Barkatullah University, Bhopal, Madhya Pradesh

ASSESSMENT OF ACADEMIC AND ADMINISTRATIVE ACTIVITIES
(Last 5 Years : 2019-2023)

To improve quality processes in teaching and learning and thus enhance student success all faculty members and officers are regularly reviewing various activities in the University Teaching Departments and Administrative Sections of the University on regular basis.

Academic Activities

It is a faculty-driven model of ongoing self-reflection,collaboration, teamwork and peer feedback. It is based on structured conversations among faculty, stakeholders and peer reviewers allfocused on a common goal.

Administrative Activities:

It is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments,control of the overall administrative system etc.

The check list

The following checklist gives an overview what an employee of the University (Teachers and Officers) may look into for (Self) assessment of the Individual/University function. It invariably follows the Quality Indicators Framework prescribed by Accreditation Council in India.

CURRICULAR ASPECTS

Curriculum design and development

- Clarity of need for curriculum development
- Advantages for development of curriculum
- Programme compatibility
- Social relevance and national development
- Meeting globalization needs and quality dimensions/Value orientation

Curriculum Development

- Curriculum development process

- Modular course structure
- Choice Based Credit System (CBCS)
- Work based curriculum
- General competencies and skills
- Inter/Multidisciplinary studies
- Presence of Technology layer

- Multi skill development and vocational skills
- Emerging areas and Global relevance
- Career orientation
- Women empowerment and current concerns
- Continuing adult education/training
- Faculty participation/initiative in curriculum development/restructuring.
- Curriculum design is aligned with the institutional goals and objectives.
- The Programmes of the institution are consistent with its goals and objectives.
- Curricula developed / adopted have relevance to the regional/national developmentalneeds
- Curriculum design is suitable for meeting the overall development.
- Employability is a major consideration in the overall development of the curriculum
- Developing global competencies is evident in the curriculum design
- Curriculum has aspects on value-based education
- Consultation with academic experts within and outside the institution is effectively donefor developingthe curricula
- Consultations are done with industry/employment sector in the curriculum developmentprocess.
- The curriculum caters to inclusion/integration of Information and CommunicationTechnology (ICT).

Academic Flexibility

- The institution has a wide range of programme offerings that provide adequate academic flexibility.
- Range of programme options available to learners interms of Degrees, Certificatesand Diplomas.
- Provisions with reference to academic flexibility
- Programmes and other facilities available for international students.
- Admission, Fee structure
- Teacher qualification and salary etc. for Self-financing programmes.
- Implementation of the – Annual system/Semestersystem/Trimester system
- New programmes/curriculum

- Self financing courses
- Horizontal mobility
- Institution offers a number of program options leading to different degrees, diplomasand Certificates (UG / PG /PG Diploma / Diploma Certificate)
- The curriculum offers a number of elective options
- A number of new programs and program combinations are developed/ adopted whichmeet the needs of the students the society.
- Options are available for students to take additions /supplementary / enrichment courses along with their regular curricula.
- Number of value-added courses offered (Eg. A course on entrepreneurship. Personality

  development etc.)
- Institution provides for inter-institutional credit transfers
- Choice Based Credit System (CBCS) and semester system

Curriculum update & enrichment
- Basis for syllabus revision, Curriculum bears some thrust on issues of nationaldevelopment.
- Frequency of curriculum revision
- Frequency and the major revisions made during the last two years.
- Uses the guidelines of statutory bodies for developing and/or restructuring the curricula.
- Existing courses modified to meet the emergingnational and global market requirements
- National and international curricular modules are referred for curriculum update
- Curriculum has emerging thrust areas including interdisciplinary areas.
- Faculty takes initiative in the curriculum revision based on the feedback from stakeholders.

Feedback on curriculum

- Feedback analysis and use of the outcome suggestions continuous

  improve ment,communication.
- Feedback from students, alumni, industry, community
- Use of feedback Major syllabus revision
- Innovations/best practices in 'Curricular Aspects'

TEACHING – LEARNING AND EVALUATION

- Transparent admission process.

- The programmes of teaching and learning cater to individual differences amongst learners.
- The institutions facilitates the effective conduct of the teaching-learning processes.
- The institution has provision for use of ICT in the enhancement of teaching process.
- The institution has a well-conceived plan for continuously monitoring student progress.
- The institution has an effective mechanism to recruit adequate qualified faculty.
- The student evaluation processes are reliable and valid.
- The institution has an open and participative mechanism for evaluation of teaching andpromoting work satisfaction of the faculty.
- The teachers have opportunities for continued academic growth and professional development.
- The institution has sustainable good practices in teaching, learning and evaluation to achieveacademic excellence.

Admission Process & Student profile

- Wide publicity of the admission process. Through the Prospectus/ Website/
- Advertisement in Region/ National Newspapers.
- Student's selection for admission - cut off percentage for admission at the entry level.

- Transparency in the Admission process – admissions are made as per the pre-determinedCriteria.
- Strategies deployed for ensuring equity and access to students
- Students from disadvantaged community/ Women/ Physically Challenged/ Economicallyweaker sections/Sports personnel.
- Selection criteria (Merit, Interview score, Aptitude test)/
- Reservation rules / Access to economically weaker section/ Provision for sports quota /Physically handicapped/ Women students
- Demand ratio
- Institution ensures due representation from different strata gender to locale.

Teaching learning process
- Academic calendar,
- Teaching plan and evaluation blue print/schedules.
- Teaching learning methods used by the teachers-lecture method, interactive method, project based learning, computer assisted learning, experiential learning, seminars and others, Student-centered learning.
- Institutional strategies, contributing to acquisition of life skills, knowledge management skills, individual learning and lifelong learning.
- Use of modern teaching aids and tools likecomputers, audio-visuals multi-media, ICT,

- Internet and other information/materials.
- Students and faculty keep pace with the recent developments in their respective subjects.
- Effective use of Departmental libraries for enhancement of teaching and learning.
- Evaluation of the teachers by the students analysis of use feedback for improvement ofteaching learning.
- Teaching days
- Teaching methodologies
- Experimental focus
- Tutorial classes and special coaching
- Mentoring
- Use of Education technology/Use of laboratory and equipments
- Percentage of academic expenditure
- Use of Library/Use of Internet
- The teaching program schedule and methodologies are planned and organzed in advance
- Experiential learning methodologies for participative learning
- Educational technology is effectively used (audio –visual aids)
- Problem – solving approach as a teaching methodology is adopted
- Computer-aided information retrieval and teaching methodology is adopted
- Library resources are effectively used to augment teaching – learning
- Use of laboratory equipment / field experiences effectively to maximize the teaching –

  learning process
- Use of wide range of techniques, materials and experiences to engage student interests

Teacher quality

- Number of qualified and competent teachers.
- Recruitment process. Recruitment procedures
- Appointment of additional faculty to teach new programmes/ modern areas of study.
- Awards/recognition received by the faculty during the last five years.
- Training/retraining programmes for the faculty in the use of Computers/ internet/Audio Visual Aids/Computer Aided Packages/Material/multimedia etc.
- Faculty Qualifications
- Percentage of positions filled
- Professional development/Recognition and rewards/Teacher characteristics/ quality
- Student teacher ratio
- Percentage of teachers with Ph.D Qualification
- Percentage of teaching position filled against sanctioned posts

- Adherence to UGC / State Government /University norms with reference to teacher qualifications for recruitment
- Faculty recruitment process is systematic and rigorous
- Faculty development programs are initiated and utilized
- Incentives / awards / recognitions are received by faculty
- Faculty demonstrate creativity and innovation in teaching methodology

Evaluation process and reforms
- Evaluation processes/methods of the institution and ensures transparency of the processes.
- Communication of Evaluation methods to the students and other institutional members.
- Progress of the students is monitored and communicate to the students and their parents.
- Mechanism for redressal of grievances regarding evaluation.

Evaluation of Teaching
- Evaluation by the students
- Evaluation by review officers. Evaluation by management/ Evaluation by Peers/ Evaluationby self

Evaluation of Learning
- Communication of evaluation method/ Continuous evaluation.
- Midterm/ semester/ trimester evaluation / Other methods of testing
- Tutor-ward meeting/ Parent principals/ teachers meeting

Evaluation Reforms
- Internal assessment/ Peer evaluation/ Double evaluation/ Moderation/ Revaluation.
- Transparency in evaluation measures/Grievanceredressal
- Provision for continuous evaluation and monitoring students progress
- Conducts mid-term / semester evaluations
- Declares results within two months of the examinations

- Reforms in examination procedures and processes are evident
- Examination processes are transparent
- Security of the evaluation system is ensured
- Student grievances regarding evaluation results are addressed
- Any significant innovations in teaching/learning evaluation introduced by the institution

RESEARCH CONSULTANCY AND EXTENSION

Promotion of research

- Formation of Research Committee to facilitate and monitor research activity.

- Promoting faculty participation in research (providing seed money, grants, leave, other facilities).
- Provision in the institutional budget for research and development.
- Participation of the students in research activities.
- Major research facilities developed and available in the campus.
- Initiatives taken by the institution for collaborative research.
- Facilitating faculty participation
- Budget allocation for research.
- Research fellowship for students
- Providing infrastructure facilities.
- Establishment of a research committee.
- Providing application forms for major/minor projects.
- Special opportunities for students and staff for enhancement of research activities.
- Institution facilities faculty to undertake research by providing research funds (seed money)
- Provision for research facilities in terms of laboratory equipment, research journals andresearch incentives
- Encourage and promote research culture (eg.Teaching work load remission, opportunities forattending conference etc.)
- Initiate research by collaborating with other researchorganizations/industry
- Faculty recognition for guiding research.
- Establishing research committees for promoting and directing research.
- Establishment of specific research units / centres.

Research and publication output
- Research guides and research students
- Departments recognized as research center.
- Faculty recognized as research guides.
- Priority areas for research.
- Ongoing Faculty Research Projects.
- Ongoing Student Research Projects.

Research Output

- Research scholars; JRF/ Ph.D. awards per year.
- Output in terms of M.Phil, Ph.D students.
- Minor research projects and Major research projects.
- Total outlay for research & development and patents and Research Journals.
- Departments getting UGC/SAP/FIST.
- Action Research/ student projects.

Publication Output

- Research papers published in National referred journals/ Research papers published inInternational referred journals/ Books published by faculty.
- Project Reports.
- Major achievements of the research activities of the institution (findings contributed tothe Industry needs, community development, patents, etc.).
- Research papers published in referred journals by the faculty – citation index and impactfactor.
- Publications of the faculty–Books/Articles/Conference/Seminar Proceedings/ Theses/ Coursematerials.
- Software packages or other learning materials.
- Significant faculty involvement in Research.
- Recognized Research Centres (National & International (Eg. UGC, SAP, DST, DBT, UNESCO, UNICEF)
- Significant number of major and minor research projects.
- The institution receives significant quantum of research grants from external agencies.
- The institution has received research recognition and awards (including patents).
- The institution research has contributed to the industry's requirements / productivity.
- Research facilities are enhanced through research projects.
- Significant number of research articles are published in reputed / referred journals.
- Published books and proceedings on research work.
- Citation Index /Impact Factor.

Consultancy

- Agencies (Govt./NGO's/Industry/Academic) and the consultancy services provided by theInstitution during the last years (free of cost and /or remunerative).
- Institution approaches to publicize the expertise available for consultancy services.
- Benefits to the staff for the consultation provided including revenue sharing.
- Institution utilization of the revenue generated through consultancy services.
- Consultancy/Promotion of Consultancy/ Consultancy services/ Finance generated.

- Publicize the expertise available for consultancy services.
- Render consultancy services to industries.
- Render consultancy services to be Government.
- Render consultancy services to Non- government organizations / community / public.
- Resources (financial and material) generated through consultancy services.
- Mutual benefits accrued due to consultancy.

Extension activities

- Participation of the students and faculty in extension activities (NSS, NCC, YRC andothers NGOs).
- Outreach programmes organized by the institution- their integration with the academic curricula.
- College-neighborhood network in which studentsacquire attitude for service and trainingcontributive to community development.
- Partnership with University / Research institutions / Industries / NGOs etc. for extensionactivities.
- Local community benefit from the institution.
- Institutions benefit from the community (Community participation in institutional development, institution- community networking etc.).
- Promotion of extension/ Promotion of university an dindustry neighbourhood network.
- Adult and Continuing education.
- Collaborative work with Govt./NGO in extension activities.

Promotion of extension activities

- Organize need-based extension Programme.
- Participation of students and faculty in extension programs.
- Awards and recognitions received for extension activities.
- Impact of extension activities on the community evaluation, review and upgrading the extension programmes.
- Establish partnerships with industry, community and NGOs for extension activities.

Collaborations

- Collaborative activities of the institution – Local/State/National/International/ Industry/Service sector /Agriculture sector/ Local bodies/ Community/ Administrative agencies.
- Institutional benefits from collaborations –Curriculum development/Internship / On-the-job training/Faculty exchange and development/Research/Consultancy/ Extension/Publication/Student Placement.
- MOU/MOC/mutually beneficial agreements signed with Academic institutions/ Industry/

    Other agencies.
- Linkages: National linkages/ International linkages/Industry linkages/ Membership inprofessional activities.
- Institution level/local/National/State International Industry / Service Sector/ Agriculture.

INFRASTRUCTURE AND LEARNING RESOURCES

Physical facilities

- Availability of infrastructure for:
  - academic purpose
  - administrative functions,
  - co-curricular activities
- Development plan/ Adequacy of infrastructure facilities.
- Augmentation of infrastructure facilities during the last 5 years.
- The institution provides necessary facilities for classrooms (furniture and fixtures).
- The institution provides necessary facilities for laboratories (Furniture, fixtures, equipmentand good laboratory practices).
- Provides sports facilities for students / faculty.
- The institution has necessary facilities for general computer education of students.
- Infrastructural facilities are augmented from time to time.
- Infrastructure facilities are being utilized optimally.
- Additional, facilities for sports and extra-curricular activities (Gym, swimming pool, auditorium etc) are provided.
- Adequate facilities for Women.
- Appropriate faculties for differently- abled student.

Maintenance of Infrastructure

- Budget allocation for the maintenance of Building.
- Furniture/Equipment/Computers/Vehicles.
- Optimal utilization of budget allocated for variousactivities.
- Adequate personnel for maintenance/ Budget allocation for maintenance.
- Utilization of infrastructure facilities.
- Utilization of the budget.
- Has a maintenance budget for the physical facilities through existing / mobilized resources.
- Utilizes the funds allocated for maintenance.
- Adequate systems for maintaining and utilizing physical facilities.
- Adequate systems for maintaining and utilizing library and information facilities.
- Adequate systems for maintaining computer and network facilities.

Library as a learning resource

- Library advisory committee and its functioning.
- Access, use and security of library materials.
- Various support facilities available in the library.
- Purchase and use of current titles, important journals and other reading materials, percent ofbudget and amount spent on new books and journals during the last five years.
- Access of the on-line and Internet services in the library to the students and faculty (hours,frequency of use, subscriptions, licensed software).
- Extents of library services computerized.
- Use of INFLIBNET / DELNET / IUC facilities?
- Motivation provided to students/teachers to read existing new arrivals.
- Interlibrary borrowing facility.
- Special facilities offered by the library to the visually and physically Challenged persons.
- Other information services provided by the library to its users.
- Library stock / Library operation and facilities.
- Library advisory committee and its effective functioning.
- Library networking.
- Library services and automation and internet services.
- Use of library.
- Number of titles of books in the library.
- Number of journals (National + International) and other library resources (i.e CDs / Cassettesetc.).
- Library resources are augmented every year with newer editions and titles.
- Effective and user-friendly library operations (issue of books, getting the necessary references, etc).
- Reading room facility for faculty and students.
- Reprographic facilities.
- Internet facility for information retrieval.
- Inflibnet / Telnet facilities.
- Computerization of library and networking with other libraries.

ICT as learning Resources

- No. of Computers and its use/ Has adequate / up to date computer facilities.
- Output-software for academic and administrative purpose.
- Use of Internet.
- Provides access to computers for the faculty.
- Provides access to computers for the students.
- Provides internet facility for faculty and students.
- Institution has a website facility, updated regularly.

Common facilities available with the Institution

- Staff room
- Day care center
- Common room for students
- Rest rooms & toilets
- Health Centre
- Vehicle Parking
- Guest House
- Canteen
- Internet Café
- Drinking Water

Other Facilities

- Hostels (Boys + Girls)/
- Gymnasium
- Student center
- Sports/Health Center
- Guidance and Counselling center
- Electricity
- Transport
- Phone, Fax, intercom
- Placement Centre
- Instrumentation Centre
- Communication facilities (Telephone: STD: ISD)
- Electricity and lighting
- Transport
- Landscape (approach roads/gardens and general ambience)

STUDENT SUPPORT AND PROGRESSION

a) The institution provides clear information to students about admission, completion requirements for all programmes; the fee-structure and refund policies; financial aid and student support services.

Student Profile
a) Student strength/ Access/ Representation from diverse population and geographical areas.

Student progression

- Socio-economic profile (General, SC, ST, OBC etc.,) of the students.
- Efforts made by the Institution to minimize the drop out rate and facilitate the students tocomplete the course.

- Percentage progression of the students to further studies and for employment.
- Support for students in appearing and qualifying in various competitive examinations (UGC- CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services – IAS, IPS, IFS, Central/State services etc.
- Institutional academic performance.
- Programme completion and success rate / Drop outrate.
- Progression to higher studies/ Progression to research/ Progression to employment.
- Monitors student progression.
- Makes efforts to reduce the drop-out Rate.
- Percentage   progression   to   higher   studies.From   UG   to   PG./From PG t
- Average institutional academic performance inrelation to the university average.
- Facilitate progression to employment.

Student support
- Prospectus,   handbooks   and   other   student   information   material. theinformation/contents disseminated to students through these publications.
- Financial aid to students, the type and number of scholarships/free ships given to the students (other than those provided by the social welfare departments of the state or central governments).
- Institutional provision/schemes for student welfare (insurance, special diets, family counseling support, earn while you learn scheme etc.).
- Types of special support services available to overseas students.
- Placement and counseling services available to thestudents.
- Developing entrepreneurial skills among the students.
- Faculty participation in academic and personal counseling.
- Committee for prevention/action against sexual harassment of women student's issues.
- Grievance redressal cell – its functions, major grievances redressed during the last two.
- Provision for compulsory computer skills/literacy for all students in the curriculum.
- Value added courses introduced by the institution aimed at developing life skills; careertraining; community orientation; good citizenship, personality development etc.
- Safety and security of the students, faculty and the institutional assets.
- Student welfare (general, SC/ST, Overseas, etc).
- Information access and dissemination (Handbook & Prospectus).
- Counseling services/ Placement services.

- Provide health services optimally make the campus safe for students with adequate securityand lighting.

Student activities

- Alumni Association and its activities.

- Publication materials like catalogues, wall magazines etc.
- Student council or any similar body – constitution, major activities and funding.
- Mechanism to seek and use data and feedback from graduates and from employers.
- Preparation of the progrmme and growth and development of the institution.
- Sport and recreation/Recognition and incentives/Extracurricular activities.
- Alumni profile and Alumni activities.

Organize student cultural activities

- Access to and use of recreational / leisure time activities to students.
- Sports and games facilities for students – Indoor.

  (II)Out door
- Student participation in institutional sports events.
- Student participation in state-level sports events.
- Student participation in national-level sports events.
- Student participation in international-level sportsevents.

GOVERNANCE AND LEADERSHIP

- The functions of the institution and its academic and administrative units are governed bythe principles of participation and transparency.
- Academic and administrative planning in the institution move hand in hand.
- The institution practices relevant welfare schemes for all its constituencies.
- There are fair and expeditious grievance redressal mechanisms at all levels of the institution'sfunctioning.
- The institution is effective in resource mobilization and planning development strategies.
- The finance of the institution are judiciously allocatedand effectively utilized by proper budgeting system.
- Auditing procedures and the follow up actions are systematized.
- Institution has sustainable good practices for governance and leadership.

Leadership, Goal Orientation and Decision Making

- Institutional vision and leadership.
- Organizational arrangements/Frequency of EC, AC,GC meeting /Effectiveness of governingbody function and implementation.
- Transparency of management – Availability ofmanagement decision to staff and students.

Institutional vision and leadership

- Vision and Mission statement of the institution.
- Vision and mission of the institution is in tune with the objectives of the Higher Education

  Policies of the nation.
- Translate its vision statement in to its activities.
- Top management's commitment, leadership role and involvement for effective and efficienttransaction of teaching and learning processes.
- Management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution.
- Management/head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution.
- Management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes.
- Demonstration of effective leadership in institutional governance.
- Valuing employees (faculty and non-teaching staff).

Organizational arrangements

- Organizational structure and the details of the academic and administrative bodies of the institution, meetings held, and the decisions made by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research, extension activities, linkages and examinations during the last year.
- Decentralized Administration. Decentralization of powers. Decentralization and participative Management.
- Collaborates with other sections/departments and personnel of the institution to improve andplan the quality of educational provisions.
- Effective internal coordination and monitoring mechanism.
- A grievance redressal cell for BU employees. Effective functioning of the Grievance cell.

- Management meets the staff periodically to discuss on various academic and administrativeissues.
- Organization Structure, Power and Functions of the Functionaries.
- Internal coordinating mechanisms.
- Participative management.
- Structural organization as per the norms.
- Informal arrangements and committees.
- Coordination of all statutory bodies and advisory committees like BoS, AC, EC.
- Cell for preventing sexual harassment.

Strategy development and deployment

- Academic plan prepared in partnership and active contribution of the Teachers, Students andadministrators.
- The objectives are communicated and deployed at all levels to ensure individual employee'scontribution for institutional development.

- Different committees are constituted by the institution for management of different institutional activities.
- Institutions MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution.
- Institution uses the data and information obtained from the feedback in decision-making andperformance improvement.
- Institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty (Skill sharing across departments creating/providing conduciveenvironment).
- Perspective Planning/ Master Plan.
- Academic Calendar.
- Plan Proposals/Perspective plan document.
- Strategic action plan and schedules for future development.
- Deployment with a Systems Perspective.
- Institutional approach to decision making.

Human resource management

- Mechanisms in place for performance assessment off aculty and staff use of the evaluationsto improve teaching, research and service of the faculty and other staff.
- Welfare measures for the staff and faculty.
- Strategies to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills.

- The criteria for employing part-time/Adohc faculty (Ex., salary structure, workload, specializations).
- Policies, resources and practices of the institution that support and ensure the professionaldevelopment of the faculty (Ex., Budget allocation for staff development,
- Sponsoring for advanced study, research, participation in seminars, conferences, workshops,etc.
- Membership and active involvement in local, state,national and international professionalassociations.
- Staff development programme for skill up-gradation and training of the staff.
- The facilities provided to faculty (Well-maintained and functional office, instructional andother space to ,carry out their work effectively).
- Major mechanisms in place for faculty and other stakeholders to seek information and/ormake complaints.
- Man power Planning and Recruitment/ Assessinghuman power requirement.
- Ratio of filled position to sanctioned position (Teacher).
- Adequacy of non-teaching staff/ Induction training etc.
- Conducts self appraisal of teaching and non-teaching staff.
- Conducts performance appraisal regularly; Performance Appraisal (Performance appraisalof teaching and Non-teaching staff.

- Self appraisals, Peer evaluation etc.
- Staff Development Programmes.
- Introduction of ICT.
- Institutional initiatives in planning the manpower (teaching and non-teaching staff).
- Institutional initiatives to fill up vacancies.
- Compliances of GOI/State Government policies on recruitment (access, equity, gender sensitivity and differently-abled).
- Specific complaints / legal enquiry about the institutions functioning.
- Continuously make efforts to improve the overall organizational effectiveness, capabilities,development, action and review.
- Conducts programme for professional developmentof staff.

Financial management and resource mobilization

- Financial support from the government and their optional utilization.
- Source of revenue and income generated and quantum of resources mobilized throughdonations.
- Adequacy of operational budget to cover the day-to-day expenses.
- Budgetary resources to fulfill the mission and offer quality programs.

- Budget allocations over the past five years, depicted through income expenditure statements,future planning, resources allocated during the current year, and excess/deficit.
- Regularity of audited – internal and external audit.
- Computerization of finance management systems.
- Resource mobilization by Tuition fees, other fees/Donations and Endowments/ Letting outpremises.
- Self financing programmes etc.

Finance Management

- Budgeting/ Current fee structure.
- Unit cost.
- Allocation of finance.
- Internal monitoring/ Financial audit/ Utilization of grants.
- Budgetary provisions for academic and administrative activities (including maintenance).
- Optimal utilization of budget.
- Monitoring financial management practices through internal audit.
- Regularity to external audit.
- Institutional initiatives for mobilization of resources.

INNOVATIVE PRACTICES

Total Quality Management
- Academic audit.
- IQAC.
- Academic quality/Quality of administration.
- External audit- academic and administrative audit.

Innovations
    a) Innovation in curriculum, Innovation in teaching, learning and evaluation. Innovation in research and extension, Innovation in governance.

Value Based Education

- Exclusive courses on value education.

Social Responsibilities and Citizenship roles
- Social responsibilities are included in the Curriculumor through enrichment programmes

-Citizenship roles/Community Orientation.

Institutional Ambience and Initiatives

- Examination reforms cell.
- Academic reforms cell.
- E-learning resource creation cell.
- Publications division
- Purchase and stores division
- Public relations division

Internal Quality Assurance System

- Mechanism developed by the institution for quality assurance within the existing academicand administrative system.
- Functions carried out in the quality enhancement of the institution.
- Involvement of students in assuring quality of education imparted by the institution.
- Initiatives taken up by the institution to promote best practices in the institution and theirinternalization.
- Value addition to student's learning quality enhancement.
- System structure/System Functions
- Student participation in quality Enhancement/Quality assurance
- Situational initiatives in institutionalizing and internalizing best practices and innovation

- Value to students through enhancement in quality of education

Inclusive practices

- Practices taken up by the institution to provide access to students from the following sections of the society: Socially-backward/Economically-Weak / Differently-abled.
- Efforts made by the institution to recruit staff from the disadvantaged communities.
- Special efforts made to achieve gender balance among students and staff.
- Gender-related sensitizing courses for the staff/students.
- Intervention strategies adopted by the institution to promote overall development of thestudents from rural/tribal background.
- Mechanism to record the incremental academic growth of the students admitted from thedisadvantaged sections.
- Practices to facilitate inclusion and academic performance of socially disadvantaged groups.
- Special initiatives to promote empowerment of students from rural / tribal area

- Institutional sensitivity towards gender and differently-abled wards
- Incremental academic growth of the studentsadmitted from disadvantaged sections

Stakeholder relationships

- Stakeholder's involvement in planning, implementing and evaluating the academic programmes.
- Key factors that attract students and stakeholders resulting in stakeholder satisfaction.
- Student satisfaction, relative to academic bench marks-update the approach in view of thecurrent and future educational needs and challenges.
- Complaint management process for better stakeholder-relationship and satisfaction.

बरकतुल्लाह विश्वविद्यालय भोपाल, मध्यप्रदेश शासन, क्लस्टर नंबर 2

Barkatullah Vishwavidyalaya Bhopal, MP Government, Cluster No. 2

होशंगाबाद रोड, भोपाल -462026, मध्य प्रदेश (भारत)

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