SARBATI DEVI WOMEN'S COLLEGE RAJGANGPUR SUNDARGARH ODISHA



Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) 2015-16

Submitted To:

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR) of the IQAC

<u>Part – A</u>

AQAR for the year (for example 2012-13)

2015-16

1. Details of the Institution

1.1 Name of the Institution	Sarbati Devi Women's College, Rajgangpur
1.2 Address Line 1	At & PO - Rajgangpur
Address Line 2	Dist - Sundargarh
City / Town	Rajgangpur
State	Odisha
Pin Code	770017
Institution e-mail address	sdwcrgp@gmail.com
Contact Nos.	9437244027
Name of the Head of the Institution	Prof. JameswarParida
Tel. No. with STD Code	06624-220352
Mobile No.:	9437244027
Name of the IQAC Co-ordinator:	Mrs. SanjuktaMohanty
Mobile No.:	9437529547
IQAC e-mail address:	iqac.sdwcrgp@gmail.com
1.3 NAAC Track ID (For ex.MHCOGN 18879)	
OR 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 / 52 /A & A / 02 Dt. 28/03/2010
1.5 Website address:	www.sdwcrgp.com
Web-link of the AQAR: For ex. <u>http://www.ladykeanecollege.edu.in/AQAR2012-13.</u>	http://www.sdwcrgp.com/AQAR2015-16.pdf

1.6 Accreditation Details

SI. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	С	1.89	28/03/2010	27/03/2015
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

09/07/2009

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 _ 2015-16 submitted to NAAC on 29-10-2016 _ (DD/MM/YYYY)

1.9 Institutional Status

University State Cent	ral	Deemed Private	
Affiliated College Yes		v No	
Constituent College	Yes	No √	
Autonomous college of UGC	Yes	No √	
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	No √	
Type of Institution Co-education		Men Women	V
Urban		V Rural Tribal	٧
Financial Status Grant-in-aid		√ UGC 2 (f) √ UGC 12B	
Grant-in-aid + Self Financin	g	Totally Self-Financing	

1.10 Type of Faculty / Programme

Arts V Science Commerce Law PEI (Phys Edu)	
TEI (Edu) Engineering Health Science Management	
Others (specify)	
1.11 Name of the Affiliating University (for the Colleges) SAMBALPUR UNIVERSITY	
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	
UGC-Special Assistance Programme DST-FIST	
UGC-Innovative OG programmes Any other (Specify)	
UGC-COP Programmes 2. IQAC Composition and Activities	
2.1 No. of Teachers 05	l
2.2 No. of Administrative / Technical staff 01	
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 01 representatives	
2.7 No. of Employers / Industrialists]
2.8 No. of other External Experts -]
2.9 Total No. of members 07]
2.10 No. of IQAC meeting held 04	J

2.11 No. of meetings with various stakeholders: No. 04 Faculty	03
Non-Teaching Staff Students 01 Alumni others	
 2.12 Has IQAC received any funding from UGC during the year? Yes If yes, mention the amount 2.13 Seminars and Conferences (only quality related) 	No √
(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

Significant Activities	Contribution Made
1. Classes to be held as per Time table	1. Almost all classes engaged.
2. Course to be Completed in time	2. Course Completed in time
3. Monthly Test to be held in time	3. Tests were conducted
4. Organization of departmental seminar	4. Interaction between teachers and students
5. Importance of Career Counseling Cell	5. Helps students to choose the career
6. Engagement of student in Social Service Scheme	6. Students benefitted from NSS, NCC, Red
	Cross wings of the College
7. Strengthening of staff position	7. Guest faculties were appointed
8. Self Defence training programme as per Govt.	8. Imparted Training successfully
guidelines	

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	<u>Achievements</u>
1. Classes to be held as per Time table	1. Almost all classes engaged.
2. Course to be Completed in time	2. Course Completed in time
3. Monthly Test to be held in time	3. Tests were conducted
4. Organization of departmental seminar	4. Interaction between teachers and students
5. Importance of Career Counseling Cell	5. Helps students to choose the career
6. Engagement of student in Social Service Scheme	6. Students benefitted from NSS, NCC, Red
	Cross wings of the College
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8. Self Defence training programme as per Govt.	8. Imparted Training successfully
guidelines	

*Academic Calendar attached as Annexure – I

2.15 Whether the AQAR was placed in statutory bodyYes	V	No	

Management V Syndicate Any other body

Provide the details of the action taken

Appropriate action is taken by the decision of the Governing Body of the College time to time for the benefits of the students.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the	Number of	Number of	Number of self-	Number of value
Program me	existing	pogrammes added	financing	added / Career
	Programmes	during the year	programmes	Oriented
				programmes
PhD				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	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	
Trimester	
Annual	01 (B A)

Mode of feedback:Online		Manual	٧	Co-operating schools (for PEI)	
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*Please provide an analysis of the feedback in the Annexure-11

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	Total	Asst.	Associate	Professors	Others
permanent faculty		Professors	Professors		
	26	20	06	-	-

2.2 No. of permanent faculty with Ph.D

2.3 No. of Faculty Positions	Asst.		Assoc	iate	Profe	ssors	Othe	ers	Total			
Recruited [®] and Vacant (V)	Profes	sors	Profes	ssors								
during the year	R	V	R	V	R	V	R	V	R	V		
		01								01		

0

01

2.4 No. of Guest and Visiting faculty and Temporary faculty

0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		05	05
Presented papers			
Resource Persons			

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

Departmental Seminar, VST and Group Discussion

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		Divis	ion		
		Distinction	1%	11%	111%	Pass%
		%				
Arts	129	03	05	07	68	63.34
Science						
Commerce						

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

VST are being conducted regularly to prepare the students for examinations.

2.13 Initiatives undertaken towards faculty development

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



ΝA



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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	20	-	-	-
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are encouraged to do research work like M. Phil& Ph. D.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications - NIL

	International	National	others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

h-index

3.5 Details on Impact factor of publications: - NIL

Range

Average

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations - NIL

Nature of the Project	Duration	Name of the	Total grant	Received
	Year	funding Agency	sanctioned	
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 Level International College National State University organized by the Numbers -----Institution Sponsoring _ _ _ _ _ agencies

NIL

3.12 No. of faculty serve	d as experts, chairp	ersons or resource p	ersons 03		
3.13 No. of collaboration	is International	- Natio	nal -	Any other	-
3.14 No. of linkages crea	ted during this year	-			
3.15 Total budget for res	search for current y	ear in lakhs: NIL			
From Funding agency	Fron	n Management of Ur	iversity / College	2	
Total					
3.16 No. of patents recei	ived this year	Type of Patent		Number	

his year	Type of Patent		Number
	National	-	
	International	-	
	Commercialized	-	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are	NIL]
Ph.D. Guides and students registered under them]
3.19 No. of Ph.D awarded by faculty from the Institu	tion N	JIL

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

JRF		SRF		Project Fellows		Any other	
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3.21 No. of students participated in NSS events:

	University level	03	State level	-
	National level	-	International level	-
3.22 No. of students participated in N	CC events:			
	University level	-	State level	04
	National level	-	International level	-
3.23 No. of Awards won in NSS :				
	University level	-	State level	-
	National level	-	International level	-
3.21 No. of Awards won in NCC:				
	University level	-	State level	02
3.25 No. of Extension activities organi	National level	-	International level	-
University forum -	College forum	03		
NCC 05	NSS	02	Any other -	

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

- Self Defence Training for Girls
- Workshop on Anti Tobacco Movement
- Workshop on Swachha Bharat and Campus Cleaning
- Plantation
- Active Citizenship for development of moral and ethical values.

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	3.95 acres	-	-	3.95
Class rooms	12	-	-	12
Laboratories	-	-	-	-
Seminar Halls	01	-	-	01
No. of important	-	-	-	-
equipments				
purchased (≥ 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

Administration - part	tially computerized

4.3 library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2733	259635	21	2082	2754	261717
Reference Books	5476	491113	29	2779	5505	493892
e-Books						
Journals			05			
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total	Computer	Internet	Browsing	Computer	Office	Departments	Others
	Computers	Labs		Centres	Centres			
Existing	07	01	BSNL	-	01	05	-	02
Added	01							01
Total	08	01	BSNL	-	01	05	-	03

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

The College Campus was made Wi-Fi to facilitate both teachers and students to access internet when needed.

4.6 Amount spent on maintenance in lakhs:

i) ICT	
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	0.139
Total	0.139

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Career	counseling,	Seminars	and	extramu	ral talks	are	being
conduct	ed to enhan	ce awarene	ess an	nong the	students	about	their
career p	rogression.						

5.2 Efforts made by the institution for tracking the progression

Regular meetings among senior faculties to review the progress of courses, students feedback is being assessed and action taken accordingly.

5.3 (a) Total Number of students	UG	PG		Ph.D		Othe	rs
	440	-		-		-	
(b) No. of students outside the state			-				
(c) No. of international students			-				
Men	No	%	Wome	en 🛛	No		%
	-	-			440		100

	Last Year							Th	is Year		
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
147	12	245	33	-	437	135	48	243	14	-	440

Demand ratio 1:3

Dropout % 2%

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

 No
 No

 No. of students beneficiaries
 No

 5.5 No. of students qualified in these examinations
 NIL

 NET
 SET/SLET
 GATE
 CAT

 IAS/IPS etc
 State PSC
 UPSC
 Others

5.6 Details of student counseling and career guidance

Students counseling and career guidance are being done by inviting experts of professional institutes.

No. of students benefitted

ALL

5.7 Details of campus placement

On Campus			Off Campus
Number of	Number of	Number of	Number of Students Placed
Organizations	Students	Students Placed	
Visited	participated		
02	35	02	-

5.8 Details of gender sensitization programmes

Sensitization programmes are being held to create awareness among students on ragging and sex education.

5.9 Students Activities

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

State / University level 07 National level 07 International level -

State / University level 02 National level - International level -					
5.9.2 No. of medals / awards won by students in Sports, Games and other events					
Sports: State / University level 07 National level 07 International level -					
No. of students participated in cultural events					
Cultural: State / University level 02 National level - International level -]				
5.10 Scholarships and Financial Support					
Number of students Amount					
Financial support from institution					
Financial support from government 291 15,65,000					
Financial support from other sources					
Number of students who received					
International / National recognitions					
5.11 Student organized / initiatives					
Fairs: State/University level 0 National level 0					
Exhibition: State / University level 0 National level 0 International level 0					
5.12 No. of social initiatives undertaken by the students 03					
5.13 Major grievances of students (if any) redressed: NIL					

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of the college is to enhance all round development of students, i.e., to inculcate positive attitude, to achieve academic excellence, to acquire human and moral values and to acquire knowledge to grow as a woman.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Decided by the Board of studies of the University.

6.3.2 Teaching and Learning

Teaching is supplemented with doubt clearing classes and extracurricular &co-curricular activities.

6.3.3 Examination and Evaluation

Examination and Evaluation work is done by the University.

6.3.4 Research and Development

Teachers are advised to do research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library facility available.

6.3.6 Human Resource Management

Existing staff members are utilized in best possible ways to fulfil the aims and objectives of the institution.

6.3.7 Faculty and Staff recruitment

In spite of the shortage of teaching staff the college manages the classes by recruiting guest faculty.

6.3.8 Industry Interaction / Collaboration

NIL.

6.3.9 Admission of Students

Admission of students is being held online by the Govt. of Odisha, Dept. of Higher Education under Student Academic Management System (SAMS)

6.4 Welfare schemes for

Teaching	GIS (Govt.)
Non-teaching	GIS (Govt.)
Students	GIS
	(Management)

6.5 Total corpus fund generated	NIL				
6.6 Whether annual financial audit	has been done	Yes	٧	No	

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Govt.	Yes	Principal
Administrative	Yes	Govt.	Yes	Principal

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

For UG Programmes

For PG Programmes

No.

No

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

ΝA

Yes

Yes

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

Not applicable

6.11 Activities and support from the Alumni Association

The alumni association extends support and actively participates in the development activities.

6.12 Activities and support from the Parent – Teacher Association

PTA volunteers suggestions for improvement of Academic & Non-Academic activities.

6.13 Development programmes for support staff

Necessary trainings as per requirement of the time are being provided..

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

Plantation and rain water harvesting are done to protect the environment.

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.

Examination oriented class room teaching & class tests are being conducted for academic improvement of the students.

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

- Workshop on Career Counseling.
 - Class Test or VST
 - Purchase of reference books with UGC fund
 - Sensitization of ST/SC students for PMS
 - Coaching in Kho-Kho, Kabaddi, Football, Hockey and Swimming.
 - Activities of NSS volunteers and NCC Cadets.
 - Organization of Self Defence Training Programme.
 - Organization of programmes of YRC

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

1- To make the College Campus free from Tobacco.

2- To impart moral education among the girls of the College.

*Provide the details in annexure (annexure need to be numbered as I, ii, iii) 7.4 Contribution to environmental awareness / protection

Awareness Programme on Japanese encephalitis and Dengu in the College Campus

Nil

7.5 Whether environmental audit was conducted Yes

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

8. Plans of institution for next year

- Study Tour for students to historical places.
- To introduce awards for toppers of the Hons subjects
- To construct a new Hostel with funds provided by the UGC.
- To convert all Pass subjects into Hons subjects
- To open Science in Degree Classes.

Sanjulla Moharz-

Name _ Smt. Sanjukta Mohanty

Signature of the Coordinator, IQAC

Jamegwar Paril

No

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Name _ Sri. Jameswar Parida

Signature of the Chairperson, IQAC

<u>Annexure I</u>

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

<u>Academic Calendar – 2015 – 16</u>

SI.	Events	1 st Year	2 nd Year	3 rd Year
No.				
1	Re-Opening of the College after Summer Vacation & Publication of new time table	XX	19/06/2015	19/06/2015
2	Commencement of class	To be published after admission	20/06/2015	20/06/2015
3	Re-admission to next higher class	XX	1 st week of August	1 st week of August
4	Admission – on line	Process will start as per Govt. guidelines	XX	XX
5	VST / Monthly Test	Last week of every month	Last week of every month	Last week of every month
6	Students' Union Election	As per Govt. Notification	As per Govt. Notification	As per Govt. Notification
7	Departmental Seminars	Once in a month	Once in a month	Once in a month
8	Reporting of Shortage of Attendance	1 st week of every succeeding month	1 st week of every succeeding month	1 st week of every succeeding month
9	Parent – Teacher meet (Stream wise)	Last week of September	Last week of September	Last week of September
10	Test Examination	2 nd week of November	2 nd week of November	2 nd week of November
11	Filling up of forms for University Exam	As per University Notification	As per University Notification	As per University Notification
12	Annual Sport / Cultural week / Literary Competitions & function	1 st , 2 nd & 3 rd week of December	1 st , 2 nd & 3 rd week of December	1 st , 2 nd & 3 rd week of December
13	Annual Day Celebration	15 – 20 January (as per Govt. guidelines)	15 – 20 January (as per Govt. guidelines)	15 – 20 January (as per Govt. guidelines)
14	University Examination	As per University Notification	As per University Notification	As per University Notification
15	Last working Day	8 th May' 2016	8 th May' 2016	8 th May' 2016

<u>Annexure – II</u>

Feedback from the stake holder

<u>A. Alumni:</u>

Alumni association of the College is always very much active. The former students of the College regularly visit the College and take active part in the innovation and improvement of the academic standard of the students. They also give valuable suggestions in respect of NSS, Red Cross, NCC, Sports and other extra-curricular activities.

B. Parents:

Parent – Teacher Association of the College often meet and discuss various problems of the students. They give useful suggestions to the Principal and steps are being taken to solve the problems. They also suggest for improvement of academic standard of the students.

C. Employer:

1. The College Management or the Governing Body takes vital decisions for all round improvement of employees of the College. They take care of increment in the salary of the Management Employee on a annual basis.

2. The Director, Higher Education also gives instructions for welfare of the employees.

D. Students:

Students are the vital part of institution. All kinds of innovations are made taking into consideration their academic demands. Further, Library, reading room, students' common room, wash rooms, sanitation are being taken care of as per suggestions and grievances of the students. But, their demand is always taken care of i.e., to improve the academic standard of the College.

Annexure III

Item No. 7.3 Details of two best practices followed by the institution:

(a) To make the College Campus free from Tobacco.

Since it is a Women's College, the girls are very conscious about the environment. So, the male employees of the College and outsiders are always advised not to use Tobacco inside the Campus. Postures are pasted at crucial points to make aware of harmfulness of Tobacco.

(b) To impart moral education among the girls of the College.

Moral education is very essential in today's society. So, taking its importance into account, the girls of our College are given regular instructions about the utility of such education in their life. It becomes very successful.

Annexure IV

Abbreviations:

CAS		Career Advanced Scheme
••	-	
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
СОР	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Program me
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission.
