

# ANNUAL QUALITY ASSURANCEREPORT AQAR

submitted to

## National Assessment and Accreditation Council (NAAC)

For the Period 1<sup>st</sup> July 2014 to 30<sup>th</sup> June 2015-06-29

Hindusthan College Of Education

Coimbatore- 28



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (*for example 2013-14*)

2014- 2015

### I. Details of the Institution

1.1 Name of the Institution

Hindusthan College of Education

1.2 Address Line 1

Hindusthan Garden

Address Line 2

Behind Nava India

City/Town

Coimbatore

State

TamilNadu

Pin Code

641 028

Institution e-mail address

bed@hindusthan.net

Contact Nos.

0422- 6543333

Name of the Head of the Institution:

Thiru.T.S.R.Khannaiyann

Tel. No. with STD Code:

0422-4440555

Mobile:

9843243333

Name of the IQAC Co-ordinator:

Mrs.S.Kanchana

Mobile:

9942474122

IQAC e-mail address:

Muthukrishnaswamy71@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

15057

OR

1.4 NAAC Executive Committee No. & Date:

EC/63/A&A/49 dated 23-3-2013

(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)

1.5 Website address:

[www.hindusthan.net](http://www.hindusthan.net)

Web-link of the AQAR:

[aqar@hindusthan.net](mailto:aqar@hindusthan.net)

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 <sup>st</sup> Cycle	A	3.05	2013	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

11/10/2014

1.8 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)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

TamilNadu Teachers Education University, Chennai.

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

Autonomy by State/Central Govt. / 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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 2

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

2.14 Significant Activities and contributions made by IQAC

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
Given in Annexure	The students are moulded and modified their behaviour as per the activities performed in the plan of action.

\* Attach the Academic Calendar of the year as Annexure.  
 Enclose the Academic Calendar of the year 2014-2015

2.15 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

## 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				
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		2		2
Others				
Total	1	2		2
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	1

##### 1.3 Feedback from stakeholders\*

(On all aspects)

	Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>		

\*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.

No
----

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

No
----



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	7	7			

2.2 No. of permanent faculty with Ph.D.

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		4	
Presented papers		3	
Resource Persons			

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

2.7 Total No. of actual teaching days

during this academic year

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

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

2.10 Average percentage of attendance of students

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.Ed	99	47	50	1		98

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	3
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	2			
Technical Staff	2			

## Criterion – III

### 3. Research, Consultancy and Extension

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

--

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
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	1	-	-
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	2014 onwards	Hindusthan College of Education		
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
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	-	-	1 (Seminar)	-	-
Sponsoring agencies	-	-	-	-	-

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	-
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

-
-

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

1
---

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:

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

Dengu Awarness Rally conducted on 31/01/2015 at Udayampalayam area

Visit to St Joseph Old Age Home, Pothanur on 21/12/2014

Visit to Family For Children, Pothanur on 21/2/2014

## 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	1.08			
Class rooms	8			
Laboratories	5			
Seminar Halls	2			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Yes
-----

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6551	3,16,950	102	24,629	6653	3,41,579
Reference Books	221	-	-	-	-	-
e-Books	-	-				-
Journals	23	27,300				27,300
e-Journals	1	-				5,000
Digital Database	-	-				-
CD & Video	73	11439				11,439
Others (specify)Magazine	10	8060	2	1040		9100

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	2	Yes	Yes	Yes	Yes	Yes	
Added								
Total	40	2	Yes	Yes	Yes	Yes	Yes	

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

Yes
-----

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.5 lakhs
ii) Campus Infrastructure and facilities	0.25 lakhs
iii) Equipments	0.15 lakhs
iv) Others	0.25
Total:	1.15 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Dr.Indirani, Govt college of Education for Women's, Townhall, Cbe suggested to create Women's cell, Gender sensitization, Competitive Exams for the B.Ed students.

## 5.2 Efforts made by the institution for tracking the progression

As per the suggestions given by Dr.Mrs. Indirani we created Women's Cell, conducted TET,TRB, TNPSC,IAS coaching classes and Gender sensitization program for our B.Ed students in this Academic year 2014-2015.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
87	13	NA	NA

### (b) No. of students outside the state

01

### (c) No. of international students

NA

Men

No	%
20	20

Women

No	%
80	80

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
26	19	NA	55	NA	100	33	19	NA	57	01	100

Demand ratio 100

Dropout % 0

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

From Feb 21 to April 24 with the help of IAS academy we conducted TET, TRB, TNPSC, and IAS coaching classes for our students during all Saturdays.

No. of students beneficiaries

100

## 5.5 No. of students qualified in these examinations

NET	NA	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	02 In TRB



## 5.6 Details of student counselling and career guidance

1. January 10, 2015 Mrs. Latha, Regional director, Employment office, North zone, Coimbatore. gave lot of information about career guidance for our students and she explained lot of opportunities in various sector like Govt, Aided, Private & Entrepreneurship
2. March 15, 2015 Dr.Mandrachalam gave speech about NET, SLET, TRB TET Exams process and Exam tips for the students.

No. of students benefitted

100

## 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
23	100	34	08

## 5.8 Details of gender sensitization programmes

1. 20/12/2014 – A program was conducted regarding Women’s rights and Legal issue. Resource person was Mrs.S.kalaiselvi, Advocate, Cbe.
2. 18/02/2015- A Women’s health issues by Dr.Then Mozhi from Kurunji hospital, Cbe.
3. 16/04/2015 - Breast Cancer awareness by Dr.Kanmani from Women’s center, Cbe.

## 5.9 Students Activities

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

State/ University level

NA

National level

NA

International level

NA

No. of students participated in cultural events

State/ University level

12

National level

NA

International level

NA

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

Sports: State/ University level	<input type="text" value="NA`"/>	National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>
Cultural: State/ University level	<input type="text" value="14"/>	National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

5.10 Scholarships and Financial Support

Events	Number of students	Amount
Financial support from institution	03	150000
Financial support from government	18	93990
Financial support from other sources	13	520000
Number of students who received International/ National recognitions	NA	-

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>
Exhibition: State/ University level	<input type="text" value="NA"/>	National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_No\_

Criterion – VI

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:** We aim to mould the teacher trainees to create better society with determination, devotion and dedication.

**Mission:** To educate and develop the person as a whole. To become the perfect teachers, ethical, healthy, useful training will be given with dedication. To prepare teachers to serve a global society. To promote research in the field of education

6.2 Does the Institution has a management Information System

6.3 Yes

Following:

6.3.1 Curriculum Development

Nil

6.3.2 Teaching and Learning

IT based teaching and E-learning

6.3.3 Examination and Evaluation

Open-Book & E- Evaluation

6.3.4 Research and Development

Major Project

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library-Adequate books and other infrastructures.  
Sufficient computers and Interactive board. All  
laboratories are well equipped.

6.3.6 Human Resource Management

Principal-1 and required number of faculty members  
(7) and non-teaching facilities

6.3.7 Faculty and Staff recruitment

Faculties recruited through the committees

6.3.8 Industry Interaction / Collaboration

Kurunji Hospital, Avinashi Road, Coimbatore.  
Mother Theresa University, Kodikanal

6.3.9 Admission of Students

100 students

6.4 Welfare schemes for

Teaching	Loan availability, Tour facilities
Non teaching	Maternity leave with salary, Loan availability, Tour
Students	Scholarship, Bank loan, health facilities

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) have been done?

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

6.8 Does the University/ Autonomous College declare 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?

University Theory examination dates are advanced and correction of the theory papers done in short period with more number of Examiners.

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

Nil

6.11 Activities and support from the Alumni Association

Attending various programmes conducted by this college in every academic year

6.12 Activities and support from the Parent – Teacher Association

Periodically PTA meeting was conducted and suggestions to improve the academic activities have been carryout.

6.13

Faculty exchange program, Seminar, International conferences

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

Campus cleaning and Tree plantation

**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.

E-Learning, E-content, E-Evaluation and what's App.

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

We have carried out all the activities based on the action plan in accordance with the rules and norms provided by the TNTEU.

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

- i) In the Academic year 2014-2015 we have introduced **ADD ON COURSES** for the student teachers to gain knowledge in various fields like Communication Skill, Health Fitness, YOGA and TET Exam Coaching Classes.
- ii) We have adopted Paalamalai tribal area and initiated our research project.
- iii) Every day we have prayer session at 9.30 a.m. in which our student teachers actively participate in the following activities;
  - a) Singing devotional songs or recitation of slogans of all religions.
  - b) Everyday one Thirukural is explained with moral values.
  - c) Reading news paper.
  - d) Speeches on various topics such as, Tamil Literature, Poets and dramatists of English literature, scientists, freedom fighters and patriotism.

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

7.4 Contribution to environmental awareness / protection

On 31/01/2015, an awareness rally was organised from our college to Udayampalyam village to create Dengue fever awareness.

7.5 Whether environmental audit was conducted? Yes  No

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

As the duration of B.ed course is for two years from now on, we are vigorously preparing for it.

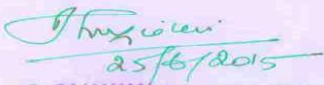
## 8. Plans of institution for next year

We will have M.Ed programme in the academic year 2016-2017.

We will publish more number of national and International Journals likely to get link with Higher Education Institutions.

We will concentrate on research work and related publications.

The major project will be carried out.




25/6/2015  
Mrs. S. RAJAMMAL M.Sc., M.Phil., M.Ed.  
**PRINCIPAL**  
Hindusthan College of Education  
Coimbatore - 641 028.

*Signature of the Chairperson, IQAC*

*Name . Mrs. S.Rajammal,*

*Principal*



S. Kanchana  
25.6.2015

*Signature of the Coordinator, IQAC*

*Name . Mrs. S.Kanchana,*

*Asst. Prof in History Education*

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## Annexure - I

### Action Plan in the calendar -2014-2015

MONTH/DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
<b>JULY</b>																	COLLEGE REOPENING
<b>AUGUST</b>		TALENTS DAY											COLLEGE COMPETITIONS		INDEPENDENCE DAY		
<b>SEPTEMBER</b>		MICROTEACHING			TEACHERS DAY			LITERACY DAY				TEACHERS DAY					
<b>OCTOBER</b>							TEACHING PRACTICE										
<b>NOVEMBER</b>																WORKSHOP	
<b>DECEMBER</b>													GRADUATION DAY				TEACHING PRACTICE ENDS
<b>JANUARY</b>		INTERACTIVE SESSION							PONGAL CELEBRATION	CAMPUS INTERVIEW							
<b>FEBRUARY</b>																	
<b>MARCH</b>		ADD-ON COURSE-II								ADDON COURSE-III							
<b>APRIL</b>												FEP PROGRAM					
<b>MAY</b>		COLLEGE DAY						IQAC MEETING									ORIENTATION PROGRAM



MONTH/DAY	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JULY															
AUGUST															
SEPTEMBER				EDUCATIONAL TOUR											
OCTOBER															
NOVEMBER															
DECEMBER			CITIZENSHIP CAMP												
JANUARY		AWARENESS PROGRAM								REPUBLIC DAY		COMMUNICATION SKILL			RALLY
FEBRUARY							ADD ON COURSE								
MARCH	ADDON COURSE-IV						II INTERNAL								
APRIL		WOMENS DAY				SPORTS DAY					MOEDL EXAM				
MAY	P.T.A MEETING								ADD-ON COURSE-V						

## **Feedback Analysis given by PTA**

- 1. Parents are requested the staff and the principal to a constant contact with them to know their children's progress.**
- 2. They are requested to send the internal test and model examination etc.**

### **Feedback Analysis given by ALUMNI**

- 1. The old students are interested to attend the important functions of the college.**
- 2. They also requested to give information about the campus Interview, Free coaching classes and communication English, IAS coaching, TRB, BANK exam TET exam etc.**