SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

JANTA SHIVRATRI COLLEGE

AT-NIMIYA, POST-SUDNA, DALTONGANJ, PALAMU, JHARKHAND,
PIN-822102
822102
http://jscollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

JantaShivratri College was established on 20 February 1970. On the ground of running performance of the college and increasing number of students year after year the government felt it necessary to take over the financial burden of the college and made it a constituent unit of Ranchi University in 1980. Nilamber Pitamber University was established in 2009 and the college became a premier college of Commerce.

This college has completed 50 years of its establishment on 20 February 2020.At present the college is pursuing Under Graduate programs in nine departments: Commerce, Economics, English, Hindi, History, Political Science, Philosophy, Psychology and Urdu. Post Graduate courses in three departments: Commerce, History and Psychology. It has about 2700 students enrolled in different Programmes.

Most of the teachers have more than 20 years of teaching experience. Many teachers of the college have served the office of the University as Dean Students Welfare, Proctor, CCDC, Finance Officer, Examination Controller, NSS Coordinator, Post Graduate Department Head. Some of the faculties are members of the various body of the University.

The college has been gifted with ultra modern building and is being equipped with latest digital amenities to usher quality education while stepping into the golden jubilee year.

The campus is very popular for the commerce programme of UG and PG Departments.The modern world is day by day becoming a world of Commerce and business. It requires highly trained and skilful young men. This requirement has given due importance to commerce education.Besides these students have flexibility to different programs of Arts and Humanity faculties.

Location: The College is located on NH 92 highway on the bank of river koel. It is near Bairiya Chowk-junction of Ranchi, Aurangabad ,Gayaand entry point of Medininagar town. It is in front of sadar block and jharkhand academic council division office. Sadar Police Thana is also adjacent to the college.

Vision

The college has vision to deliver an effective and efficient technology filled with good quality of education to its students so that human values with professionalism and social responsibilities can be filled in their action and deeds.

Mission

The college has set up a broad mission:

- To create friendly and supportive environment for hard work and academic as well as professional

achievements
- To provide a platform for lifelong learning and delivering best to the society.
- To nurture social cognizance and capabilities among students.
- To provide quality based academic excellence especially for rural disadvantaged youth.
- To motivate students to be a people skill-oriented, competent, committed, conscientious and compassionate.
- To promote modern and scientific techniques as well as the cultural values of the local people.
- To capitalize on potential benefits for students in terms of research opportunities, mentoring and networking that are singular to comprehensive institutions.
- Tosow the seeds of multifarious challenges of life among the rural disadvantaged youth by means of understanding ethical dimensions of personal and professional life; also to procure means of examining their own values, attitudes and beliefs.
- To prepare students for a life of meaningful professional service and leadership.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength:

- Very senior faculty.
- Reputation of a Model College of Commerce in Stakeholders
- One of the constituent Units of the University.
- Post graduate Centre of History, Psychology and Commerce.
- Vocation unit of B.Com (BBA) Hons.
- About 2700 strength of the campus students
- Green environment of the campus
- Eco Friendly set up of the campus.
- Virtual Classes
- Co education
- More weightage for rural and weaker section of the society in enrolment.
- NCC UNIT of the university.
- NSS UNIT of the university.
- Excellent result
- Good Infrastructure/ amenities
- Promotion of Social justice
- Well-equipped laboratory
- Library is very rich in number of books.
- Wi-fi enable campus.

Institutional Weakness

Weakness:

- Limited number of faculty in most of the department.
- Teacher student ratio is very low

- Financial autonomy is very limited.
- Library is not automated.
- Intermittent internet connection.
- Lack of transportation facilities.
- Lack of interface with Industries for students' placement

Institutional Opportunity

- Enhance the employability of the students.
- Research oriented teaching.
- More social extension services.
- Application of folk language in teaching.
- More vocational courses for deserving students.

Institutional Challenge

- Recruitment of new teachers and staff because institution is entirely dependent on the recommendation of University and state government.
- Mentoring of such a large number of students.
- Placement of all the pass out students .
- Financial Autonomy.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Janta Shivratri College follows the Curriculum prescribed by the Nilamber Pitamber University, Medininagar, the affiliating University of the college, for the various undergraduate courses. The faculty members from each department of the college attend this process and communicate and exchange their opinions and suggestions for effective execution of the curriculum. Principal of the college is the member of Academic Council, the highest academic body of the University which is responsible for the maintenance of standards of instruction, education and examination within the University.

The College offers all kinds of possible avenues in the form of various academic & co-curricular activities like debate, sports, seminars etc., to help the students in their overall development. At Janta Shivratri College, the purpose of higher education is not only to attain high academic goals but also to become a good human being, an empowered individual with an edge in the fast developing global human resource competitiveness.

Teaching-learning and Evaluation

The College has embarked on a high growth trajectory & has earned a position for itself amongst the frontier learning centers in the University. The College has 09 departments 11 Permanent teachers, 10 contractual teachers and near about 2700 students.

The College offers following courses:

1. **UNDERGRADUATE COURSES (3 years Degree Course)**

- B.Com (Honours)
- B.A.(Honours) Economics
- B.A.(Honours)English
- B.A.(Honours) Hindi
- B.A.(Honours) History
- B.A.(Honours) Political Science
- B.A.(Honours) Urdu
- B.A. (Honours) Philosophy
- B.A. (Honours) Psychology
- B.A. (Honours) Mathematics
- B.A. General Course.
- B.Com. General Course

1. **VOCATIONAL COURSE**

- B.Com (BBA)

1. **POST GRADUATE COURSE**

- Master in Commerce
- Master in Psychology
- Master in History

The admission to P.G. courses is centralized & monitored by the University. The College follows a completely transparent admission policy for all its undergraduate programmes.

Admission process begins with notification by the university and carried out through Chancellor Portal, http:/www.npu.ac.in/chancellorportal. Applications are invited through Chancellor Portal and final admission merit list is displayed on college/department notice board. The College strictly follows the reservation policy of Govt. of Jharkhand. The College has constituted the **SC / ST / OBC Committee** and takes care of physically disabled, special care students and girl students.

The faculty members of the college are engaged both in the academic and personal counseling with help desk for the students regarding the choice of subjects during admission. All departments of the college take introductory classes to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice. Tutorial classes, unit tests are taken for the improvement of teaching-learning process. Apart from the lecture method, interactive method, project based learning method; practical sessions, seminars and computer assisted learning are practiced. To make the learning skills students-centric, educational tours to academic institutions and historical places are conducted. Internet facility is available for the faculty as well as students. Attendance records of the students are maintained. The College library has adequate number of text and reference books and common internet access for all with uninterrupted power back-up.

Research, Innovations and Extension

The College has a Research Committee comprising of the Principal & the teachers who are involved in the promotion of research in the college. The faculty members have been continually involved in developing a scientific temper and research culture among the students.

Four teachers of the college are involved in guiding research students. Two minor research projects have been completed. Workshops/symposiums/training programs have been organized. Various departments of the collegeregularly organize conferences, seminars and workshops in order to rope in researchers of eminence to visit the campus and interact with the teachers and students.

The College has an active NSS unit that organizes various workshops with the sole aim of personality development of the student & inculcates in them the propensity of compassion towards community services and social cause. To promote community network NSS and NCC Unit of college has organized various workshops in collaboration with different NGOs. The College has organized Health Check- up camp, blood donation camp in collaboration with Red Cross Society. NSS volunteers participated in the cleanliness drive on the occasion of the Gandhi Jayanti on 2nd October.

Infrastructure and Learning Resources

The College has 17 class rooms, 01 Virtual classroom, 4 Seminar Halls, Departmental Rooms, Boys Common Room (BCR), Girls Common Room (GCR), respectively, Library with reading room. Canteen and a spacious playground. Full power back up is ensured through a 20 KVA environmental friendly soundless Generator Set. The College library has collection of text & reference books, and magazines, a spacious reading room and a book bank section which lends text books to needy students. The campus has Wi-Fi facility with 30mbps speed.

Student Support and Progression

The College aims at the holistic development of its students focusing not only on academic achievements but also personality development through extra-curricular and cultural activities. The College provides complete information about the college, admission process, academic sessions and fee structure on the college website. The College takes care of the needs of all categories of students. Financial assistance is provided to the needy students. The College has constituted Internal Complaint Committee(Grievance Cell), and an active Placement Cell. The College adopts various measures to develop entrepreneurial skills among the students. Various College committees have student representatives on them. The College provides opportunities to students for participating in co-curricular and extra-curricular activities. The merit based prizes are given for excellence in the field of academics and extracurricular activities providing support and incentive to students to do their best.

Governance, Leadership and Management

The College functions in a well-structured and defined manner to ensure participative management at all levels of decision making.

Colleges function under the control of the **Vice Chancellor** of the University. Powers relating to running the college have been delegated to the Principal. Principals have different committees to suggest him/her as far as administering the college.

The college designates the following **Committees**:-

1. IQAC committee cum advisory committee.
2. Sales and purchase committee.
3. Building &Development committee
4. Admission committee.
5. Minority, SC, ST, OBC, Redressal Committee
6. Internal compliant Committee/Grievance redressal committee
7. Anti-ragging committee
8. Sports Committee
9. Placement Committee
10. Research Committee

The Constitution of all these Committees consists of members from all the various stake holders clearly indicates the de-centralized and participative work culture incorporated within the ambit of the college jurisdictions.

Institutional Values and Best Practices

The College has taken all possible initiatives to make the campus green & eco-friendly. Tree plantation in the campus is a regular activity of the NSS unit of the college. There is a rain water harvesting plant being constructed in the college campus to conserve rain water.

The College Library is under the process of computerization with an Infrastructure for Scholarly Content through INFLIBNETso that students can access to e-resources.

The College has also installed Solar Energy for uninterrupted electric supply.

The College has a functional website which allows important notices and time-table to be uploaded each semester. The College campus has been declared "Tobacco Free Zone" by the NSS Unit of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JANTA SHIVRATRI COLLEGE
Address	AT-NIMIYA, POST-SUDNA, DALTONGANJ, PALAMU, JHARKHAND, PIN-822102
City	DALTONGANJ
State	Jharkhand
Pin	822102
Website	http://jscollege.co.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	RANA PRATAP SINGH	06562-9123101686	9431364869	-	jscollege9@gmail.com
IQAC / CIQA coordinator	MANOJ SRI VASTAVA	06562-8877144045	7979828953	-	manoj.srivastava1906@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	20-02-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Jharkhand	Nilamber-Pitamber University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	20-02-1970	View Document
12B of UGC	20-02-1970	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	AT-NIMIYA, POST-SUDNA, DALTONGANJ, PALAMU, JHARKHAND, PIN-822102	Urban	6.45	3500

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Hindi	36	Higher Secondary	Hindi	100	83
UG	BA,English	36	Higher Secondary	English,Hindi	100	85
UG	BA,History	36	Higher Secondary	Hindi	200	187
UG	BA,Political Science	36	Higher Secondary	Hindi	200	117
UG	BA,Economics	36	Higher Secondary	Hindi	100	59
UG	BA,Philosophy	36	Higher Secondary	Hindi	100	41
UG	BA,Psychology	36	Higher Secondary	Hindi	50	46
UG	BA,Urdu	36	Higher Secondary	Hindi,Urdu	50	10
UG	BCom,Commerce	36	Higher Secondary	Hindi	300	132
UG	BCom,Commerce	36	Higher Secondary	Hindi	50	41
UG	BA,Mathematics	0	Higher Secondary	Hindi	50	0
PG	MA,History	24	Higher Secondary	Hindi	60	50
PG	MA,Psychology	24	Higher Secondary	Hindi	30	26
PG	MCom,Commerce	24	Higher Secondary	Hindi	60	44

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				23
Recruited	0	0	0	0	0	0	0	0	10	1	0	11
Yet to Recruit				0				0				12
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				48
Recruited	6	3	0	9
Yet to Recruit				39
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	6	0	0	8
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	2	0	7

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	570	8	0	0	578
	Female	360	4	0	0	364
	Others	0	0	0	0	0
PG	Male	37	1	0	0	38
	Female	79	3	0	0	82
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	649	640	471	347
	Female	173	232	166	133
	Others	0	0	0	0
ST	Male	432	424	313	229
	Female	172	219	167	117
	Others	0	0	0	0
OBC	Male	931	755	527	337
	Female	240	94	82	91
	Others	0	0	0	0
General	Male	1810	1841	1709	1570
	Female	1063	1441	1424	1155
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		5470	5646	4859	3979

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	14

File Description	Document
Institutional data prescribed format	View Document

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	14

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3979	4859	5646	5470	5316

File Description	Document
Institutional data in prescribed format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2550	3825	3825	3825	3825

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
762	1696	1320	1437	1157

File Description	Document
Institutional data in prescribed format	[View Document]

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	15	15	16	16

File Description	Document
Institutional data in prescribed format	[View Document]

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	23	23	23	23

File Description	Document
Institutional data in prescribed format	[View Document]

3.4 Institution

Total number of classrooms and seminar halls

Response: 19

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
58.85	65.32	50.04	39.68	43.61

Number of Computers

Response: 7

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college develops its action plan for effective implementation or the curriculum before start of the every academic session. The principal conducts meetings with the Head of each department and faculty members and develops academic plans and strategies for implementation of the academic plans for the forthcoming academic session. The evaluation of the students is carried out by internal assessment as per the norms of the University. The college has little scope to include their own chapters in the curriculum as the curriculum described by NPU is adopted by the college as it is mandatory. The college teachers follow the teaching plan in the schedule of their working hours. The syllabus is already divided in the number of hours in which each teacher is supposed to engage. The periodic tutorial / class test / examination are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. Teachers take best of their efforts to ensure quality and to enhance academic growth. The college teachers use PPT for elaborating principle concepts in the technique and discussion. Compliance of the curriculum is verified by the Head of the Department and the review is taken. The compliance of the curriculum is communicated to the Principal through the Head of the Department and at the end of term or year the performance of the students is verified by examination and their feedback. Practical, theoretical & oral examinations are conducted to judge the understanding of the students. The University has changed the pattern of examination it is now both objective as well as subjective. The examination pattern is strictly followed by the college. The transparency in examination is followed by the college. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college.

File Description	Document
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Program Assessment Committee (PAC) consists of principal, controller of examinations and Heads of Departments (HODs). The PAC is responsible for preparing the academic calendar before the commencement of the semester. The academic calendar breaks down the academic year into two semesters. It provides the information of the courses for the semester, dates of commencement of class work, syllabus completion, examinations, list of holidays, and the total number of working days. The faculty members of the concerned department gather the lists of courses for the coming semester, and the HOD finalizes the allocation of courses based on the faculty's choice and area of specialization. Faculty

members then prepare the lesson plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied, and assignments given to students and the number of lectures. A course file for each course is prepared by the faculty, which includes course objectives, outcomes, schedule, references, study material, and questions from previous examinations papers. Students will be provided with the course file in the first week of the semester to provide them awareness about the subject and plan for the semester. The evaluation process for each subject is duly reviewed by a senior faculty in the department, approved by the HOD, and then made available to the students. Timetable in-charge of each department prepares the timetable as per the guidelines given by the university and gets it approved by PAC. The time-table is then uploaded in CMS system and displayed on the respective department notice boards. The performance of the student is assessed on a continuous basis by conducting two mid exams per semester based on the university norms. The average marks of both mid-terms are taken into consideration. In addition to the tests, assignments, mini-projects, and quizzes are also part of CIE. The evaluated answer scripts are shown to the students to clarify their doubts about the evaluation process. The academic schedule prescribed is strictly adhered by all departments. The college maintains a high standard through CIE and ensures end semester and practical examinations are conducted jointly by the concerned teacher and an external examiner appointed by the university. Schedule of the end-semester examinations and rules and regulations about evaluation of students under various courses are also included in the academic calendar.

File Description	Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	
Details of participation of teachers in various bodies/activities provided as a response to the metric	

1.2 Academic Flexibility

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

Response: 100

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

Response: 14

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	
Institutional data in prescribed format	

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 **Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

This college follows curriculum provided by the university for both under graduate and post graduate courses. We also follows syllabus prepared by directorate of vocational courses, Jharkhand. In both the syllabus has sufficient content of gender equality. We allows equal opportunity for both the gender to elect the course of their choices without any discriminations, even these courses are open for transgender.

We from time to time do programmes to sensitize the gender equality by organizing seminars and debate between the two contrasting genders so that sense of inequality do not build up amongst the students.

There are subjects of women contents are included in the subjects of history, Political Science, Philosophy, English and psychology which is highly preferred by the girl students.

In our college the thumb rule of professional ethics applied. The teachers and staff are gentle and humble to students and in retrospect students also follow the institution ethics in line and spirit. There is no case of misbehaving, roughness, ragging, sexual harassment have been registered till date. All the students respect their teachers and staff. Similarly teachers and staff also take care of each and every student and their problems.

Environmental ethics:

The campus is dedicated to echo friendly environmental approaches. We strictly try our best to adhere with the environmental ethics and put attentions to prevent use of pollutants and waste generation. Greenery is our concern. The strong summer heats waves and lack of water supply compounded our problems regarding maintaining the green campus.

As per UGC guidelines, the academic curriculum has incorporated a compulsory Ability enhancement in each undergraduate programme in environmental Science and ethic of 2 credits or equivalent to 100 marks. This is a very broad course ware and student has to pass compulsorily to obtain degrees.

Curriculum provided by the university offers a set of optional papers across discipline thereby providing

scope for the students to choose areas of specialization in various honours courses.

A qualifying paper of environmental studies is offered to all undergraduate courses. Students have to study one qualifying language paper as Modern Indian Language (MIL) which may be substituted by Alt.Eng. and Urdu for their discretion.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 0

1.3.3.1 **Number of students undertaking project work/field work / internships**

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*
E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: D. Feedback collected

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 71.27

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3979	4859	5646	5470	5316

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5100	7650	7650	7650	7650

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 55.24

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1254	1726	2364	2597	1997

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]()

2.2 Catering to Student Diversity

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

Response:

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners. The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. The students are admitted in our institution without considering caste, creed, and gender, and religion, social and economic status. After the completion of admission process regular classes commence as per the college time table. The institution always facilitates girl students for enrolment in college in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity. After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations. After knowing slow advanced learners, the teachers conduct extra lectures for weaker students. The teachers observe that whether the students easily understand the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in an easy way. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students. Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks,e-journals as INFLIBNET N-List centre for their advanced studies. Home assignment and projects are taken prepared from the Students. They are also encouraged to apply for different competitive examinations.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 284.21

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

Response:

The college follows the methodology of student centered teaching. It is a methodology in which students influence the content, activities, materials, and pace of learning. This model places students in the centre of the learning process. Teacher provides students with opportunities to learn independently and from one another.

Our teachers are well aware of the needs of the students, their level of knowledge, understanding, grasping power and skills. They use student centric method of teaching that is the most approved pedagogy of the college. Some of the methods are as follow:

Participatory model: The traditional lecture method of teaching is replaced by participatory method. Participatory approach helps the students to improve their class room and experiential learning. Students are encouraged by teacher to bring out their own innovative ideas and their view points in order to ensure the participation of all students. Students are asked to prepare charts, models, paper presentation and projects for learning as well as to display on the notice board. This process helps students and they are motivated to be more creative and obtain more information and inspire other students to get better ideas for their presentations. They are encouraged to participate in various learning activities. Students are involved in the major committees of the college to contribute and to obtain leadership qualities. They are given responsibilities to organize cultural activities like youth fest, sports meet and seminars.

Our approach includes such techniques as substituting active learning experiences for lectures, assigning open-ended problems and problems requiring critical or creative thinking that involves the students in simulations and role plays, using self-paced cooperative learning. It increases the motivation to learn and lead to greater retention of knowledge, deeper understanding, and more positive attitudes towards the subject being taught. Opportunities are provided for study tours, Institutional Social Responsibility activities are done and through student exchange programme.

Knowledge-centered learning: It approaches the small inter disciplinary research and experts are invited to share their knowledge differently which create scientific temper of research among the students and developing their knowledge to facilitate transfer of their learning to new contexts and application of their learning to open-ended challenges such as problem-solving, critical thinking, and design.

Learner-centered learning environment: The learner-centered learning environments recognize that the prior knowledge of learners powerfully influences future learning and thus attempts are made to build on their prior knowledge.

Assessment-centered learning environments: Assessment-centered learning environments provide opportunities for feedback and improvement throughout the learning process leading to evaluation and judgment at the end of the learning process.

Collaborative learning: Collaborative learning improves the educational and psychological outcomes of the students. This is broadly described as cognitive, social constructivism, and motivational.

Cognitive approach: For learners to retain and comprehend knowledge, it is placed in a conceptual frame work. In the small group setting, the learner has the opportunity to rehearse his/her understanding with others and to be exposed to other conceptual constructs through student exchange programmes.

File Description	Document
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

1.   Dr. Mritunjay Kumar   Assitt. Prof.   Deptt. of Psychology

2.   Dr. Ajit Kr. Seth   Assitt. Prof.   Deptt. of Economics

3.   Dr. Manoj Srivastava   Assitt. Prof.   Deptt. of English

4.   Dr. S.K.Pandey   Assitt. prof.   Deptt. of Commerce

5.   Prof. Md. Amir   Assitt. Prof.   Deptt. of Political Science

6.   Miss Riya Shalini   Assist. Prof.   Deptt. Of Commerce

7.   Miss Pooja Priya   Assitt. Prof.   Deptt. of Commerce

8.   Dr. Pramod Kumar   Assist. Prof   Deptt of History

9.   Prof. Premjit Kumar   Assitt. Prof.   Deptt. of History

10.   Prof. Anurag Kumar   Assitt. Prof.   Deptt. of Economics

11.   Prof. Karan Kr. Thapa   Assitt. Prof.   Deptt. of BBA

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 663.17

2.3.3.1 Number of mentors

Response: 06

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	
mentor/mentee ratio	
Circulars pertaining to assigning mentors to mentees	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 66.09

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	
List of the faculty members authenticated by the Head of HEI	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 47.6

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	7	7	7

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	
Any additional information	

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

Response: 23.57

2.4.3.1 **Total experience of full-time teachers**

Response: 330

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Mechanism of internal assessment is transparent and robust in terms of frequency and variety Internal assessment is considered as one of the most important aspects, and the following procedures are practiced for a transparent and robust mechanism

1. Evaluation process is communicated to students through university website, syllabus copies, notice boards and class mentors.

2. Evaluation process is also explained to students on the day of orientation program during first year. 3. Staff meetings are conducted periodically to review the evaluation process.

4. Display all unit /mid /sudden tests marks within a week after end of tests.

5. Encourage the students for appearing for betterment examination after the unit /mid /sudden tests results are released.

6. Attend and solve grievances of students if any Procedure for internal assessment

For all theory and practical courses, continuous assessment is conducted for a maximum of 25 marks consisting of 10 marks for descriptive, ten marks for objective, and five marks for assignments. For laboratory, 15 marks are allotted for experiments, and ten marks for the written examination. The above continuous assessment shall be carried out as per the procedure given below: Theory Courses Two tests, each carries 25 marks, are conducted in the semester as per the university norms. Ten marks for descriptive, ten marks for objective and five marks for assignments are allotted. The average marks of the two tests are taken as final marks. Practical Courses Every experiment is executed and evaluated based on the experiments prescribed by the university. There are two internal tests in the semester. The criterion for internal assessment marks (25 marks) is based on the university guidelines. Slot for examinations is given in the college Academic calendar which is available in college website and department notice board. Time table is displayed in the department notice board and circulated to the respective class room. Valuation is

done by the respective subject/laboratory faculty within three working days from the day of completion of respective subject examination. Answer sheets are shown to all the students and answers are also discussed with the students. After satisfaction students put their signatures on the answer sheets. Also, minimum attendance and passing marks requirements for the internal assessment are communicated to the students during the orientation program, which is held for newly admitted students. The evaluation process is also informed to all the students. The eligibility criteria for the final examinations are made clear to students, and the evaluation process is reviewed in staff meetings.

File Description	Document
Any additional information	[View Document](#)

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

Response:

Mechanism to deal with examination related grievances is transparent, time-bound and efficient There is complete transparency in the internal assessment. The institute has the redressal cell for grievances regarding examination grades. The cell consists of Principal, Director, Controller of Examination and Head of Departments (HODs). Students can apply to the cell for any issues in the evaluation of their answer scripts. The cell conducts a meeting and to hear students' concern and takes an appropriate decision which is binding on all. The mechanism adopted for redressal of grievances at institute level: For theory course:

1. Faculty members inform the students about the various components in the assessment process during the semester.

2. The internal assessment test schedules are conducted as per the university and communicated to the students well in advance CMS and circulars.

3. For proper conduct of tests, one/two invigilators are assigned to each hall. Evaluation is done by the respective course handling faculty members within three days from the date of examination.

 4. Corrected answer scripts (Minimum 10 %) are verified by HOD to ensure the proper and error free evaluation process.

5. Corrected answer papers of the students are distributed in the class for verification and knowing their mistakes and any grievance is redressed immediately. The marks obtained by the students in are displayed on the department notice board and uploaded in CMS. For laboratory course:

1. By observing and validating the theoretical aspects student must submit lab record regularly.

2. Day to day performance (regularity, performance, viva and the promptness in submitting the record) of the students is assessed for every experiment.

3. The practical approach to the real-time applications is tested by viva voce. Parents are informed about

their ward's performance through SMS and E-mail through the CMS system.

At university level: Students can express grievances by applying for the following evaluation procedure: Re-counting: If the students are not satisfied with the marks awarded, they can apply for re-counting within a week from the declaration of results through the examination branch at the institution. The results of re-counting will be announced as per the university norms. Re-evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.

Challenge Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the results. This evaluation process is carried out in the presence of student by two subject experts; one represents from the institution and other from the university.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Program outcomes, program specific outcomes and course outcomes are displayed on college notice board.

The college website, prospectus, advertisement, as well as the annual report state the vision, mission and objectives of the college. These documents also highlight the achievements of the students and list the kind of jobs that students get after completion of the different programs. In the Orientation program for the first year undergraduate and post graduatestudents the broad program of the college is explained. Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs.

The faculties along with the mentors share his views about the different courses have career opportunities and thus help students appreciate the program. This is also an opportunity for the faculty to take feedback on the courses that need to be improved and the components which will make them more relevant.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad program outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on the college website and college library. The course outcome of the each program is displayed on notice board of various departments.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

Attainment of programme outcomes and course outcomes are duly evaluated by the college. One of the methods that the college follows while doing so is by assessing the teaching learning based on a feedback system, in which all the students of the college are provided with feedback forms to be duly filled up by them providing inputs on teaching-learning drawbacks, limitations, constraint and also merits of the department, its faculty members etc. The accepts suggestions where the students can also place their problems at any point of time while studying. The institution deals with students' grievances very skillfully by preserving its confidentiality, while at the same time taking concrete steps for resolution. The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures such as personal counseling, special classes, competitive exam coaching, and career counseling.

Organizing class tests and subject-oriented quizzes, student seminars as well as talks etc. are a part of this improvement scheme. In order to achieve program outcomes bridge course test is conducted to ensure quality of students enrolled and for a better pass percentage of the college.

The college also has a counseling cell, which helps in resolving students' problems, academic, psychological etc. in order to attain program outcomes. The counseling cell takes extra efforts to reach out to those students who for some reason other do not freely express their difficulties. In this way the college strives, its best to attain evaluation of program outcome.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 84.17

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
762	1696	1320	1437	1157

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1127	1790	1799	1580	1229

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 3.88

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	3.88

File Description	Document
List of endowments / projects with details of grants	[View Document]
e-copies of the grant award letters for sponsored research projects / endowments	[View Document]

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 57.14

3.1.2.1 **Number of teachers recognized as research guides**

Response: 8

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 2.86

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	00	0	02

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	14

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The college has created an ecosystem for innovations for transfer of knowledge. An innovation ecosystem is a network of relationships through which information and talent flow through systems of sustained value co-creation.

The college has adopted a practical approach to keep the students at par with their subjects. The college has equipped with ICT to facilitate the learning.

The college not only encourages the teaching staff to undertake research studies in order to equip them with further knowledge and expertise in their respective fields but also appreciates and plays an encouraging role in promoting an ecosystem for innovation among the students. This resulted in encircling outreach programs and mini researches for the transfer of knowledge.

The college has proposed list of activities to undertake.

1. Creation of knowledge sharing mechanism inside the college.
2. Mentoring
3. Igniting youth innovation
4. Innovation awareness and outreach.

File Description	Document
Paste link for additional information	[View Document]

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 0

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.5

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 03

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 02

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]
URL to the research page on HEI website	[View Document]

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.45

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five**

years.

2018-19	2017-18	2016-17	2015-16	2014-15
02	03	01	11	05

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.39

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	03	03	0

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

To promote community network NSS organizes several programme such as "Protect To promote community network". NCC organizes several programme such as "Protect Trees", "Protect daughter", "sexual harassment on Women" etc. The NCC cadets and NSS volunteers of the college have been seriously involved in "Blood donation camp" every year on Red Cross day.

College regularly organises extension activities in the field of human education and awareness on gender equities, however during the last five years has not received any awards from the government.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)

3.4.3 Number of extension and outreached Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

Response: 16

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	03	02	01

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 5.54

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
616	260	210	120	50

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	

19-06-2020 03:55:31

Criterion 4 - 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.

Response:

The institution has adequate facilities for teaching- learning. viz. classrooms, laboratories, computing equipment, etc.

The college is constantly improving the learning environment by providing modest infrastructure It has green land which provides an eco-friendly environment over 6.45acres of land, 3500 square meters of built-up area, impressive infrastructure.

The facilities available are mentioned below:

Class Rooms: The College has 15 well-furnished, spacious classrooms with good ventilation to conduct classes. Classrooms are maintained as per norms for proper visibility of blackboard and audibility. All the classrooms are equipped with fans, lights, and LAN/WI FI connectivity.

Laboratories: The College has laboratory with well-maintained instruments, devices, and equipment to conduct experiments.

Seminar Halls: The institution has 4 newly constructed vibrant and modern seminar halls to conduct seminars, conferences, guest lectures, webinars, and workshops for students and faculty. All seminar halls have different seating capacity equipped with whiteboards, stage and podium.

Computing equipment:

The institution has 11computer systems with a configuration of HP and DELL.4 computers are utilized for administrative and 7 computers for academic purpose.

Library: The institution has a library, which is well equipped and furnished with seating and reading books. It has separate sections for teachers, students and divyangjan. The digital library facilitates to access e-books, e-journals through National Digital Library (NDL) by the faculty members and students. It is also providing facility to access online video lectures through SWAYAM platform.

Other amenities: The College facilitates in providing various amenities like, principal cabin, administration office, Incubation Center, Examination Branch, IQAC cell, EDC cell, Institute Innovation Council, Institute Industry Cell, Placement cell, canteen, girls and boys waiting rooms, NSS room.

File Description	Document
Paste link for additional information	[View Document](#)

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

Response:

The institute has adequate facilities for sports and games, yoga centre and amenities for cultural activities as follows:

Sports and Games: The institute has an adequate playground. Equipments for games like chess,carom, Badminton, Discuss throw and Jevellin throw are also available. Sufficient ground is provided for the students to play outdoor games such as badminton, volleyball, throw ball, kabaddi and cricket. The institution provides sports and games facilities to students for practice so as to participate in intra and inter-college, university, state, national, and international level competitions.

Yoga Centre: Institute conducts yoga and meditation classes for teaching and non-teaching staff and students.

Cultural Activities: Seminar halls being used for Cultural Activities . College arranges Instruments from the local Cultural activist as per needs.

File Description	Document
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 5.26

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 01

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 23.57

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
3.29	1.62	40.41	11.51	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The college has a Library for the students, faculties and staffs of this college which is still operated manually by a librarian and its staffs. Library is not automated using any Integrated Library Management System, however college has resolved to automate the library in the current academic plan, it is delayed due to pademic of COVID-19 nationwide lockdown and will be completed as soon as the lockdown withdrawn completely.

File Description	Document
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.77

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.059	3.80	0	0	0

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 0.08

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

Response: 03

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

. The college has a well developed system for providing IT facilities to the users which is uptodated from time to timeas per needs.

Some of the IT facilities available and regularly updated in the college have been are as under:

- The college website is monitored and updated from time to time by the IQAC cell of the college.
- The computers and printers of all the departments have software installed in them and the Hardware is also augmented from time to time.
- . Dedicated computing facilities of the college are connected with printers and scanners wherever required with latest version software.
- The maintenance of computer, Internet, Wi-Fi networking, installation of software and maintenance and up gradation of hardware is done by contract basis.
- The college take the help of experts for maintenance and repairs of computers and also for up gradation of its website maintenance and up-gradation from time to time.
- College has recently installed Wi-Fi facility in the campus with JIO service provider that has agreed to provides 20 MB free Wi-Fi in the college campus for the benefits of student and teachers. It will be further updated when augmented.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 568.43

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution
E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 1.77

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.54	0.41	0.38	0.47	0.85

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory:

All the departments prepare and submit their annual budget to maintain the existing facilities in laboratories. The annual budget is periodically approved by the administrative committee channeled through the Principal. Funds are allotted to ensure optimum utilization and the maintenance of lab equipment. IQAC members will check the working condition of the equipment at the end of each academic year and report to the principal on the deficiencies found in the labs.

Maintenance of laboratories are as follows:- The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library :

The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved by the Principal.To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

The College has a library committee that monitors resources such as Books,NDL, SWAYAM and NPTEL. It also monitor other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved.

Sports : Regarding the maintenance of sports equipment the college sports in - charge is deputed.

The College has a sports committee which regularly monitors the various facilities by providing equipment for indoor, outdoor sports and games. The institution has infrastructure for sports and games like cricket, volleyball, badminton, chess, caroms to cater the needs of faculty and students. Computer Systems:

 The College provides UPS to all computer systems, servers, projectors, printers, scanners, Xerox machines, bio-metric devices to avoid any damage during power breaks.

Classrooms:

The College has a maintenance supervisor who regularly maintains the class room boards, benches, fans and lights. HODs of the various departments submit their requirements to the Principal regarding classroom furniture and other.

Electrical:

 The institution has installed a 62.5 KVA silent generator and UPS with 15KVA. The UPS batteries are checked once in a month to verify the acid and current levels. The diesel generator gets serviced twice a year for effective functioning.

Other Physical facilities maintenance:

Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping are done by concerned Employees.

College campus maintenance is monitored through regular inspection.

For maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi experts are hired from time to time.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 2.5

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
99	82	79	207	166

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.01

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
02	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.**Soft skills**
    2.**Language and communication skills**
    3.**Life skills (Yoga, physical fitness, health and hygiene)**
    4.**ICT/computing skills**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document]
Link to Institutional website	[View Document]

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 1.41

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
70	70	70	70	70

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.5

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
57	0	0	0	0

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 136.35

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 1039

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.*)**) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

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 last five years.

Response: 0

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)

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

Response:

Student Council representatives actively participate in various activities. They help in coordinating all the events related to academics and other cocurricular & Extra-curricular activities, as per the directives of teaching faculty. They do a lots of academic and administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students. Student Council election however conducted by the university every year but it is not conducted regularly so student council remains disfunctional and their active participation also discontinuously happened.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
06	0	03	0	0

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

The Alumni Association is functional but not registered to society act. Therefore college do not collect any contribution in form of fee or subscription from the members of the alumni Association for the development of the college. The Alumni Association engage with the enrolled students of the college to boost up their morale and emotional baundadge.

5.4.2 Alumni contribution during the last five years (INR in lakhs)
E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Under the dynamic leadership the College has good governance to impart quality education in tune with vision and mission.

Vision:

The college has vision to deliver an effective and efficient technology filled with good quality of education to its students so that human values with professionalism and social responsibilities can be filled in their action and deeds.

Mission:

The college has set up a broad mission:

- To create friendly and supportive environment for hard work and academic as well as professional achievements
- To provide a platform for lifelong learning and delivering best to the society.
- To nurture social cognizance and capabilities among students.
- To provide quality based academic excellence especially for rural disadvantaged youth.
- To motivate students to be a people skill-oriented, competent, committed, conscientious and compassionate.

- To promote modern and scientific techniques as well as the cultural values of the local people.
- To capitalize on potential benefits for students in terms of research opportunities, mentoring and networking that are singular to comprehensive institutions.
- Tosow the seeds of multifarious challenges of life among the rural disadvantaged youth by means of understanding ethical dimensions of personal and professional life; also to procure means of examining their own values, attitudes and beliefs.
- To prepare students for a life of meaningful professional service and leadership.

Governing Body:

The College is a constituent unit of the affiliating university, the Nilamber-Pitamber University Medininagar. The university is the Governing Body of the college which govern the college through the head of the institution and supporting staff. The Accounts of the college is governed by the University by the name of MHRD, Jharkhand State. Recommendations and suggestions are forwarded by IQAC to the University through the Principal. The College has well experience Principal.

Internal Quality Assurance Cell (IQAC):

The IQAC members ensures the academic, non-academic and administrative quality, benchmarks and focuses on achieving organizational goals and justifies the mission and vision statement of the College. It conducts audit on reports received from the different Committees and an audit report is then submitted to principal.

Academic and Administrative Audit:

The Principal and senior faculties from college and all the HODs review the report received from the Department Advisory Board and identifies the gaps in implementing the academic and non academic activities and updates the same to the IQAC.

Department Advisory Board (DAB):

The Head of the Department conducts review meetings with faculty to focus and maintains records of attendance, mentoring, syllabus coverage, study hours and remedial classes. The DAB submits the report to the Academic council.

The flow of decision making:

DAB submits the Minutes of meeting to AC and it recommends the necessary steps and submits the Minutes to IQAC. IQAC conducts an audit on the report submitted by the AC. IQAC submits its report to the principal and Principal submit it to the University.

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

Response:

The college functions in a well-structured and defined manner to ensure participative management at all levels of decision making. Powers relating to running the colleges have been delegated to the Principal. Principals have different committees to suggest him/her as far as administering the college. Likewise, Heads of the Department have been delegated the powers by the principal to smoothly run the Department. In between the Heads and the principal, there happens to be the committees, who also have the powers and use to advice the principal on core issues. Such is the decentralisation of the power.

The Constitution of Committees consists of members from all the various segment/stake holders clearly indicates the de-centralised and participative work culture incorporated within the ambit of college governing organization.

Case 1: Hosting of National Seminar :

In the month of January 2015, a meeting of the principal with all the head of the department taken in respect of hosting of national seminar on Tribal Development: issues and Challenges in the college in the current academic session 2015-16. On three successive meetings of the administrative committee

Department of Psychology was requested to proceed for the seminar. Dr.Mritunjaykumar, Assistant professor agreed to prepare proposal for the seminar and suitable topic selection.

An executive committee was formed with five members who were assigned to form the different committees for the execution of the seminar.

Case 2: Formation of anti ragging cell:

Principal has formed a committee to discuss the issues of ragging in the campus. Principal has finally come to the conclusion that college must have an anti-ragging cell which will address the issues of ragging and take initiative to prevent the ragging and ragging like activities taken in the campus of the college. Principal constituted anti ragging cell. The cell adopted UGC guidelines to prepare minutes and procedure to check and regulate the ragging cases in the college.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Our institution has following strategic plans such as:

1. For energy saving LED conversion & solar panel

2. Garden development

3. Water purifier

4. More Ramp construction for physically handicaps

5. Renovation of old Buildings.

Example: The college has to bears electrical consumptions of about 2500 kwh units per month to run the college. To meet the electrical needs college has connection of JBVNL (Jharkhand Bijli vitran Nigam Ltd.) and a genset. This usage can be brought down by implementing Policies like converting the incandescent bulbs to tube light, fan with more efficient fans, and bulbs into L.E.D bulbs. Further efficient use of these devices can also bring down the electricity usage. By keeping this in view, the college has taken strategic plan of action and steps to minimize the power consumption, so that we can reduce our carbon fingerprints and to work for save our environment. To achieve these plans we have replaced the entire incandescent bulb with high efficiency 5 star rated L. E.D bulbs and tubes. We have also using 5 star rated electric fans. We have also plan to replace the fan to solar power enabled fans in the next step to increase the green energy and renewable energy in the campus. We have taken resolution to order only 5 stars rated electrical and electronic appliances. Within six month of this strategy we have brought down the electric consumption by half. Now we have focused on the reduction of the lightening utility by 50 percent in the class room by providing solar light use in the class. This step taken by college will show a path for those village which are deprived of electricity still due to insufficient demand supply ratio of the state

government. This saving can also be utilized for other application for institutional development. Since law of energy consumption and increased life of L.E.D products reduce the maintenance cost and by joining hands in government policies we will be working in enlightened path of country development. We have also plan to use solar light energy for the purpose of computing work and online business of the college. For this purpose tender of solar energy has been initiated.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)

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.

Response:

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

There is a decentralized hierarchy of administrative setup headed by the principal. All the HODs, and other in-charges of functional bodies reports to the principal to look after academic and professional activities with good governance. Service rules framed as per the guidelines of affiliating University and State Government implements strictly as per the norms. Recruitment of teaching and non- teaching is the jurisdiction of the state government that on the recommendation of state public service commission and staff service commission recruited. Performance appraisal system is always in existence with the promotional policies. The grievance redressal mechanism helps us to serve better by understanding the expectations so has to accomplish the academic excellence.

The College has the following departments as part of the decentralized system:

Administration office:

It takes care of administrative related work, maintains records related to academic, and non-academic work.

Exam cell:

It takes care about examination work such as maintaining the record of results, allotment of exam duties, arrangement of exam-halls, and dissemination of examination question papers.

IQAC:

 IQAC is responsible to ensure the quality of teaching and non-teaching activities in the college. The IQAC conducts audits in all departments and provide them feedback for improvement. Based on the audits, IQAC recommends initiatives to the governing body that can be implemented to improve the quality of the

institution. R&D Cell: R&D cell promotes the conduction of research related by organizing necessary programs for faculty and mentor them as necessary.

Grievance Redressal Mechanism:

It comprises of women cell committee, disciplinary committee, and anti-ragging cell to receive complaints and to take action accordingly.

Anti ragging:

The College has anti Raging Cell to fulfill student's safety measures and a squad for monitoring of ragging in the institution. Immediate action is taken against students who do not adhere to the college regualtions.

Placement and Training Cell:

It helps and guide students to secure jobs through placement drives conducted in the campus. The placement cell also helps students to secure internships during their summer vacation. The training cell conducts necessary campus recruitment trainings to help students secure jobs in campus interviews.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has no effective welfare measures for teaching and non-teaching staff because financial governance is completely controlled by the university.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<u>View Document</u>

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 5.18

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	0	0	01	02

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

College has no such formal Appraisal System for teaching and non-teaching staff. The University appraise the Performance of teaching and non-teaching staff during their application for promotion.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The audit is done by the government auditor appointed by A.G. of the Jharkhand government and compliances are done by the authority.Internal audit of the accounts was carried out by Bursar with the

Accountant and Principal.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The availability of fund is essential for any organization, society, family or co – operatives but the movability of fund is even more important. If the moviability is in the right direction, coordinated then the level of progress in high otherwise it becomes ineffective even though the fund is available. Therefore the movability of fund is important for the development of organization.

The principal and the committees of the college monitors the use of resources received from the state government, UGC and RUSSA funds. The allocated funds are utilized to purchase equipments, organize seminars, workshops and conferences etc. The administrative committee review the use of resources . They make recommendation for better handling of resources and effective mobilization of available funds.

For the smooth working of our college various committees have been constituted, each committee study its own field and analyse the requirements and then forwards it to the principal for clear opinion.

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

Response:

IQAC carried out a number of activities to make every faculty member be aware of quality assurance strategies for academic excellence. IQAC concurrently monitors all academic, non-academic and administrative activities for achieving institute goals and fulfil the mission and vision statement. It makes strategies for improving the quality assurance levels. Since its establishment the IQAC has recommended the following quality enhancement initiatives.

1. Formation of Admission Team to improve quality of fresher students

2. Conduction of one week Orientation program and Bridge courses for Fresher Students

3. Financial Assistance to Meritorious Students from Low-SES Background

4. Strengthening of Alumni Association

5. Facilitating the Research Ecosystem

6. Campus recruitment.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The institution has well planned teaching learning process with a planned structure formulated by IQAC. It designs many teaching learning processes like subject allocation, preparation of course file, semester wise action plans, active learning methods, student mentoring and each of these activities is reviewed by IQAC on concurrent basis. The learning outcomes are thoroughly analysed and discussed at length with the faculty members periodically through student feedback and departmental meeting for further quality improvements. It commits for the growth of faculty members and students by providing proper guidelines periodically for quality assurance. IQAC insists the teaching methods must be made more interactive and more visual for the benefit of students. Departmental libraries, internet facilities, computing facilities during and beyond working hours help the students and teachers for improving the teaching and learning process. IQAC conducts audits in each of the departments where the IQAC team reviews the various documents filed. Any major concerns observed during the audits are highlighted during the IQAC meetings. The IQAC analyzes all the audit reports at the end of every semester to recommend new quality improvement initiatives prior to the governing body meeting. IQAC through this manner significantly contributes to the quality assurance of the institution.

Example:-JantaShivratri College is promoting Higher Education amongst Economically and socially backward rural students. The Postgraduate and Research Students do not have the outreach to standered Libraries to carry out their Educational and Research Activities. Due to this difficulty they have to dropout midway from their Educational and research activities. Off and on they demand access to study materials.

Installation of INFLIBNET (Information and Library Network Centre) in the College will be a boon to large number of enterprising education and research students. Keeping the demand of the students IQAC cell recommended for installation of INFLIBNET in the college library for the benefit of the Research Scholars.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

No such Programmes for the promotion of gender equity was organized by the institution. However the instituition is looking forward to initiate such programmes.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid waste management: Under solid waste management dry and wet bins are maintained by segregating solid waste. The blue-colored dustbins are meant for wet and biodegradable wastes. Red dustbins are meant for dry waste, disposal of plastic wrappers and non biodegradable wastes, papers and glass bottles. Cleaning or emptying of the dustbins is being done on a regular basis at 11:00 to 12:00 noon and 4:30 pm every day. Dried leaves and plant clippings are collected and segregated in compost pits to produce manure and which is used for gardening as organic manure to increases fertility of the soil. The institute promotes concurrent minimal plastic usage.

To create awareness on waste management awareness campaign was organized. Various NSS programs like Swachh Bharat, Clean & Green activities and plantation in campus are regularly conducted to sustain echo-friendly and green enabled campus.

Liquid waste management: Liquid waste from kitchens, toilets and laboratories sent into Sewerage Treatment Plant (STP)and recycled, the same is used for watering plants and flushing of toilets.Lawns are maintained with water drips and sprinklers to reduce water wastage & less consumption of electricity for regular watering. The campus landscape protects the rain water into the ground through channelized pipelines. The instruction conducts save water campaigns to educate the students regarding rain water harvesting.

E-waste management:

The institute takes efforts to minimize e-waste by repairing the computer peripheral and electronic components. The damaged e-waste is collected from various departments, laboratory by designated technicians. The same are inspected by the concerned authorities and it's open for disposal through vendors for reuse / recycling purpose.In this regard awareness programs on e-waste management are organized to sensitize the students and staff on careful disposal of e-waste.

File Description	Document
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**

5.Maintenance of water bodies and distribution system in the campus

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**

5.Beyond the campus environmental promotion activities

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **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**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

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 500 words).

Response:

No such efforts/initiatives in providing an inclusive environment was organised by the institute. However in coming days we are planning to initiate such programmes.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Various cultural events were organized to spread awareness among students regarding the importance of the constituent assembly. Cultural programmes enthusiastically participated by students were Quiz competition, essay on B. R. Ambedkar and his contributions on Indian, constitution and a drama on 'Beti Bachao Beti Padhao' campaign. Those students who stood first, second and third were rewarded with prize.

This programme was organized on 08-01-2020 in the college campus. The total number of students, who witnessed this event, were nearly 140 students learnt the making of the constitution through the constituent assembly. This was demanded for the first time by M. N. Roy in 1534. As the time passes, we saw the constitution of constituent assembly in November 1946 under the proposal forwarded by cabinet mission plan.

Constituent assembly was partly elected and partly nominated body. This body worked somehow independent and sovereign which could be able to shape its future governance and its own constitution.

Apart from making of the constitution and enacting ordinary law, it also performed many other functions. Some are ratification of India's membership & commonwealth, adopted of national flag, national anthem, and national song, elected its first president.

The constituent assembly appointed a number of committees to deal with different tasks of constitution-making. Among all the committees of the constituent assembly, the most important committee was the drafting committee with the task to prepare new constitution for India.

Although, constituent assembly was the landmark in making of the Indian constitution, it was never out of the radar of critics, constituent assembly was criticized on several grounds, like its representative body was not fully elected, It was not a complete sovereign body, It was dominated by congress, time consuming etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college organizes national festivals and birth and death anniversaries of great Indian Personalities with enthusiasm. Our students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the programs conducted on these days. The institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

1. 26th January /Republic Day-   Republic Day is celebrated on January 26 to commemorate the adoption of constitution. On this day, various formal events including flag-hoisting and march-past are organized and which are followed by "constitution awareness program" in which students and staff members got information of their duties towards our nation and rights given to them by our constitution. By organizing such type of events institute does its share to immersed patriotism and awareness to next generation.

2. 15th August/ Independence day-   It is a grand event marked with the flag hosting and well-practiced march-past by NCC cadets. Cultural activities related to independence movement are exhibited

3. 5 th September (Dr.SarvpalliRadhaKrishnan Birth Anniversary)-   On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervour. The students organize a programme for the teachers and the Guru-Shishya parampara is celebrated.

4. 2nd October Mahatma Gandhi and Lal Bahadur Shastri Birth Anniversary-   A standout amongst the most mainstream events in India and one of the three national occasions, Gandhi Jayanti is praised in our college on 2nd October of consistently to stamp the birth commemoration of Mahatma Gandhi. Gandhi was additionally famously known as the Father of our Nation, Bapu or basically Mahatma. The day is announced as a national occasion and all institutes and workplaces are closed on this celebration. The standards of truth, peacefulness and trustworthiness are recalled and generally plugged among the students of the institute. We also celebrate the birth anniversary of Lal bahadur Shastri the late prime minister Of India and the vocal of jai jawan jai Kishan.

 5. 31st October Ekata Divas (Birth Anniversary of Sardar Patel)-   it is celebrated as National Unity Day.

6. 14 thNovermber/ Childrens day (Birth anniversary of pt. jawaharlal Nehru)

7. SahidDiwas(death anniversary of bhagat Singh) the vocal of inqualabJindabad.

8.   Yuvadiwas/ Vivekanand jayanti

File Description	Document
Link for Geotagged photographs of some of the events	<u>View Document</u>
Link for Annual report of the celebrations and commemorative events for the last five years	<u>View Document</u>

7.2 Best Practices

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

Response:

Sanitary napkins for Girls in Girls Common Room

Goal

To honour the modesty of the women students and staff members and for day to day health and hygiene issues.

The Context

Women often found in their difficult time a modesty issues and remain helpless in their out of house situation. It is often found that in such a difficult situation Girl students as well as Women staff uses some unhygienic and unprecedented use of cloths, paper, cotton etc. to hide the situation. Even though they sometimes face much embarrassment too. Considering such a problem the college has decided to keep the standard form of sanitary napkin in the girls common room so that any girls who are in the need of hour can use it without paying any fee or price.

The Practice

 This is a practice for girls (college students) and all women teaching and non-teaching staff members are using this facility since adoption of this facility in 2018.

Evidence of Success

The success of this practice can be observed that in an average two large packet (20 napkins per packets) utilized on an average per day. This facility is partially sponsored by Agency of Hindustan Unilever ltd.

Sheetal agarwal who was one of the students of this college.

Problems Encountered and Resources Required

At the beginning of the practice, students are not aware that such facility is actually for them and they were hesitating to use, however, it is their internal communication, they adopted the practice and their disposal in a very hygienic way as instructed to them. The college has at the time of discussion, decided that such facility would be started with nominal charge collected from the user however when we called on the agency who supply the pad, he impressed with our project and offered to supply these items bearing all cost to himself and told that this is a small gift to the college from him.

Strengthening Ties with the Community.

Goal

To cultivate a sense of **social responsibility** and inspire community to work that would also help in **bridging the theory-praxis divide**. This entails taking teaching beyond books and text and bringing it closer to context. Staff Council of the college created Social Outreach and Community development committee which launched "Project HUM" with an objective to foster "bringing in" initiative of the college.

The Context

It was the summer of the 2019 the college administrative block was facing a very hot and dusty wind blowing inside the working station. Students of the college who were rushing for filling examination form feel our problem and argued about to plan some live green with flowering and evergreen plants around the administrative block so that it prevent the wind to some extent to come in with dust and heat at the time of working hour.

The principal of the college was hearing these deliberations of the students. He called on these students and thanked them for their sensitiveness towards our hardship and opined them that why not you do yourself for this. He explained them that you have social responsibility as well as it is also the responsibility of the community to think about us as much as we think about them. They listen patiently and exclaimed what! We can do it sir. Principal told them that you give me the list of people who have engaged themselves in the business of construction. Very few days after a list were come to the office of the principal who have shown interest to serve for the college. Then principal formed a committee to achieve this aim and called this aim as "project Hum". The committee finalized the proposal and the cost of the project, then committee members meet individually each donor personally and apprised them the work to be done. Each one of them agreed to pay the bill but members told that we are interested to receive kind not the money and surprised to us they plan, design and constructed the structure in very few days.

The Practice

Project Hum was completed with fine ends. The principal add seasonal flowering plants between the evergreen plants to look the area colourful. Now it changed the complete scenario.

Evidence of Success:

Involvement of community in the service of institution is overwhelming. Now the persons who were involved in the project often call and enquire about any problem we still required. Students also involved themselves to watering and maintaining the greenery of the area.

Problems Encountered and Resources Required:

The college is a constituent unit and its financial flexibility is restricted. For any project college is entirely depends upon the recommendation of university and State Government. The process of liquidity of project is also time taking and requires explanations. But involvement of community for this project solves all these problems and a bond of social responsibility and community bridged the "**theory-praxis divide".**

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Through proper planning and strategies, the institution focuses at delivering to its best ability the vision of the college. The nation in general and the state in particular, is marred with the problem unemployment among educated youth. Therefore, the need for "Skill-based system of education" is becoming more vocal in present times. The college is one of the institutions in the town offering programme of commerce at Undergraduate and post Graduate level. The establishment of these two programmes by the college was a much needed initiative to equip the students for their future. With a distinctive vision to impact the society, the college also provides a vocation programme of BBA under its commerce department. This is the only centre of the University where BBA programme is being offered. This is a big step towards diminution of the problem of educated unemployed youths of the district. By allowing the students to pursue their dreams with a sense of direction, the centre helps those with a view to build their careers in the selected areas. The college aims at creating a hatching ground for the students to develop their hobbies and achieve success in life.

5. CONCLUSION

Additional Information :

College is increasing its infrastructure by buiding four seminar hall and sports facilities in coming days.

The College Library is under the process of computerization with an Infrastructure for Scholarly Content through INFLIBNET so that students can access to e-resources.

The College has also installed Solar Energy for uninterrupted electric supply.

Concluding Remarks :

Our college is one of the oldest college of this locality and known for first commerce college established in Daltonganj. With a distinctive vision to impact the society, the college also provides a vocation programme of BBA under its commerce department. This is the only centre of the University where BBA programme is being offered.

College has access to about 5000 total students of mostly backward and poor background who were otherwise not able to persue his studies in other cities like ranchi , hazaribagh,and Jamshedpur. college has achieved several milestone with time and always stood up with its mission and vision. Besides its many strength it has still many weaknesses. College is striving to alleviate the weakness with taking challanges and striving no stone unturned with opportunities comming upin its way.