C I T Y   C O L L E G E

102/1 RAJA RAMMOHAN SARANI, KOLKATA 700009,

WEST BENGAL, INDIA

PHONE NUMBER: 033 6566 0005

EMAIL: principal.citycollege@gmail.com

WEBSITE: www.citycollegekolkata.org

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) 2013-2014

OF THE IQAC

श्रद्धावान् लभते ज्ञानम्

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1	Name of the Institution	CITY COLLEGE
1.2	Address Line	102/1 RAJA RAMMOHAN SARANI
	City/Town	KOLKATA (Previously CALCUTTA)
	State	WEST BENGAL
	Pin Code	700009
	Institution e-mail address	**principal.citycollege@gmail.com**
	Contact Nos.	033 6566 0005
	Name of the Head of the Institution:	Dr. SITAL PRASAD CHATTOPADHYAY
	Tel. No. with STD Code:	033 6566 0005
	Mobile:	
	Name of the IQAC Co-ordinator:	Dr. TAPAN KUMAR GHOSH
	Mobile:	09231864656
	IQAC e-mail address:	**iqac.citycollegekolkata@gmail.com**
1.3	**NAAC Track ID** (For ex. MHCOGN 18879)	
1.4	Website address:	**www.citycollegekolkata.org**
	Web-link of the AQAR:	**http://citycollegekolkata.org/AQAR/AQAR_2013_14.pdf**

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	78.5	2007	5 YEARS
2	2nd Cycle	X	X	X	X

1.6 Date of Establishment of IQAC: DD/MM/YYYY   26/08/2014

1.7 AQAR for the year   2013 - 2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC – March 2017

1.9 Institutional Status

Affiliated College   Yes √   No

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 ☐

1.10 Type of Faculty/Programme

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

Others   (Specify)   .   COMMUNITY COLLEGE

1.11 Name of the Affiliating University *(for the Colleges)*   UNIVERSITY OF CALCUTTA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc : NIL

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	04
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	03
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	00
2.9 Total No. of members	21

2.10 No. of IQAC meetings held

NIL

2.11 No. of meetings with various stakeholders: No. 00 Faculty 00

Non-Teaching Staff Students 00 Alumni 00 Others 00

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

If yes, mention the amount 300,000.00

2.13 Seminars and Conferences (only quality related): NIL (As IQAC was constituted in Aug.. 2014)

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

2.14 Significant Activities and contributions made by IQAC - NIL

2.15 Plan of Action by IQAC/Outcome - NIL   (As IQAC was constituted inAug. 2014)

2.16 Whether the AQAR was placed in statutory body Yes (Governing Body)

Management Syndicate Any other body √

Provide the details of the action taken

The AQAR was placed before the Governing Body for approval and suggestions offered by the Governing Body were considered for implementation.

Part – B

Criterion – I

1. 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
UG	03(B. A. B.Sc. & B. Com.)	00		
Diploma	00	00	00	00
Others				
Total	03	00	00	03

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options – As per Calcutta University directives

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	xx
Trimester	xx
Annual	03 (B.A., B.Sc., B.Com.)

1.3 Feedback from stakeholders*   Alumni [X]   Parents [X]   Employers [X]   Students [X]
    (On all aspects)

        Mode of feedback   :   Online [X]   Manual [X]   Co-operating schools (for PEI) [X]

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.

> CALCUTTA UNIVERSITY UPDATES/REVISES SYLLABI ON REGULAR BASIS.

1.5 Any new Department/Centre introduced during the year. If yes, give details.   NO

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	01	47	00	00

2.2 No. of permanent faculty with Ph.D. 31

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others (Librarian & GLI)		Total	
R	V	R	V	R	V	R	V	R	V
00	34	NA	NA	NA	NA	00	01	00	35

2.4 No. of Permanent Part Time and Guest faculty   27   20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		6	10
Presented papers		6	10
Resource Persons		2	5

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

ICT is used along with conventional system of teaching and learning

2.7 Total No. of actual teaching days during this academic year   187

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

As our Institution is affiliated to University of Calcutta our evaluation system is regulated by the University. Internal assessment system is also practiced.

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   5

2.10 Average percentage of attendance of students   60%

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Class (60%)	II Class (50%)	III %	Pass %
B. A	216		00	91		62%
B. Sc	188		38	80		81.9%
B. Com	334		11	162		51.19%

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

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NA
Staff training conducted by other institutions	NA
Summer / Winter schools, Workshops, etc.	NA
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	38	07	--	--
Technical Staff	02	02	--	--

Criterion – III
3. Research, Consultancy and Extension

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

NIL

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakh	5.75	10.33	11.44	

3.3   Details regarding minor projects: NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals		06	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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	3	UGC	11.44 L	10.3 L
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. [12]   Chapters in Edited Books [04]

ii) Without ISBN No. [15]

3.8 No. of University Departments receiving funds from - NA

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [X]   CPE [X]   DBT Star Scheme [X]

INSPIRE [X]   CE [X]   Any Other (specify) [X]

3.10 Revenue generated through consultancy   [NIL]

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.11 No. of conferences organized by the Institution -   NIL

3.12 No. of faculty served as experts, chairpersons or resource persons   [4]

3.13 No. of collaborations- NIL   International [   ]   National [   ]   Any other

3.14 No. of linkages created during this year   [NIL]

3.15 Total budget for research for current year in lakh: NIL

From funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year - NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: 01

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): JRF; SRF; Project Fellows; Any other: 01

3.21 No. of students Participated in NSS events: University level; State level; National level; International level: NIL

3.22 No. of students participated in NCC events: University level; State level; National level; International level: NIL

3.23 No. of Awards won in NSS: University level; State level; National level; International level: NIL

3.24 No. of Awards won in NCC: University level; State level; National level; International level: NIL

3.25 No. of Extension activities organized : NIL

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: NIL

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	3602 sq.mt.			
Class rooms	40	0		
Laboratories	7	3	COLLEGE	
Seminar Halls	NIL	NIL		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL			
Value of the equipment purchased during the year (Rs. in Lakh)		2.2	State Govt.	
Others				

4.2 Computerization of administration and library

> ADMINISTRATION: SOME OF THE DEPARTMENTS OF THE OFFICE ARE COMPUTERISED
>
> LIBRARY: USING SOUL SOFTWARE DEVELOPED BY UGC-INFLIBNET FOR LIBRARY AUTOMATION

4.3   Library services: Financial Year – 2013-2014

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44664		142	80774.00	44806	
Reference Books	1794		14	49982.00	1804	
Journals	8	5716	All journals renewed 1 journal added		9	7722
e-Books		The City College Library is the member of UGC-N-LIST E-Journal Consortia vide letter INF/N-LIST.2010/546 dt. 20.04.2010 and thus getting access to e-resources as per UGC-N-LIST Norms. The users can access 6000+ e-journals and 13500+ e-books.				
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	55	3	3	11	NIL	8	44	NIL
Added	3	0	0	0	NIL	0	0	NIL
Total	58	3	3	11	NIL	8	44	NIL

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

> NIL

4.6 Amount spent on maintenance in lakh :

i) ICT | 0.92

ii) Campus Infrastructure and facilities | 2.9

iii) Equipments | 2.2

iv) Others | 0.13

Total : | 6.15

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services | NIL

5.2 Efforts made by the institution for tracking the progression | NIL

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2769	xx	xx	xx

(b) No. of students outside the state | DATA NOT AVAILABLE

(c) No. of international students | NIL

Men	No	%		Women	No	%

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2745	368	15	00	01	3129	2480	259	16	14	00	2769

Demand ratio   Dropout %

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

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations | DATA NOT AVAILABLE

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

5.6 Details of student counselling and career guidance

> SOME SERVICE PROVIDERS FREQUENTLY VISITED FOR COUNSELLING & CAREER GUIDENCE, BUT RECORD IS NOT MAINTAINED

No. of students benefitted   6

5.7 Details of campus placement – NA

5.8 Details of gender sensitization programmes: NIL

5.9 Students Activities

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

State/ University level   34   National level   1   International level   0

No. of students participated in cultural events

State/ University level   3   National level   1   International level   0

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

Sports: State/ University level   4   National level   1   International level   0

Cultural: State/ University level   1   National level   1   International level   0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	According to the individual requirement and directly deposited to the student's bank account.
Financial support from government	197	
Financial support from other sources	0	
Number of students who received International/ National recognitions	0	

5.11   Student organised / initiatives

Fairs: State/ University level   1   National level   0   International level   0

Exhibition: State/ University level   0   National level   0   International level   0

5.12   No. of social initiatives undertaken by the students   1

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

> TO PROPAGATE THE KNOWLEDGE AMONG THE DIFFERENT STRATA OF THE SOCIETY

6.2 Does the Institution has a management Information System

> Institution has a system of communication through regular notification circulated via emails, website notification, college notice boards, etc.

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

6.3.1 Curriculum Development

> AS PER CALCUTTA UNIVERSITY PROGRAMME

6.3.2 Teaching and Learning

> AS PER CALCUTTA UNIVERSITY PROGRAMME

6.3.3 Examination and Evaluation

> DEPARTMENTAL CLASS TEST, MID TERM TEST, ETC

6.3.4 Research and Development

> MINOR & MAJOR RESEARCH PROJECT

6.3.5 Library, ICT and physical infrastructure / instrumentation

> WELL EQUIPED LIBRARY PROVIDED WITH ICT EQUIPMENTS

6.3.6 Human Resource Management

> ➢ Support for the skill-development of the staff and faculty through training programmes.
> ➢ Career Advancement Scheme/Professional development through promotion to higher scales
>
> ➢ Encouragement provided to the faculty to join Academic Staff College Programmes.
>
> ➢ Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities.
>
> ➢ Sanction of leave to the faculty members for advanced study, research, participation in seminars, conferences, workshops, etc.
>
> ➢ Appraisal of the staff and teachers to improve teaching/ research of the faculty and services of other staff
>
> ➢ Welfare measures for the staff and faculty

6.3.8 Industry Interaction / Collaboration

> SOME INDUSTRIES ARE COMING TO MEET WITH OUR STUDENTS FOR SELECTING THEIR PROSPECTIVE EMPLOYEES

6.3.9 Admission of Students

ON LINE & MERIT BASED

6.4 Welfare schemes for

Teaching	STAFF BENEVOLENT FUND & COOPERATIVE WELFARE FUND
Non teaching	
Students	

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			NO	
Administrative			YES	Governing Body

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

NA

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

AS PER UGC GUIDELINE & UNIVERSITY STATUTE

6.11 Activities and support from the Alumni Association

ALUMNI MEET, SOCIAL GATHERING & FRUITFUL COORDINATION AMONG STAKE HOLDERS

6.12 Activities and support from the Parent – Teacher Association

NO SUCH ASSOCIATION EXITS

6.13 Development programmes for support staff

REGULAR TRAINING & INSTRUCTIONS FROM COLLEGE & UNIVERSITY

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

ORGANIZATION OF REGULAR ENVIRONMENTAL

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.

i)   Merging traditional teaching methods with ICT in classrooms

ii) More interactive sessions between all stake-holders.

iii) Spreading environmental awareness.

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and efforts were made to complete.

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

1) Annual Parent-Teachers meeting in some departments
2) Merging ICT techniques with traditional pedagogy

   *Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. Efforts for plastic-free college campus.
2. Spreading awareness among students as well as teaching & non-teaching faculty regarding paper, electricity and water conservation.
3. Projects on Environmental Studies are assigned to the students as Environmental Studies is a compulsory subject for Final year students.

7.5 Whether environmental audit was conducted?   NO

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis) : See annexure 1.

8. Plans of institution for next year

INTRODUCTION OF MODERN ICT BASED PROGRAMMES

Name _DR. TAPAN KR. GHOSH   *Name _DR. SITAL PRASAD CHATTOPADHYAY*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure I

Post NAAC Initiatives & SWOC Analysis

Observation of last NAAC Peer team

1. The progress made by the college since its inception in 1881 and by its ability and determination to translate its vision and goals of advancement of knowledge and learning, spread of education and inculcation of values - moral, ethical and social, into reality in the pursuit of all-round physical and mental growth of students, by amalgamating knowledge on science and society.

2. Establishment of collaborative links with firms like M/s. Brainware, NUT, Kotak Mahindra. etc. which enhances the competency as well as employability status of the students.

3. Efficient management of the Library for its proper maintenance and use by the students and teachers.

4. Regular publication of the updated prospectus and the academic calendar every year and providing those to the students at the beginning of the academic session.

5. Effective functioning of the Students' Aid Fund thus providing financial help by way of freeships, waiver of university examination fees, etc. to the poor and needy students.

6. Hosting a website of the College for the benefit of all the stake holders and the public.

Suggestions and recommendations of the last NAAC Peer team

While appreciating the efforts of the college, the following suggestions/areas of concern may be considered by the college authorities for its growth and development.

i) The college may introduce contemporary relevant job-oriented certificate/short-term/diploma courses in consultation with business and industry sector. The courses may be Computer Applications, Advertising and Public Relations, Journalism and Mass Communication, Food Processing, Biotechnology, Secretarial and Office Practices, Marketing Management, Tourism and Travel Management and other such courses which have region specific relevance

ii) The college should take immediate steps for the possession of the old Hostel Building which is lying unused and renovate it so that some existing courses and also new courses can be introduced there. The governing body has to pursue the matter at the government/any other appropriate level without any further delay.

iii) The college should provide remedial courses for the weaker students so as to increase their ability in learning, For this purpose, the college can approach UGC for financial assistance under the 'remedial courses' scheme.

iv) Faculty members should be encouraged to undertake more research projects funded by various agencies like UGC, CSIR, ICSSR. AICTE, DST, etc.

v) Career Guidance Cell and Grievance Redressal Cell should be made operative and functional.

vi) College may approach the University of Calcutta and other appropriate authorities for establishment of NSS and NCC units in the college.

vii) The college may initiate steps for the organisation of State level and National Seminar, Conferences and Workshops on a regular basis. The UGC and other agencies ran be approached for funding through the College Development Council of the University of Calcutta.

viii) More computer terminals should be provided in the Library.

ix) The self-appraisal and other appraisal mechanisms of teachers and non-teaching staff need to be introduced in the light of UGC and affiliating university guidelines.

x) The college may approach UGC for augmentation of computer facilities by establishing a Central Computer Centre with Internet connectivity for the staff and students.

xi) Students' feedback should be utilised to make the teaching-learning process more effective

xii) The college must initiate steps for the introduction of post graduate courses in a phased manner after augmenting infrastructural facilities

xiii) Use of audio-visual gadgets in classroom teaching should be encouraged and provisions should be made by the college.

xiv) Accounts and auditing needs immediate attention by the college administration

xv) The Alumni Association which has been revived recently   can   be made more functional, thus helping the college raise funds and otherwise.

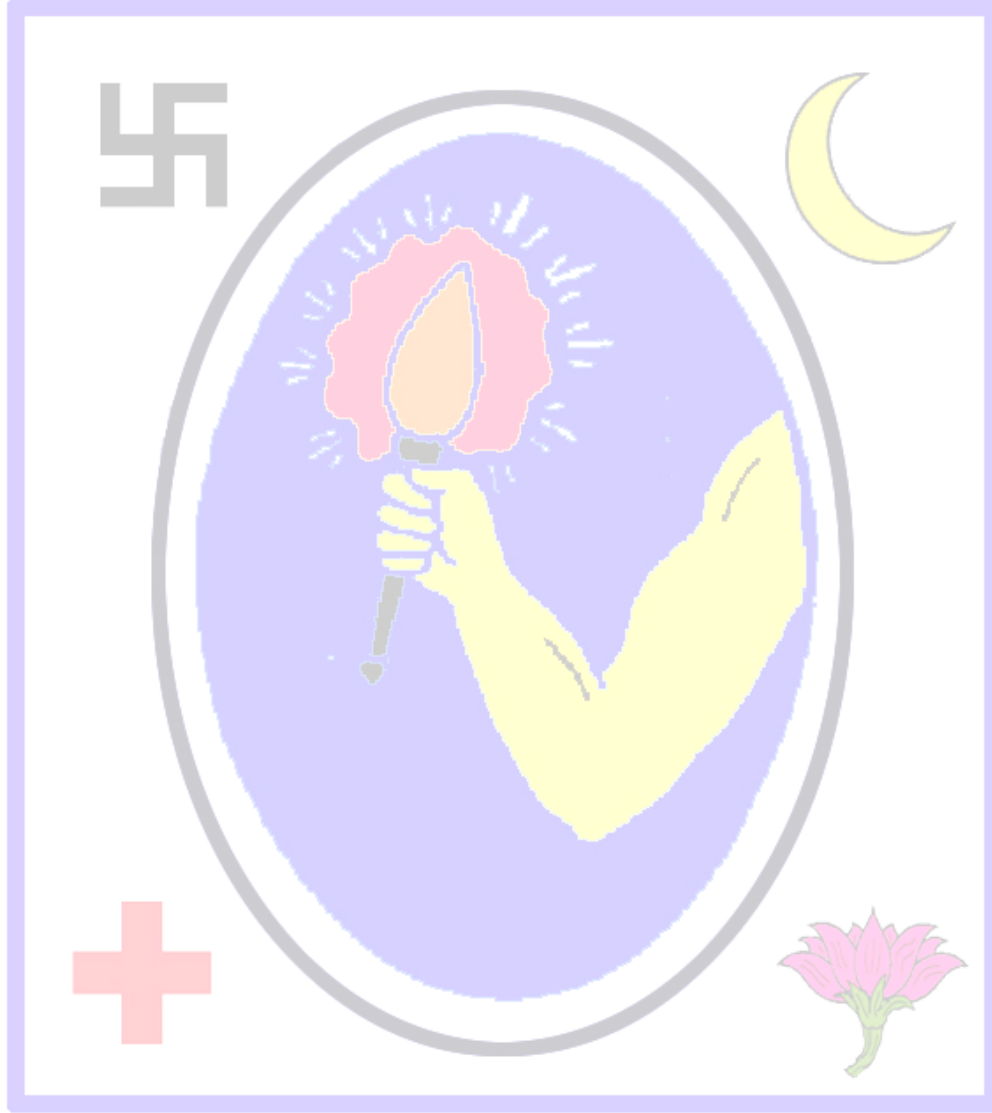xvi) Steps should be taken to identify the reasons for high dropout and find solution to reduce the same

Actions taken by the college authority

i) The college has introduced contemporary relevant job-oriented diploma courses in under the Community College Scheme of UGC-MHRD. The courses includes Media and Communication technology, Tourism and Travel Management

ii) The college has taken steps for the possession of the old Hostel Building. The governing body has pursued the matter at the Government and University level. University has given clearance for the possession. The matter is now on the board of Government of West Bengal, which is yet to be released.

iii) The college approached UGC for financial assistance under the 'remedial courses' scheme. UGC sanctioned a fund, but due to some unavoidable reasons the fund has to return.

iv) Faculty members of Zoology Department and Commerce Department applied for the Major and Minor research projects of UGC. Two Major Research Project has been sanctioned in Zoology Department by the UGC.

v) Career Guidance Cell and Grievance Redressal Cell are operative and functional. Moreover, a ICC Committee is formed under the guidance of Bishakha Recommendation.

vi) College has already approached the University of Calcutta for establishment of NSS units in the college. It is yet to be sanctioned.

vii) The college has taken steps for the organisation of State level and National level Seminar, Conferences and Workshops. The steps were not sufficiently strong and ultimately no result was yielded.

viii) More computer terminals were be provided in the Library.

ix) The self-appraisal and other appraisal mechanisms of teachers have introduced in the light of UGC and affiliating university guidelines, because the promotion of teachers required that report. The self-appraisal and other appraisal mechanisms for non- teaching staff are yet to be introduced.

x) The college has already approached UGC and Government of West Bengal for augmentation of computer facilities and establishing a Central Computer Centre with Internet connectivity and a Smart Class Room for the students and staffs.

xi) Students' feedback are utilised in some departments to make the teaching-learning process more effective, but in the college as a whole is not yet introduced.

xii) The college has taken steps for the introduction of post graduate course in Zoology Department

xiii) Teachers are using audio-visual gadgets in classroom teaching in a regular basis in most of the science departments, especially in biological sciences.

xiv) College maintenance software is installed by the college administration, which includes Accounts and auditing software.

xv) The Alumni Association 'EXCITIGEN', is very much functional and

helping the college in various ways.

xvi) Steps have been taken to identify the reasons for high dropout and solution to reduce the same is practiced.

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