YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CHETHRU MAHTO JANTA COLLEGE
• Name of the Head of the institution	Dr. Md. Rahmatullah
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	919431443438
• Mobile No:	7903043012
• Registered e-mail	principalcmjcollege@gmail.com
• Alternate e-mail	principal@cmjcollege.ac.in
• Address	Donwari Hat, Khutauna
• City/Town	Madhubani
• State/UT	Bihar
• Pin Code	847227
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Lalit Narayan Mithila Univesity, Darbhanga**	
• Name of the IQAC Coordinator	**Dr. Shailendra Mohan Mishra**	
• Phone No.	**918544513344**	
• Alternate phone No.	**8544513344**	
• Mobile	**8544513344**	
• IQAC e-mail address	**principal@cmjcollege.ac.in**	
• Alternate e-mail address	**principalcmjcollege@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)

http://cmjcollege.ac.in/wp-content/uploads/2022/04/aqar_report_cmjcollege_2019-20.pdf

4.Whether Academic Calendar prepared during the year? — **No**

- if yes, whether it is uploaded in the Institutional website Web link:

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.40**	**2007**	**31/03/2007**	**30/03/2012**

6.Date of Establishment of IQAC — **27/02/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines — **No**

- Upload latest notification of formation of IQAC — No File Uploaded

9.No. of IQAC meetings held during the year — **2**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Existing laboratories upgraded and purchased new equipments. Existing laboratories upgraded and purchased new equipments. 2. Information related to financial assistance such as scholarships, fellowships archived digitally. 3. Full automation of the library has been done. Online Feedback System implemented. 4. Workshops and seminar conducted by Counselling and placement Unit. Also plans are underway for job interviews by local companies. Publication of handbook on quality assurance. 5. NSS activities on environment friendly initiatives has been increased

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members.	Existing laboratories upgraded and purchased new equipments.
Office automation to ensure an updated data management system in the college.	Existing laboratories upgraded and purchased new equipments.
Digital archiving	Information related to financial assistance such as scholarships, fellowships archived digitally.
Digitalisation of Library	Full automation of the library has been done.
Online Feedback system	Online Feedback System implemented.
Placement Cell	Workshops and seminar conducted by Counselling and placement Unit. Also plans are underway for job interviews by local companies.
Quality assuarance	Publication of handbook on quality assurance
increase in NSS initiatives	NSS activities on environment friendly initiatives has been increased

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	17/02/2022

Extended Profile

1.Programme

1.1	14
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File]

2.Student

2.1	3282
Number of students during the year	

File Description	Documents
Data Template	[View File]

2.2	3282
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File]

2.3	466
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	13
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**24**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**8**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**5.75**
4.3 Total number of computers on campus for academic purposes	**10**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Chethru Mahto Janta College, Khutauna, Madhubani is a constituent college of Lalit Narayan Mithila Univesity, Darbhanga. The responsibilities of processes, system and structure for curriculum design and development is on University. The college adopts the curriculum provided by University, taken from models of UGC curriculum. With the commencement of each academic session the college IQAC, academic committee and other committees in consultation with heads of different departments under the Chairmanship of Principal / Professor In-charge charts the academic calendar of the college in line with the academic calendar of the University. The college takes it as a challenge to ensure effective delivery of curriculum within a limited time frame of academic calendar. The class routine is prepared in consultation with the departmental heads. The departmental heads operationalize the

curriculum by distributing the topics and chapters among the available resource potential of the teachers and fixed the responsibilities as who, how and when to be carried out. The college has a goal to make it an institution of repute and unique at State and National level through curricular, co-curricular and extra-curricular activities with the mission and vision of - Fostering innovation and creativity with professional discipline and hard work. Inculcating a sense of moral values, national pride and universal brotherhood among the students. Creating an environment of intellectual competence, scientific temper, environmental consciousness and awareness towards social responsibilities. Implementation The college also takes as a challenge to implement and execute the planned curriculum. The college provides class room facilities as per routine to all the departments as well as contingencies for practical classes. Books for seminars, new equipments for lab and class room teaching learning materials are provided to all the departments as per needs. The implementation of the curriculum, co-curricular activities and other related activities are monitored by the Departmental Heads and academic committee, college IQAC and Professor Incharge / Principal. The Principal / Professor Incharge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. Teachers are also encourage to attend workshop on new teaching learning techniques and styles organized by an Institution. The teachers are encouraged to participate in the orientation / refresher courses / workshops and other training programmes for updating their knowledge and improving teaching skill. The college encourages the teachers to conduct seminars / symposium / workshops / lecturer series and other interactive programmes in their respective departments.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being a constituent college of the Lalit Narayan Mithila University, this College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly explains a

schedule for teaching, examination, semester break and vacations, which is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the college academic calendars are placed on the college website.

All the aforementioned information is reinforced during the collegiate and departmental orientation of new students at the beginning of academic session.

Periodical meetings are conducted by the Principal with the Teacher-in-charge(s), faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled. Students' representations are also ensured during the meetings, where applicable.

For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind.

The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations. They are encouraged to seek guidance from teachers during the designated tutorial slots or the latter's free time. The mentor-ward periods are created specially to supplement this kind of academic framework with the extra-academic support that the students might require.

Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed. The institution's approach is reoriented to suit the learner's pace, ensuring the mitigation of any pressure on the students.

So as to enable our students to enthusiastically contribute and excel in diverse arenas, equal importance is given to provide a space for collegiate events like, Sports Day, Arts Day, Cultural Day etc., as the qualitative impact of an inclusive and balanced education allows for all-round development of the students. Everything in the institution is geared towards providing

transformative education in a structured manner to our students, with accessibility, comprehensibility, and transparency.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**E. None of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

So as to contribute towards the values like compassion and commitment to development of self and society, the college has student societies, which regularly organize socially relevant events and outreach programmes so that students learn to engage with socio-cultural issues in a constructive manner. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics.

As a part of rigorous implementation of professional ethics, proper awareness is given to the students regarding the significance of appropriate referencing in assignments, intellectual property rights issues, consequently discouraging any kind of plagiarism.

The infrastructure of this is ensured so as to prioritize conservation of the environment. There has been a conscious effort to preserve rock base to a large extent. The building is well provisioned for students with disability.

The institution believes in the holistic development of students who are not only intellectually ready to face the world but are also empathetic human beings striving for an egalitarian and sustainable society.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](View_File)

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://cmjcollege.ac.in/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4452

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1769

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, etc; on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented.

An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.

Slow Learners:

Additional tutorials and remedial classes are conducted to give special coaching in areas where they need support.

Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject. Bilingual explanations and discussions are

done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

Personal, academic and career-related counselling is given from time to time. Home assignments are given and evaluated on a regular basis. Additional tests are conducted outside the curriculum to assess the learning ability of students.

Advanced Learners:

During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the caliber of the students and identify the advanced learners.

Departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter college competitions.

They are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3282	13

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the

college in this process are:

Rural/undeveloped area visits are organised by several departments to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in rural/undeveloped areas.

Extensive use of Case Studies to improve the problem-solving ability of the students.

Use of ICT & E-resources by students is encouraged.

The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning.

Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers of the College try to make the best use of the technology in their teaching process. Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database.

The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, Laptops, Projectors which helps in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are handy and saves the cost of buying the physical books.

The college has an Automated Library which enables the students to find the location of the books easily. The college has well equipped Computer Labs. The curriculum of these courses has practical components which require the use of computer labs.

Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students. Presentations are the best way to make notes as they can be updated with the latest changes in the knowledge, presenting diagrams, charts, etc.

Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms.

Teachers share reading materials, short notes, e-books over different media like GoogleClassroom, E-Mail, WhatsApp,etc.

Teachers most often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record keeping and so on). Faculty is adapting to the usage of ICT tools to provide quality education to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

34

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted, and students are given multiple opportunities to improve their performance. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports, Classroom presentations, individual and group projects are employed. The College encourages the teachers to adopt innovative methods such as Open Book Tests, MCQs and Analytical Tests, etc. on a continuous basis before annual examinations held by the University. Teachers also bridge the knowledge gap of the students through innovative pedagogical practices employed in tutorials.

According to individual needs of the students, sometimes personalized and individual evaluation methods are evolved. Remedial classes are also offered in various subjects to provide additional help. Students are given the opportunity to improve upon their performance through re-tests and one to one discussion in tutorials. Teachers are given free hand to design their own evaluation methods in this category, whereby students are encouraged to participate in interactive sessions, group discussions, power-point presentations and assignments.

Students are also encouraged to apply the theoretical concepts taught in class to real life situations/problem. Curriculum of some courses allow skill enhancement through Practical Sessions and continuous evaluation is done through testing of skills developed. Disciplines such as Commerce, Economics and Mathematics have Practical Components as part of their Curriculum which focus on

problem solving skills using ICT techniques and Software.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Since this College is aconstituent college of Lalit Narayan Mithila University, it follows the guidelines set by the University for the conduct of examinations. At the end of each academic year, there is a final exam which is uniformly conducted for students across all the colleges of this University. The institution has a well-defined system in place to deal with examination related grievances. The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "Lalit Narayan Mithila University" guidelines.

The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and dissemination in

classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars, informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses. Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals. Teachers are also well communicated about the outcomes.

The college deputes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Evaluation Process: The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, home assignments, unit tests, surprise tests, open book tests, etc,.

Throughout the year the faculty records the performance of each student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression.Observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

The Methods of measuring attainment:

1. Annual and End Semester University Examination: The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

2. Institutional Examination and Tests: Students are assessed and evaluated throughout the year at institutional level through unit test, surprise test, terminal examination and the performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

466

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<u>https://docs.google.com/forms/d/e/1FAIpQLScsvC56_qAB3SYHJzzxOKIkFG4Z qw3-NdpQrhqstMHdgLpE7w/viewform</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

No Extension activities

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

It always has been an endeavour of this college to provide quality education and ensure all round development of the students in order to create awareness and responsibility. The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students.

The Teaching Block has well-appointed and spacious classrooms, tutorial rooms, department rooms and Laboratories. There are classrooms equipped with projectors so that ICT can be used for strengthening academic discourse. There is a computer lab available for the students with adequate computer equipment, internet connectivity and projectors to support practical sessions.

The campus is Wi-Fi enabled for the benefit of students and faculty.

The College Library is well-stocked with 20400 books and 12 journals. The library is fully automated so as to enable the users access the facility without any hassle.

The college has a Conference hall, Health Centre, Gymnasium and a cafeteria inside the campus area.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities.The college is prospered with a Playground, Conference hall and a Common Room available for the students to organize and participate in co-curricular, recreational and cultural activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College Library is well-stocked with 20400 books and 12 journals. The library is fully automated so as to enable the users access the facility without any hassle.

The Circulation module of the software covers all the operations of circulation right from creating member records to printing of reminders for outstanding books. The key features of the module are single screen Issue, Return and Renewal with total details of members, membership records and statistical reports on membership.The Online Public Access Catalogue module of the software allows library database searching by entering preferred terms and is mainly used for information retrieval.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

250

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution provides access to desktop systems and laptops to both faculty and students which allows them to use computer aid for academic projects, practical sessions and for learning.

To make the learning process more effective various innovative methods are used by the teachers. This includes giving group assignments and having power point presentations, where students can discuss and explore their knowledge together. Learning combined with visual presentations or working on certain software is much more enjoyable and comprehensive for the students.

The College Campus is WiFi enabled and available for use by its stakeholders.

The college has 20 computers for academic and administration uses.These desktops are running on windows 7, windows 7 pro, windows 10 and windows 10 pro operating systems. These computers are equipped with related softwares such as MS Office, Tally etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**D. 10 - 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use the physical, academic and support facilities of the college, like auditoriums, laboratory, library, sports complex, computers, classrooms etc.

Maintenance

Cleaning and general maintenance of the classrooms and other physical spaces are done by dedicated staff on a regular basis. The requirement for repair, maintenance, troubleshooting of equipment/ facilities are reported to the IQAC Coordinator by the concerned departments. The IQAC Coordinator, in turn, will compile all such requirements and place before the IQAC members in the committee meeting for further deliberations and financial approval. Once approved, the competent authority verifies the same and assigns the tasks to the concerned facility management department.

Utilization of Extraordinary Infrastructure

To avail and utilise special physical facility/infrastructure like seminar halls, auditoriums, conference halls, a request cum proposal is placed to the Principal for approval, through the Administrative Office. On approval, the same is allotted to the concerned agency as per the policy in vogue.

Library

List of new books requested by the Head of the Department in consultation with the Department Council and the Department Faculty is submitted to the Principal. Once approved, the list is forwarded to the Librarian, for further submission to the Purchase Committee. The use of library and its facilities is governed by the rules of the Library.

ICT Facilities

The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.

Laboratory

Laboratories in various departments are directly under the

custodianship of respective Departments and its heads. Lab maintenance staff is responsible for regular maintenance of facilities. Rules and regulations to utilize them are displayed at prominent places in the laboratories.

Sports Complex

The use and training of sports facilities regularly takes place in the sports complex under the supervision of Physical Education Director with the association of Physical Education Instructors and coaches, to ensure efficient utilization of sports infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council of the college is an elected body and always joins hands with faculty members and college administration to ensure overall development of the college. Students' council was appreciated by NAAC peer team members for maintaining a disciplined atmosphere in the college. NAAC peer team report and peer team members mentioned the college as a highly disciplined institution. Student Council organizes different cultural programmes to observe important days such as "Swami Vivekananda's birthday", "Republic Day", "Rabindra Jayanti", "Independence Day"etc. in the college campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Presently there is no Alumni Association constituted in this college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1.Principal Level Principal is the Head of the Institution and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers council.

2.Faculty level Faculty members are given representation in various committees/cells nominated by the Teachers council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Teachers' Council:

a.IQAC Committee b.NAAC Steering Committee c. Career Counselling Cell d. Grievances Redressal Cell e. Feedback Committee f.Purchase

Committee g.Anti Ragging Prevention of Sexual Harassment Committee
h. NSS i.Sports j.Women's Cell k.Academic committee l. Admission
committee m.Examination Committee n. Development/Building Committee
o.Magazine Committee p.Cultural Committee q. Library Committee
r.Internal Compliant Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College follows the practice of decentralisation in its true
sense, in all the three important pillars of the institution, viz.
academics, administration and extra-curricular activities. The
practice of decentralisation and participatory management is
reflected in all the activities of the College through a strong and
efficient Organogram of Committees which includes the IQAC, the
Staff Council, Student Council etc. All the major stakeholders of
the College including the Principal, Teaching and Non-Teaching
Staff, Parents and Students work in a democratic way of governance
following the tacit rules of accountability in execution of their
duties and responsibilities.

The primary objective of decentralisation is to reorient
organisational culture, thin out the official hierarchy, extend
opportunities for teachers as well as students to contribute
profoundly, enrich the decision-making process, and nurture greater
democratic professionalism, together with proficient event
management. The decision to hold the events are taken by the Staff
Council and then the Student Council of the College is entrusted
with the task of organizing the event.

The students, non-teaching staff and teachers work together as
active members in managing the events. To strengthen the idea of
participative decision making, the Principal of the College has
consultations with the staff members and student representatives.

Decentralisation of administration in Montage refers primarily to a
process, in which students are given a free hand to take decisions
about the judicious use of resources, financial management,
execution of programmes, security arrangements, and so on. This sort

of decentralisation allows the students to be more responsible, responsive, sensitive and pro- active to exercise their own discretion for planning and execution in a participatory and democratic environment.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation 2. Teaching- Learning Processes 3. Academic infrastructural facilities 4. Student Support Activities and Student Progression 5. Internal Quality Assurance System 6. Institutional Values and Best Practices 7. Governance, Leadership and Management

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution, chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented is that of Teaching and Learning.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Principal, the teaching staff, the non-teaching staff and the students.

The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff. The TIC oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. Staff Council meetings are held periodically for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extra- curricular activities.

The College also has Internal Quality Assurance Cell (IQAC) which works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution.

Student Council meetings are held to address the student related issues and organizing extra-curricular activitiesthrough various cultural societies.

The Library organization includes Librarian and library attendants.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members.

The Anti Ragging Cell, Grievance Redressal Committee, Anti-Drug Cell and the Internal Complaints Committee: The objective of these committees is to ensure that no violation of rules takes place

within the College and work towards addressing and settling grievances, if any.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Teaching and Non-Teaching staff are privileged with Leave Benefits as per the University rules.Duty leaves are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules.

Faculty Enhancement programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.

Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ Short- Term Courses to the teaching staff for professional development.

Computer Training Courses are provided for teachers to help them

hone their e-skills and the non- teaching staff is sent to attend computer training courses organized by the University.

ICT Facilities-The College is fully Wi-Fi enabled.Laptop/Desktop facilities are provided in the library and staff room.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teacher's Self Appraisal

The College requires that the teachers furnish a self-evaluation form every year. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students. It highlights how the teacher handles different situations

that affect the learning progress of the students. It also makes known the involvement of the teacher in both academic and administrative activities. Through this form, a teacher can showcase his/her continuous professional development.

The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. The performance appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. This is crucial for later promotions as per the norms. The whole system is carried out in a confidential manner. The respective teacher is informed about the same and suggestions given.

Non-Teaching Appraisal

The College follows the performance appraisal procedures as per UGC norms.

Each employee fills and submits online the Annual Performance Appraisal Report (APAR). This Document is then Certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer.

Both Reviewing and Reporting Officers accord points to the concerned employee on a scale of 10 after a careful insight into the self-appraisal report filled . A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency.

The administrative audit is conducted by IQAC and external agency.

Teacher's Evaluation by Students

Students are given the opportunity to provide their feedback of the teachers.

As per the procedures outlined by the IQAC, the feedback forms are available online on college website and the Teacher-in-Charge (TIC) ensures that the students of the department fill the feedback questionnaire.

The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work-ethics, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom.

These forms are then evaluated by TIC and the Principal of the institution with the help of IQAC who analyses all the reports and meets with teachers with constructive feedback and corrective measures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit:

Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.

In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.Income/Expenditure is closely monitored by the Bursar and the Principal.Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.

The audit wing of the UGC visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college.

They, in turn, submit the audit report to the college authorities.

Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply.

For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.

The Utilisation Grant Certificates are annually submitted to UGC.

The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College.The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.The Utilisation Grant Certificates are audited by the external auditor.

The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college mobilizes funds for its regular activities and development. The mobilized fund is optimally used by the college.The College has a Governing Body, Planning and Purchase Committee, Library and various associated bodies which help in the preparation,

division, allocation and utilization of funds. Fees received from students are used for development of the college.Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased.The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. All purchases are done through a tender system. Each and every transaction is supported by the vouchers.For each and every financial transaction proper permission is taken from the Principal of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The College has a rich culture of institutional functioning through participation among all stakeholders especially faculty, students and the non-teaching staff. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. In order to make the students aware of the current and futuristic challenges and opportunities, the teaching faculty is encouraged and motivated to develop a scientific temper so as to propagate a research culture amongst the students. This is achieved by constantly sharing new research findings in their respective fields with the students.

IQAC takes care of the needs of the administrative staff to improve their work atmosphere, both at the professional and emotional fronts. The IQAC proposes a number of best practices in various aspects of functioning of the administrative branch.

IQAC believes in establishing a democratic pattern of administration. The IQAC ensures that equal opportunities are given to staff members who are best suited for a particular department and also, they are provided with opportunities to hone their skills.

The IQAC has developed a Non-teaching Self Evaluation & Feedback Form for the personal improvement of the staff members and to take

suggestions for betterment of their performance, thus providing encouragement for growth and improvement.

In order to encourage a harmonious work atmosphere amongst the administrative staff, workshops/seminars in Work Ethics, Stress Management and Emotional Well-being are conducted on regular intervals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavours of the College in keeping with its vision and mission.

IQAC achieves this through mainly two practices, viz.,

1. Conducting Academic Audits annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students.

Based on the information received due to implementation of the above

two practices, IQAC, post accreditation, has been able to develop a system for conscious, consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes.

Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.

Effective Use of ICT in Teaching and Learning;Teachers are encouraged to use ICT tools to prepare and deliver their lectures throughaudios, videos and PPTs.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is not only a fundamental human right, but anecessary foundation for a peaceful, prosperous and sustainableworld.This college strictly ensures full and effective participation offemale students thus providing equal opportunities in leadership atall levels of planning, decision making, character development etc.This helps these students to excel as an independent and successfulhuman being in the present cultural society.To ensure this feat, many seminars and workshops are being conductedat the college at regular intervals.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The school management and the teachers have reported they haveadvised the student community to deposit their food waste into thebio-bins and waste food management was thus effectively carried outin especially those schools where space is a limiting factor. Theplastic and e-wastes that are quite difficult to be managed werecollected and distributed to agencies that deal with e-

wastemanagement. The skill enhancement course on plastic reuse hasenabled the student community to make beautiful products out of wornout plastics thus promoting plastic recycling.Several saplings are planted at regular intervals by students andstaff in 'tree plantation programmes organized by the college andthese plants are taken care by gardener. The college campus has beendeclared as 'Plastic free Zone' so use of plastic bag is avoided andusage of jute bags and cotton bags are motivated. Water conservationis done through rain water harvesting.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The sprawling College campus accommodates UndergraduatesDepartments, Playground, Seminar hall and a big Library. The campusprovides an adequate infrastructure that consists of a wellfurnished Laboratory, Library, hostel and spacious Classrooms. As anInstitution of learning, College has a commanding presence in theUniversity. The College while maintaining its exemplary records inuniversity examinations has also emerged as a major contender inInter university competitions wining large number of prizes.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College while maintaining its exemplary records in universityexaminations has also emerged as a major contender in Interuniversity competitions. College while fostering a stimulatingacademic environment, attempts at instilling in the student valuesand attitudes which recognized the human imperatives of a strifefree community. Various seminars onvalues, rights, duties and responsibilities of citizensare conducted at this college to make aware the staff and students of the college to exercise the constitutional obligations towards the Society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Apart from the regular collegiate activities, this college ensurescelebration of International days such as Women's Day, StudentsDayetc,and national days such as Independence Day, Republic Day, SwamiVivekananda Jayanti, Gandhi Jayanti, National Youth Day, Yoga Divasetc. Maximum participation of all its stake holders are ensuredduring these occasions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices: I 1. Title of the Practice "To develop the Minority, DownTrodden and Backward students through polite and Practical knowledge".

2. Goal Khutauna is noted for extremely backward Block in the Madhubani District where our College is situated is on its top. Students taken admission here are not in responsible awareness to make themselves employable or job oriented. This is all due to their poverty and backwardness as they in 80 belong to the educationally backward area. Having felt so we decided to provide them the learning of spoken English and computer literacy, the demand in the present economic and professional era. As a result, they succeeded in developing their numbers in education.

3. The Context Our Institution had to face environmental problems such as – a) Since the region where our Institution is situated, is extremely miniority primitive, lacking awareness, it was very difficult to attend their classes regularly and to join the extra classes, obtaining the knowledge of spoken English and computer education. For this all the staffs offered their precious time and brain. b) To make the students more practical and sensitized for job orientation, we needed some more out door teachers. we hired some professional Computer teachers to design and dazzle the mass of the students in whole.

4. Evidence of Success The Computer Education and Spoken English were provided to the students totally free during their U.G. Classes. As a result numerous students and even Girl Students got success in getting Government and Private jobs in various sectors such as in Defence, Administration, Banks proving themselves bonafide in personality in terms of English and Computer Education.

5. Practice: The College is tied up to follow only University Syllabus. However we aimed to develop employment through our meagre assets to our students. We started to Facilitate them Spoken English, Computer education and Communication skills, Signifying their justification and importance.

6. Problems Encountered and Resources Required 1. Since the College is an affiliating Unit, we can't provide adequate facilities due to the lack of financial assistance, yet through our own resources in available status we tried to make our students more efficient. 2. As above mentioned we had to hire outdoor professional hands for computer education. Still we need more suggestions and assistance by the Capable institutions such as Governmental organization, U.G.C etc. to provide perspective prospect student to student. 6. Notes We are awaiting the message and the suggestion of the NAAC for the betterment to install something appreciating and glorious.

Best Practice II: 1. Title of the Practice Sustained emphasis on co- and extra-curricular activities to stimulate all-round development

2. Goal The college engages in several cocurricular activities and education practices with the following objectives: To encourage the holistic development of students To explore and bring to fruition the latent potential of each student and to provide an ambience for creative expression To provide a platform which facilitates smooth transition from college campus to higher education or the professional sector. To provide optimum exposure to the cultural environment and develop a sense of cultural belonging To promote goodwill and interaction among all students and teacherstudent interaction To inculcate the values of discipline and moral character To expose the students to new ideas of research and development To develop leadership skills and organizational abilities.

3. The Context The motto of our college has been "Knowledge leads to happiness" every effort has been made by our college to tap the hidden potential in the students and inculcate good human values. Since its inception, the college has been tirelessly engaged in the task of creating a long and illustrious lineage of women achievers in every field of life. In order to achieve this purpose of all-round individual development, mere academic pursuit is not adequate. Therefore, alongside the curricular programmes, extracurricular activities have been designed to ensure their cultural and moral well being. The college considers it its duty to provide value -based education and life-skills which will help to create individuals who can not only adapt themselves easily to an ever-

changing society but can also provide leadership and guidance when necessary.

4. Practice: Co- and extra-curricular Activities The college has always believed that an all-round educational development can only take place through a holistic approach. In this context, the college has taken the following steps: The Fresher's Welcome is annually held in a 100 ragging-free environment. This is achieved by encouraging equal participation of the seniors and the new entrants in designing the programme. This fosters a strong bond between freshers and seniors and creates a friendly ambience. The college upholds Indian tradition and heritage in all such events. In the present scenario of steadily degrading social values, our college has been able to maintain distinction with regards to the quality and nature of such programmes. A strict discipline is followed during these programmes. Active participation of teachers and their valuable guidance during the same also ensures meaningful achievements. These cultural programmes have been the platform where a lot of our students have discovered and realized their love for performing arts which they have pursued professionally later in their lives. The college regularly observes the birth and death anniversaries of personalities of national interest like freedom fighters, scientists, moral leaders, educationists, poets, writers etc. with a view to provide role models to the student community. The literary talents of the students find expression in the annually published college magazine and the wall magazines of the different departments.

5. Evidence of Success The quality education imparted by the college has resulted in it becoming one of the most sought after institutions for higher studies. This is reflected in the increased number of students admitted to the college each year. Over the years many students have benefitted from these practices and have been able to successfully complete their education as a result. Moreover, our efforts have also made it possible for many students to tackle their personal and emotional problems and rise above them to carve out their individual identity. Our college is proud to have as its alumni countless prominent figures in the fields of academics, literature, art and culture, politics, administration and law, sports. They have not only carved out a niche for themselves but have also upheld the name of the college by utilizing the opportunities given to them. Their exemplary achievements have brought honour and glory to the college and reaffirmed its faith in the best practices mentioned above. We must have life building, man making, and character making assimilation of ideas. If you have five ideas and make them your life and character, you have more education

than any man who has got by heart a whole library."

6. Problems Encountered and Resources Required The primary constraint in the implementation of the practices mentioned above is the shortage of time and space and the timely detection of students' needs. The college has to contend with a growing number of students and shortage of staff. This severely impedes the much needed one-to-one interaction between teacher and student. Shortage of laboratory space does not enable us to carry out short term laboratory projects after college hours.

7. Notes We are awaiting the message and the suggestion of the NAAC for the betterment to install something appreciating and glorious.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Being a constituent College, it follows the vision of the University/Government. The mission of the college is to impart quality education, with a stress on inculcating moral and cultural values in addition to scientific temper in student, so that employability of students may be enhanced in changing global scenario. Avowed goal of the College can be enumerated as follows: • To provide value based quality education to develop citizenship behavior in students. • Provide updated knowledge in the subjects. • To ensure access of higher education by all sections of society. • To protect, preserve and promote the cultural values/heritage. • To sensitize students towards social concerns like Human Rights, Right to Information, gender equality and also toward environmental issues.

The following points are stressed upon : • to provide quality based education to all- especially the disadvantaged groups of the society. • to provide equal opportunity to both the genders and to all communities. • to develop skills in students for better employment prospects etc.

Our aim is to actively involve all sections of society apart from the college staff in achieving ours goals. We try to develop

awareness among disadvantaged group through NSS Unit of the college. These objectives are communicated to the students, teachers and staff through a. College Prospectus b. Organizing various programmes. c. The Print Media and Electronic media.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Library Automation 2. Upgradation of Smart Class Room 3.Upgradation of Class Rooms 4. To maintain a Green and Clean Campus 5. Sports infrastructure development 6. Regularisation of FeedbackMechanism 7. Submission of AQAR 8. Review of work done at adoptedarea.