

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	Govt. Gajanand Agrawal Post graduate College, Bhatapara
1.2 Address Line 1	Sant Mata Karma Ward,
Address Line 2	Bhatapara (C.G.)
City/Town	Bhatapara
State	Chhattisgarh
Pin Code	493118
Institution e-mail address	govtgnapgcollege@gmail.com
Contact Nos.	07726-220312
Name of the Head of the Institution:	Dr. N.K.Verma
Tel. No. with STD Code:	07726-220312
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Name of the IQAC Co-ordinator:

Dr. Preeti Soni

Mobile:

99071-76499

IQAC e-mail address:

lqac2015gnacollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

CHCOGN - 198844

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC)/18/A&A/154.1

1.5 Website address:

www.gnapgcollege.in

Web-link of the AQAR:

<http://www.gnapgcollege.in/AQAR2016-17.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.69	2016	5 Yrs.
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

03/07/2015

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

PGDCA, B.Sc. (Biotech.), B.Com. (Computer Application)

1.12 Name of the Affiliating University (*for the Colleges*)

Pt. Ravishankar Shukla
University Raipur (C.G.)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

UGC

Autonomy by State/Central Govt. / University

University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

07

2.3 No. of students

03

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

24

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Teaching, learning, evaluation & advancement in Research
Instrumentation and maintenance of lab. Equipments.

2.14 Significant Activities and contributions made by IQAC

- Enhance use of ICT
- No. Of placements increased

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none">• Renewal of website• Renewal of feedback system	<ul style="list-style-type: none">• New teaching methods were adopted• Extra curriculum is added• Research is being enhanced

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Management suggested means to enhance quality & employment

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	08			
UG	03+01			
PG Diploma			01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	12		01	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All PG. ✓ (08)
Trimester	
Annual	All UG. ✓ (03)+01

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.Sc. (Biotechnology /30 Seats)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	22	21		01	

2.2 No. of permanent faculty with Ph.D.	08
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	21	6	-	-	1	7	20	7	42	20

2.4 No. of Guest and Visiting faculty and Temporary faculty	Guest -14	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	6	1
Presented papers	1	-	2
Resource Persons	1	1	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching by projector, models & charts, interactive classes
Seminars, presentation , Group discussion, personality development classes

2.7 Total No. of actual teaching days during this academic year	191
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	As per University Rules
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	01 member of Board of Study university
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2.10 Average percentage of attendance of students	92%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. I	432	-	6.1	31.5	1.6	45.25
B.A. II	177	-	3.54	31	0.59	77.40
B.A. III	149	-	0.06	59.73	4.02	74.40
B.Com. I	200	0.01	11.76	35.0	71.4	51
B.Com. II	78	-	3.9	37.1	6.5	44.87
B.Com. III	78	-	2.6	21.0	1.3	60.52
B.Sc. I	287	1.04	18.81	29.61	8.71	43.90
B.Sc. II	131	2.29	9.16	58.77	0.76	69.46
B.Sc. III	188	3.19	10.63	78.72	2.65	93.08
M.A. (Hindi) I	26	7.69	73.07	15.38	-	96.15
M.A. (Hindi) II	21	-	47.61	52.38	-	100
M.A. (English) I	20	-	5.0	30.0	5.0	40
M.A. (English) II	8	-	25.0	75.0	-	100
M.A. (Pol.Sc.) I	9	-	22.2	77.7	-	100
M.A. (Pol.Sc.) II	9	-	11.1	88.8	-	100
M.A. (Economics) I	9	-	44.0	22.0	22.0	88.88
M.A. (Economics) II	14	-	85.71	14.28	-	100
M.A. (Sociology) I	12	-	58.33	33.33	8.33	100
M.A. (Sociology) II	13	-	30.76	61.53	-	92.30
M.Sc. (Chem.) I	38	-	-	31.5	50	81.5
M.Sc. (Chem.) II	28	-	10.7	42.8	42.9	96.4
M.Sc. (Maths) I	27	0.03	14.8	66.6	-	81.48
M.Sc. (Maths) II	22	-	59.0	31.8	-	95.45
M.Com I	23	-	15.33	28.75	-	95.65
M.Com II	23	-	17.69	20.3	-	100
PGDCA	44	-	27.27	61.36	0.45	93.18

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- End semester review/Academic review

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	17
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	5
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	02	NA	NA
Technical Staff	06	Nil	01	NA

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Research Committee
2. Provide information regarding symposium, seminar, workshop etc.
3. Provoke for major & minor research projects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	02	-
Non-Peer Review Journals	-	-	-
e-Journals	-	01	-
Conference proceedings	01	-	-

3.5 Details on Impact factor of publications:

Range Average ☒ h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			04
Sponsoring agencies		UGC			RUSA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	NA
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

02

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

√

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

NA

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- School Teaching and Motivation
- Awareness about health & checkup camps and hygiene

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	38283.25776 m ² (7136 m ²) built-up	720.00 m ²		
Class rooms	24	16	RUSA/State Govt.	
Laboratories	05	01		
Seminar Halls	01	01	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	25	-	UGC	-
Value of the equipment purchased during the year (Rs. in Lakhs)	5	-	UGC	
Others			-	

4.2 Computerization of administration and library

Yes

- Wi-Fi enabled library
- CCTV installed in library
- Computerised administrative/ office

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1490	224586	1044	246630	2534	471216
Reference Books	293	72948	742	206962	1035	279910
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter net	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65- Lab-I-II 15- Office 01 - Treasury	02	Yes	Wi-Fi	Lab-I Lab-II	Govt. G.N.A.PG. College, Bhatapara	PGDCA	B.Com Com. Applic ation
Added								
Total	81	02	Yes	Wi-Fi	Lab-I Lab-II	Govt. G.N.A.PG. College, Bhatapara	PGDCA	B.Com Com. Applic ation

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

N-list (inflibnet)

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.40170
ii) Campus Infrastructure and facilities	0.42141
iii) Equipments	0.39050
iv) Others	1.74967
Total :	2.96328

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Help Desk
- Orientation Programme in library for students.
- Counselling session for newly admission
- NSS.
- Sports
- Day care centre

5.2 Efforts made by the institution for tracking the progression

- Committees
- Analysis of results was done
- Extra lectures for better understandings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1760	391	01	2152

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	940	43.7		1212	56.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
300	458	213	1164	0	2135	284	428	207	1232	0	2151

Demand ratio 1:1.09

Dropout % 1.27

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Collection of competitive exam books in separate almirahs
in Library and Expertise are made available

No. of students beneficiaries 35

5.5 No. of students qualified in these examinations

NET		SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	2	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

The college runs a separate committee for student counselling and career guidance

01- Rupesh Gupta, (interdisciplinary)
Prism Foundation, Bhilai (C.G.)

02- Axis Bank

No. of students benefitted 40

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03			

5.8 Details of gender sensitization programmes

- 1- Each faculty is asked to talk on gender sensitization
- 2- Women grievance Cell.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 40 National level 03 International level -

No. of students participated in cultural events

State/ University level 20 National level - International level -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1364	4799344.00
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ - _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- To get excellence in education along with morals.

Mission- To provide the nation good quality Trained citizens with social, inquisitive minds, a super power knowledge by educational excellence and innovative research equalities to face problem & strengthen the whole world.

6.2 Does the Institution has a management Information System

The college has the management information system through - website,
Bulk SMS, group, banners etc.

Notice board

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

- 1- Through ICT, Blackboard, charts & models.
- 2- Innovative practice of PPT presentation for PG Students
- 3- Student participative teaching and learning
- 4- Internal Evaluation Process.

6.3.3 Examination and Evaluation

- 1- Internal Evaluation Process.
- 2- University assessment.

6.3.4 Research and Development

Faculty seminar/workshop

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1- Free internet Access is available for all, providing E-resources, such as e-books and e-journals.
- 2- Drinking Water Facility.
- 3- Well-equipped laboratories.

6.3.6 Human Resource Management

NA

6.3.7 Faculty and Staff recruitment

Faculty and Staff are recruited as per the norms of U.G.C. Chhattisgarh State Govt.

6.3.8 Industry Interaction / Collaboration

- MoU with other colleges
- Placement cell

6.3.9 Admission of Students

Online for 1st Year

Offline for II, III, Years

6.4 Welfare schemes for

Teaching	1- Staff Training 2- Co-operative Society 3- Employee's Provided fund
Non teaching	1- Staff Training 2- Co-operative Society 3- Employee's Provided fund
Students	1- Learn & earn scheme. 2- Competitive exam guidance 3- Career & placement Cell. 4- Excursion 5- NSS 6- Co-curricular & extra curricular activities.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

☐

No

☒

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

-

6.11 Activities and support from the Alumni Association

- 1- Yearly two meetings of Alumni Association are held.
- 2- Suggestions are received from the association members and acted upon them.

6.12 Activities and support from the Parent – Teacher Association

No formal PTA, however feedback is taken from parents during various interactions.

6.13 Development programmes for support staff

- 1- Training programme by SBI for Staff.
- 2- Yoga training .
- 3- Cease fire training programme.
- 4- Motivated and permitted to attend seminars & workshop.
- 5- Training program on GST.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- 1- Plantation drives
- 2- Campus cleanliness
- 3- Polythene free campus
- 4- Botanical garden and porch garden
- 5- Minimum use of electricity

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Swachchata Abhiyan
2. Academic lesson plan prepared by each faculty.
3. Soft skill improvement of student through training and placement .
4. Improving social involvement of the student by N.S.S.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Expert lectures, seminars and events are conducted for the students.
2. Plantation of more than 100 plants of various species is planned and implemented in college campus

Details Enclosed in Annexure IV

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- 1- Hobby classes
- 2- Book donation by alumnis, teachers & Ex students

Details Enclosed in Annexure IV

7.4 Contribution to environmental awareness / protection

- 1- Plantation of about 100 plant species
- 2- Environment studies compulsory
- 3- Protection of plants
- 4- Cleanliness by staff and students also

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Panchmukhi Abhiyan is Strictly followed

8. Plans of institution for next year

- 1- To start PG course in Physics and Botany
- 2- Construction of new Boundary wall and new cycle stand
- 3- To achieve higher placements.
- 4- To organize national seminars/workshops
- 5- MRP (proposals) for each faculty.
- 6- To Increase MoU's with Industries.

Name Dr. Preeti Soni

Name Dr. N.K. Verma


Signature of the Coordinator, IQAC

IQAC CO-ORDINATOR
Govt. G.N.A. P.G. College
Bhatapara (C.G.)


Signature of the Chairperson, IQAC

Principal
Govt. G.N.A. P.G. College, Bhatapara
Dist. Baloda Bazar-Bhatapara (C.G.)

Govt. G.N.A. PG. College, Bhatapara

Students feedback Evaluation

The college got the feedback from the students at the end of academic year 2015-16. A large no. of students have given their feedback on teaching – learning quality, facilities of the arts, commerce & science streams. On the basis of evaluation of this feedback from the students the IQAC reports that the Teaching – learning process is satisfactory. It is also demanded amendment in play ground and starting of new program as M.Sc. in more subjects, computer classes etc. The IQAC has updated the playground and brought the suggestion to the administration to take further needed actions.

Co-ordinator
IQAC

Principal

Best Practices

Best Practices No. – (1) Hobby Classes

- Objective** - To provide student source of income.
To learn and earn.
- The context** - The hobby classes include various skills as – beauty parlour, paper meshy, doll making, soft toys, saree drapping, mehandi, cooking, tiara making, macramé items etc.
- The practice** - Every Saturday one member organizes skill class and makes the participants learn and practise the skill.
- The evidence of success** - 50-60 students most of which are girls are participating each week & each course. Some ex-students are reported to have their own parlour and running hobby classes too.

Problem encountered and Resources required-

Problem	Resources
<ul style="list-style-type: none">• Students are from poor background.• Need help in standing own earning in finance.	<ul style="list-style-type: none">• At present students are arranging for resource.• Some help is provided by staff members.

Best Practices No. – (2) Book Donation

- Objective** - To help the poor and needy students.
To make a huge collection of books.
- The context** - Each and every kind of books are donated so information of every field can be gained.
- The practice** - Students passing the institute are asked to donate the books of previous class. Newly recruited staff members are made aware of donation.
- The evidence of success** - Donated books near about 100-150 are made available in library for the needy students – 43 books have been donated till now.

Problem encountered and Resources required-

Problem	Resources
<ul style="list-style-type: none">• Book of outdated syllabus.• Damaged Books.	<ul style="list-style-type: none">• Staff members.• Teachers.• Students.