2	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Many reforms were initiated on continuous internal evaluation system at institutional level for giving CCE (internal) marks to the students. Care has been taken that students submit CCE in all (application according to the subjects) of the criteria at least once during his entire course. • Classroom teaching • Mid Term internal Exams • PowerPoint presentation • Report Writing of the visits • Fete / Model Making • Group Discussions • On Job Trainings • Assignments • Question bank preparation • Gardening for Botany • Lab specimens preparations for Zoology and Botany • Websites Development for BCA and BSc(CS) Students/ • Designing of posters and flexes for BCA and B.Com(CA) . • Role Play all Streams.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

MIE is affiliated to Barkatullah University and approved by UGC and NCTE . Thus it follows annual academic calendar provided by the above authorities including conduction of examination

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://mittalinstituteofeducation.org/courseoutcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C030	BCA	Nill	9	9	100
C116	BEd	Education	89	89	100
C084	MEd	education	26	26	100
C064	BSc	Biotechnology, Botany, Zoology	13	13	100

C116	BSc	Physics Chemistry, Maths	3	3	100
C069	BSc	Biotechnol ogy, Computer Science, Zoology	16	13	81
C129	BSc	Computer Application Maths Physics	13	13	100
C198	BCom	CA	13	13	100
C029	BBA	Management	9	9	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://mittalinstituteofeducation.org/wp-content/uploads/2021/09/students-satisfaction-survey-19-20-2.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Industrial workshop on soya products	Life Sciences	29/08/2019
Pedelite Industry Art workshop	Education	06/09/2019
Bioinformatics workshop	Life Sciences	19/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	nil	nil	nil	nil	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such

		activities	activities
Viyay Divas	NCC	2	85
Kargil Viyay Divas	NCC	2	90
World Nutrition day	NSS	1	25
World Literacy day	NSS	1	20
Safe Transport Awareness	NCC	2	115
War for the Pure" public awareness rally is held from TT Nagar Stadium at 9 am in protest against adulteration of fertilizers	Govt of MP NSS	2	20
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nill	Nill	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Self less service- Blood donation day	Rotary club BMHRC	Blood donation awareness activities	3	40
Road safety	BMC	Safe Transport Awareness	2	115
Industrial Disaster Day	NGO-Remembering Bhopal	Lest we forget	3	76
Plantation	Nagar Nigam Bhopal	Hariyali Mahotsava	2	5
AIDs Awareness	Red ribbon club	Lecture	2	55
Industrial training workshop	CIAE bhopal	Production of products of soya bean	2	37
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Agripreneur Workshop (Online)	CEDMAP and 68 students and facultiesof	Mittal Institiute of Education	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

View File

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Nill	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	4	3	1	1	3	3	0	0
Added	0	0	0	0	0	0	0	1	0
Total	40	4	3	1	1	3	3	1	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
8400000	8475325	2275000	2203000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The primary responsibility of the College for developing the College infrastructure lies within the Governing Body of the College. Under its direction the College Administration allocates funds generated from student's fees and other Agencies by which the necessary developmental works are done. In terms of the College Library, books are arranged in simple but systematic manner to help the user locate the books easily. Information regarding the arrival of new resources are circulated to all the departments and also posted on the notice board as part of the Current Awareness Service. In order to provide speedy and efficient service, library cards are issued to the students. Periodic up-gradation of books and journals are done according to the needs of the students and faculties of various departments. The purchase of chemical lab equipments is need based. The College administration in coordination with the IQAC makes plans and decides on strategies regarding these matters. MIE has

established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows: A) Policy Statement: MIE has numerous resources that are utilized for the benefit of faculty, students and staff. The policy at the institution calls for efficient and maximum utilization of all its resources. Resources in charges are responsible to ensure that 1. Resources are ready and made available whenever required 2. Resources are repaired, calibrated, maintained and upgraded at optimal levels 3. Resource utilization is tracked and records maintained 4. The availability of the resource is made known to MIE and campus community 5. Notify the Principal or HOD in case a resource is underutilized or not utilized Below is a non-comprehensive list of all the major resources of the institute: B) Utilization of Resources: 1) Availability of resource is verified with the concerned InCharge. 2) Permission for the utilization is taken from the respective authorities. 3) It is communicated in written to the In-Charge so as to make the resource available. 4) It becomes duty of the person who has generated the query to take care of the belongings. C) Procedure for Repairs and Maintenance of Resources: 1) Every In Charge regularly checks the resource available in their custody and verifies its working condition. 2) Accordingly report of nonworking material is communicated to the HOD. 3) HOD complies all the complaints and segregates them in urgent and annual maintenance categories. 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal 5) The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment. 6) Also, depending upon the cost of equipment and its maintenance requirement the quotations are invited and the detailed procedure is followed through purchase committee, if this cost exceeds more than Rs. 10,000/. 7) After the maintenance of particular resource it is informed and satisfactory remark is taken from the concerned In Charge, the bill is approved for payment and accordingly payment is released.

https://mittalinstituteofeducation.org/procedures-and-policies/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Post metric OBC	171	1001596
b)International	Nill	Nill	Nill
[View File]()			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality development workshop	18/10/2019	89	Resource person- Ms Pooja Mehta Student development Cell

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	Training placement cell	98	Nill	Nill	20
2020	Career Counseling cell	Nill	60	Nill	18

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
25	25	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	Nill	Nill	00	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	NA	NA	NA	NA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill
SET	Nill
SLET	Nill
GATE	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket	Group level	99
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	National	Nill	Nill	00	NA
2019	NA	International	Nill	Nill	00	NA
2020	NA	National	Nill	Nill	00	NA
2020	NA	International	Nill	Nill	00	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

MIE creates a platform for the active participation of the students in the various academic administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Student council has a chairperson and two faculty members and it includes student The student representatives bring forward the views and suggestions of the entire class members too. Each class has two students as class representative. The Student Council helps students share ideas, interests, and concerns among the fellow students teachers. Other committees in which the representation is given to the students are as under. • Grievance Committee (Grievance Redressal Cell) • Harassment and anti Ragging Committee • Library Committee • Co Curricular/ cultural Activity Committee • Student development cell • Sports Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

240

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

- The college alumni association is about 8 years old. The association helps us establishing a network of all students. Through this informal net work there is sharing of information regarding job vacancies available in their respective schools. Their Feedback has helped in improving the existing curriculum, organizing new activities.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralized participatory management. The administration is considerably decentralized and the departments take decisions on their own within the curricular administrative frameworks. These include • Extracurricular activities to increase employability of the students various activities are conducted for which the Principal, HOD or even faculties need no permission from the Governing body. MIE is on the way establish new MOUs with various industries Hospitals to provide OJT to the students of MGI. • Purchases : Purchase of books and equipment as per curricular requirements . Purchases are made as per norms by the internal purchasing committee. this five member committee consists of 4 permanent members and 1 members from the department for whom the purchase is being done. Permanent members are i) Principal ii) Registrar of MGI iii) IQAC co-coordinator iv) Accounts Officer • Institutional Development : Constructions and updating of labs and classrooms , furniture and their allocations according to the time table is done at institutional level after its approval from the governing body. • Academic Development : Creating and updating the class time table according the syllabus completion status. • Creating and updating the class time table according the syllabus completion status. • Conduction of internal mid-term examination. • Conduction of Guest lectures and other co curricular activities. • Organizing Fete/ Exhibitions, industrial and recreational visits and picnics. • Scheduling of Bridge or remedial classes

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Nill
Research and Development	During the lockdown faculties were encouraged to attend online webinars and present papers The colleges sponsors faculty members for paper presentation in seminars and also provide duty leave for attending the same. For conducting active research student teachers take up problem areas like physical health mental health, depression among the school students. They construct tools for data collection analysis. Their findings have a significant impact on their teaching in class and student teacher interpersonal relationship.
Examination and Evaluation	Online tests were conducted to improve their academic level performance, , and also pre universities conducted for students so that they will be prepared to face the main examination. Which were of three different types Objective time bound tests, Subjective conventional tests

	and open book tests. For evaluation of the performance we include some method like student feedback, self evaluation, peer observation, monthly lecture report, proper checking daily lesson plans and many others.
Curriculum Development	The College has no direct contribution in Curriculum development. It follows the university curriculum and calendar. The institution identifies students with small enterprises running at family level. The aim of the institution is that they can take their own existing enterprise to a new level, perfectly aligned to the industry market needs of the day. The students belonging to farming communities are encouraged to attend workshops related agripreneur development.
Teaching and Learning	• Towards the end of the session (UG) and in midsession of M.Ed B.Ed IInd and IV sem, students faced lockdown. An altogether new phenomenon , Classes and counseling through zoon sessions started for the first time. • The Academic committee of Mittal Institute of Education have focused upon imparting practical knowledge to the students by giving them live interaction. • In the form classroom teaching , PPt presentation and many other different aspect. • In the session 18-19 a new course B.Sc in clinical nutrition has been introduced in the institution. • Topics are identified in the given syllabus which instigate learning of higher order, students are encouraged for its self-study. Those topics are discussed on weekend activity classes. • They encouraged to practice laws of business economics as well as culinary skills in fete. Model making competitions are also a regular feature of the institution. • MIE has started practical learning by planning visit to industries, field work, picnic so that they can interact as learners work toward their goals and incorporate new knowledge, behaviors, and skills that add to their range of learning experiences. • Role playing is an excellent way to make students understand complex systems processes. Peer Teaching, Micro Teaching, etc are regular features of the institution. •

	Internship Student teachers of B.Ed Program teach not less than 40 lessons each in both method subjects. • During this period they help school in organizing other activities and programs. • We are blessed to have a campus with lots of open space. • Biology students are taken for a guided tour of the campus for in-vivo study of plants, small invertebrates and other ecological studies.
Library, ICT and Physical Infrastructure / Instrumentation	• Library, ICT and Physical Infrastructure is upgraded periodically based on the recommendations of the Library Committee, e lab and institutional development cell respectively. • These are committees/ cells constituted by the Staff Council and meet periodically to assess needs and plan requirements accordingly. • Faculties develop existing syllabus course materials digitally through the existing resources which are kept in the library to be used as teaching aids link of national digital library was circulated among the students so the can get standard books at their doorstep
Human Resource Management	• All faculty members fulfill the minimum eligibility criteria as per NCTE/UGC guidelines needed for the course. • The college identifies the gap between what they have been exposed to and what are the wider curricular requirements. • Every time there are changes or developments happening in the educational system. • Faculty development programs, sessions on Financial literacy and trainings on latest developments on ICT are planned for the faculties and other supportive staff. • Regular up-gradation of Non-Teaching Faculty via participation in Workshops. • Participation of Faculty in Conferences, Seminars and Workshops
Admission of Students	The admission of students occurs in accordance to the guidelines of NCTE (B.Ed M.Ed) and MP higher education through e pravesh portal.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	For the process of planning, communicating notices google spread sheets and e-mails are preferred. Use of Whats' app for short massages has

	taken up in large scale. Zoom and other similar platforms have become a common means of contact less communication officially.The institution uses professional Zoom account for the same. The institution is in the process of creating software based system for the same.
Finance and Accounts	- MIE have software driven system covering all financial matters like a) Admissions b) Enrollment c) Fee submission d) Salary Other Billing e) Exam Form Students receive computer generated receipt of all the fees submitted to the institution. It is a cashless procedure in which students pay through online transactions .Students fees details are maintained at account sections with their Barkatullah University accounts number. Student Admission Support- Students admission, eligibility, enrolment are done as per MP higher education guidelines provided on the portal. During admission process ample support is provided to the student so that all the necessary formalities are done properly.
Administration	All the notices are maintained and circulated through mail and through What's app. Leave applications and departmental requisitions are maintained through online forms. Attendance of staff and faculties is maintained through biometric attendance. Official meetings are preferably organized through conference calls /Google meet or Zoom session, for contactless office working. Zoom and other similar platforms have become a common means of contact less communication officially. The institution uses professional Zoom account for the same. The institution is in the process of creating software based system for the same.
Student Admission and Support	Starting from admissions student's records are maintained digitally, submission of tuition and other fee is through online payment gateway. Along with regular library students are encouraged to access national digital library for references. Students admission, eligibility, enrolment are done as online per MP higher education guidelines provided on the portal. During admission process ample support

	is provided to the student so that all the necessary formalities are done properly.
Examination	The main session ending examination is conducted by Barkatullah University. Filling of form is done online as per MP higher education guidelines. The institution has ample manpower, hardware, software for the process. For internal examinations also student data base is maintained in soft computer based admit cards provided to the students. Due to pandemic students of final year have appeared the final university exams through open book system. And 1st and 2nd year students were given general promotion. Mittal institute of Education conducted open book examination for 1st 2nd year students. The question papers were given through What's app and the copies were received through mail.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NA	NA	Nill
2020	NIL	NA	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP	Nill	22/10/2019	24/10/2019	21	Nill
2019	Nill	Office Automation	22/10/2019	24/10/2019	Nill	6
2020	Yuva Adhatayam workshop on Meditation by Dr.Ashok Nema	Yuva Adhatayam workshop on Meditation by Dr.Ashok Nema	16/01/2020	16/01/2020	22	6

2020	Yoga for stress relief by Isha Foundation	Yoga for stress relief by Isha Foundation	07/07/2020	07/07/2020		22	6

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nill	Nill	Nill	Nill

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	25	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Annual merit based appraisal, Free bus facility, Monthly all faculty gathering to celebrate birthdays other personal achievements and annual all staff picnic for developing a sense of bonding and belonging. These practices also reduce stress tension obvious of processional pressures	Annual merit based appraisal, Free bus facility, Annual all staff picnic for developing a sense of bonding and belonging. These practices also reduce stress tension obvious of processional pressures.	Students of MIE get assistance for filling forms for government scholarships available to them. The management also provides financial assistance to financially weaker students. Sport facilities are available to them after the regular classes. Inter college competitions are held within the group annually. NCC NSS wings of college is also very active. Students are taken for visit to any place of interest within city limits almost every weekend.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is practice of ensuring the audit of accounts internally. The accounts are also regularly audited annually by the Charted Accountants duly approved by the Governing body. The account is audited at the end of every financial year. Optimum use of the budgetary provisions (from all recourses) is silent feature of the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Executive committee headed by senior govt. Professor	Yes	PAC
Administrative	Yes	External Executive committee headed by senior govt. Professor	Yes	PAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

00

6.5.3 – Development programmes for support staff (at least three)

1. CPF facility 2. Annual merit based appraisal 3. Free bus facility 4. Annual all staff picnic for developing a sense of bonding and belonging.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Four undergraduate courses were started (1. B.Sc (Maths, Bio, CS, CN, Bt), 2 B.Com (Eco, Tax, CA), 3. BBA 4.BCA) 2.) One PG course M.Ed 3.) One diploma in dietetics was introduced 4.) NCC introduced (Army Naval).

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Polytheen free Awareness	07/09/2019	09/08/2019	09/08/2019	78
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Orientation program	16/08/2019	16/08/2019	34	61

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
a. Regular plantation Drive b. 90 Recycle of organic paste c. Eco-Friendly Building d. No use of Pesticides and no use of chemicals in the gender e. No Need for artificial lighting and ventilation. f. Polythene free zone g.Friendship Day was celebrated as friendship with nature an oath was taken to protect the environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Such publications created	16/08/2019	MIE has its own charter for code of conduct, which is placed in strategic locations in the campus. A copy of it is provided to the students during the orientation of newly admitted students

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

> 1. Planting and nurturing saplings so that they survive to flourish 2. Recycling of garden and canteen waste. 3. Rainwater harvesting 4. Single-use Polytheen free Campus 5. No use of chemical pesticides/weedicides on the campus 6. Active participation in world wildlife week organized by WWF at Van Vihar National Park 7 Friendship Day was celebrated as friendship with nature an oath was taken to protect the environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

> Best Practice-I 1. Title of the Practice:- "Education in human values and Discipline". 2. Goal To inculcate patriotism and Discipline To impart value-based education To arouse social consciousness To counsel the students for their emotional well-being. 3 The Context: Education in human values supplements secular education by the addition of moral inputs. Students are encouraged to understand and imbibe five fundamental human values i.e. Discipline, Truth, Righteousness, Peace, and Non-Violence. In our institute following activities are undertaken throughout the session. Meditation Inspirational speech/lectures Group activities Our focus is on practicing these values rather than just knowing them. Having realized that values are imbibed rather than taught, the college has adopted this practice to counsel the students and inculcate those values that are needed to live in a pluralistic society and contribute to national development. It also is a subtle manifestation of the collective consciousness and purposeful education of the institution. 4. The Practice: Friday activity is a regular and important feature of the college. It gives a much-needed platform to inculcate the above values in students. The visit to old age homes, Aangan wadi, orphanages, and hospitals. Blood donation camps and awareness on the issue of human values are a regular feature. In keeping with the patriotic spirit and simplicity, traditional Indian uniform and dress code is followed on the campus. It is compulsory for all students to come to college in uniform and teachers follow also follow the dress code. NCC students reach early to practice drill. Any person entering the campus in a two-wheeler must wear a helmet and a four-wheeler seat belt. 5. Evidence of Success: The practice of Friday activity has a great motivational impact on the student community. They are inspired by the achievements and performance of their fellow students. As a result, they try to explore their own potentials. Shedding their inhibitions they come forward to participate in various activities being organized by the college. What is laudable is that they make sincere efforts to attain established benchmarks. The achievements of the competent teachers in their respective fields further boost them to give their best and outperform. A well-defined value system and love for our culture have given strong roots and poise to our students and facilitated their academic and intellectual growth. It has gone a long way in inculcating a strong sense of ethical values, a genuine concern for our culture, and a commitment to nationalistic causes. 6. Problems Encountered and Resources Required: We do not have enough space to accommodate all the students at a time, so we organize activates class-wise or stream wisely and are developing an auditorium for collective forums. Some visitors and a few students are reluctant to use helmets and park their vehicles in nearby shops. So the very concept of road sanity is defeated. Constant monitoring counseling in this regard is mandatory. 7. Notes To inculcate patriotic spirit and simplicity, tradition with modernity, every institute should incorporate healthy practices like Friday activity value-based lectures, a commemoration of important days, and visits to peripheral homes on regular basis. BEST PRACTICE II 1. Title of the Practice: Activities to impart an understanding of nature and its ways for a sustainable life. 2. Goal: To give educate students for a healthy lifestyle. To educate students for a cleaner and greener lifestyle. To sensitize students in general and society in particular about environmental

issues. To bring about behavioral change for environmental awareness. 3. The Context: Ever since its inception in the college has been rendering valuable service for environmental education. The teachers and the governing body are fully aware of the looming problem of environmental degradation and its implications. But the approach to deal with the situation is unique in this institution. Students are encouraged to engage in outdoor sports and yoga workshops. Staying under the sun is very important for everyone for proper bone development, this simple fact is often overlooked for sake of comfort and fair skin. They are exposed to the traditional lifestyles of our village and tribal folks. Emphasis on proper nutrition and diet is given to the students along with environmental education. Issues of reduce reuse and recycle are incorporated in debates and other activities. They are encouraged to participate in such activities outside the college. 4. The Practice: • A week-long nutrition week is celebrated every year. • Students take part in awareness campaigns against food adulteration. • Students take part in world wildlife week organized by WWF. • The students are actively engaged in activities of the national history museum. • Visit to Tribal Museum and Tribal habitat. • Annual three-day sports tournament occurs annually. • Cricket pitch has been developed for the students. • Yoga and meditation workshops are organized in regular intervals. • Recycling of garden and canteen waste is practiced in the college • The college campus has picturesque lawns, flower beds, and fruit and other trees which are planted by students on various occasions and are nurtured by them under the expert supervision of faculties and a team of gardeners. • No use of chemical pesticides/weedicides on the campus • Herbs for the herbal tea served in the canteen are supplied by the garden. • Vehicles with proper PUC certificates are allowed on the campus. • The Campus is a single-use polythene free zone • The classrooms are properly ventilated and do not require artificial lights under normal conditions. • Students actively take part in the swatch Bharat mission 5. Evidence of Success: Students of MIE have a modified lifestyle. They know how to balance between modern lifestyle without damaging the environment. More and more students take part in activities pertaining to diet and yoga workshops. MIE student Deepak Singh had been selected by Bhopal Municipality as brad ambassador for Swatch Bhopal Mission. 6. Problems Encountered and Resources Required • Due to the schedule of the University Examination, adherence to the academic calendar provided by Higher Education is difficult to incorporate co-curricular and sports activities into the college curriculum. Sometimes have to miss classes for visits or activities. • Lot of willpower, funds, and manpower are required for conducting such activities. 7. Notes To inculcate environmental sensitization and a healthy lifestyle, every institute should incorporate the above-mentioned activities in the schedule of the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://mittalinstituteofeducation.org/wp-content/uploads/2021/09/iqac-best-practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The leadership of the College of Education has visualized meeting the present, emerging, and changing educational needs of society in general. We are committed to provide world-class professional education and building and develop youth into worthy citizens of society. Colleges vision is to grow quantitatively as well as qualitatively and bring out competent qualified teachers and other professionals striving to serve the nation. By introducing SAP and super 20 programs at the institute, MIE plans to achieve the above

| | goals. |

8.Future Plans of Actions for Next Academic Year

 1. Increase the employability of students by three-point approach i.e., • Maintaining high academic standards. • developing coordination with the industries and other prospective corporate employers. • Provide assistance guidance for clearing various PSC examinations 2. Taking up faculty development program more aggressively for achieving the above goal.