



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ANNADA COLLEGE
Name of the head of the Institution		OM PRAKASH SHARMA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		091-9431140382
Mobile no.		9470508281
Registered Email		annadacollege@gmail.com
Alternate Email		prof.nilmani@gmail.com
Address		Court Road (Guru Govind Singh Road)
City/Town		HAZARIBAGH
State/UT		Jharkhand
Pincode		825301
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Nilmani Mukherjee
Phone no/Alternate Phone no.	06546267004
Mobile no.	9470508281
Registered Email	annadacollege@gmail.com
Alternate Email	prof.nilmani@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://annadacollege.com/aqar.aspx">http://annadacollege.com/aqar.aspx</a>
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### 4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://annadacollege.com/calendar/calendar-2015-16.pdf">http://annadacollege.com/calendar/calendar-2015-16.pdf</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73	2005	28-Feb-2005	28-Feb-2010
2	B	2.39	2011	27-Mar-2011	26-Mar-2016

### 6. Date of Establishment of IQAC

15-Dec-2008
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Seminar on Quality Education to be Provided in HEIs	13-Jul-2015 1	40

Workshop on Computer Literacy	09-Feb-2016 1	15
Plantation Drive	06-Aug-2015 1	10
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Annada College Hazaribag	Snatak Stariya Vitt Rahit Saikshnik Sansthan (Anudan) Adhinyam, 2004	HRD, Govt. of Jharkhand	2016 1	6000000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Plantation Drive 2. Workshop on Computer Literacy 3. Seminar on Quality Education to be Provided in HEIs 4. No Vehicle Day

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Improving Technical Abilities of the Teaching Staff	Partially Achieved
Environment awareness activity	Achieved
Internal Academic Audit	Not Achieved
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2016
Date of Submission	27-Feb-2016
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

With regard to the Institution's mechanism for well-planned curriculum delivery and documentation, it is imperative to bring out the fact that the authority of designing of the syllabus of theory and practical courses rests with the University which this Institution is affiliated to. The syllabus, topics included to study, number of hours required to complete the topics / syllabus, the date of External examinations, the declaration of results, in other words, almost everything in this regard is decided by the affiliating University i.e. Vinoba Bhave University, Hazaribag. However, some of the members of teaching staff are invited to be members on the Board of Studies constituted by the affiliating University. Such members provide the feedback and precious suggestions to the BoS for designing appropriate syllabi for the learners. The BoS of the affiliating University values such suggestions and tries to incorporate them in the curriculum. At the level of the Institution, emphasis is given on the implementation of the syllabus in its letter and spirit and achieving the goals projected in the curriculum. The syllabus is completed in the classes with the help of learner-centric techniques. Most of teachers use 'chalk and talk method' and ICT tools simultaneously to teach. However, the teachers of the Vocation Degree Courses (B. Sc. In Bio-Technology, B. Sc. In Computer Applications and Bachelor of Business Administration) compulsorily use LCD, PPTs, etc. To achieve the projected outcomes of the syllabus, experiments

are held regularly in the laboratories. The students are assigned simple and cost-effective projects like making working models, preparing charts. A couple of departments such as the Departments of Geography and Sociology take the students out on excursion, study tour or for field work which are usually prescribed in their syllabus. The shortage of teaching staff is dealt with by making alternative arrangements such as appointing part-time teachers or inviting guest teachers. The co-curricular and extra-curricular activities viz. participation in the activities of NCC, NSS, social extension, cultural and sports activities also help in achieving the aims and objectives of the curriculum. The documentation of the records in the Institution, however, is not appreciable.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	01/06/2015	00	NIL	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NIL	31/05/2016
BSc	NIL	31/05/2016
BA	NIL	31/05/2016
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Hindi, Sanskrit, Urdu, Economics, History, Geography, Political Science, Philosophy, Sociology	01/06/2015
BSc	Physics, Chemistry, Mathematics, Botany, Zoology	01/06/2015
BCom	Accounts, Marketing, General	01/06/2015
BBA	Business Administration	01/06/2015
BCA	Computer Applications	01/06/2015
BSc	Bio Technology	01/06/2015

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Nil	31/05/2016	Nil
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	Computer Applications	33
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
There is no structured framework for obtaining feedback from the stakeholders.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Bio-Technology	40	15	15
BCA	Computer Applications	50	50	50
BBA	Business Administration	60	52	52
BCom	Marketing, Accounts, General	780	780	780
BSc	Physics, Chemistry, Mathematics, Zoology, Botany	835	835	835
BA	English, Hindi, Urdu, Sanskrit, Economics, Political Sc, Sociology, Philosophy, History, Geography	2251	2251	2251
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	3983	Nil	45	Nil	Nil

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
45	8	96	4	4	5
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Not available.		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nil	Nil	Nil

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
61	36	25	Nil	28

#### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Nil	Assistant Professor	NIL
<a href="#">View File</a>			

### 2.5 – Evaluation Process and Reforms

#### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Part III	12/05/2016	17/06/2016

BSc	BSc	Part III	12/05/2016	17/06/2016
BCom	BCom	Part III	12/05/2016	17/06/2016
BBA	BBA	Part III	12/05/2016	17/06/2016
BCA	BCA	Part III	12/05/2016	17/06/2016
BSc	Bio- Technology	Part III	12/05/2016	17/06/2016
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institution plans in the beginning of the session to provide support to the students towards the continuous internal evaluation of their learning. Some of the important plans and strategies, in particular in the field of internal evaluation of the students are: 1. Class-tests are organized as and when found necessary. 2. Quizzes are held to test the learning of the students. 3. The teachers guide the students to solve question papers of the previous years as well as motivate them to take free online tests provided by various online agencies. 4. The students are made aware of the outcomes of the syllabus. 5. The students are guided to apply for scrutiny of the answer sheets of the final examination if they find their scores unsatisfactory. 6. The slow learners or disadvantaged learners are given personal care. 7. Peer work and team work are assigned to the students so that their learning curves improve. The overall impact of these exercises is encouraging. It improves the learning of the students and goals of continuous internal evaluation are achieved at the Institutional level.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is prepared by the college but it is not a well drafted and detailed document. It includes the schedules of meetings, activities and events to be organized, the list of holidays and some insignificant information having no lasting bearing on the academic activities of the Institution. These schedules mentioned in the document are not followed strictly because of a number of unforeseen administrative and non-administrative factors. As far as the conduct of examination is concerned, it is worth mentioning that the Institution has no say in the planning of the examinations. All these are decided at the level of affiliating University. The Institution follows the instructions of the University in this regard. The co-curricular and extra-curricular activities of the college are held as per the suitability and availability of time-slot for organizing such activities.

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://annadacollege.com/all-course-syllabus.aspx>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCA	BCA	Computer Applications	40	36	90



BA	BA	English, Hindi, Urdu, Sanskrit, Economics, Political Sc, Sociology, History, Philosophy, Geography	1670	1514	90.65
BA	BA	General	15	8	53.33
BSc	BSc	Physics, Chemistry, Botany, Zoology, Mathematics	578	490	84.77
BSc	BSc	General	2	1	50.00
BCom	BCom	Hons	748	735	98.26
BCom	BCom	General	34	29	85.29
BBA	BBA	Business Administration	29	29	100
Bio-Technology	BSc	Bio-Technology	8	8	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://survey.annadacollege.com/downloads/Students-Satisfaction-Survey-2015-16.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NIL	0	0

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	31/05/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	31/05/2016	NIL

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	31/05/2016
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	Nil	00
International	NIL	Nil	00
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2016	0	NIL	Nil
NIL	NIL	NIL	2015	0	NIL	Nil
<a href="#">View File</a>						

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2015	Nil	Nil	NIL
NIL	NIL	NIL	2016	Nil	Nil	NIL
<a href="#">View File</a>						

#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	Nil	Nil	Nil	Nil
Presented papers	Nil	Nil	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Drive	22 Jh Bn NCC	1	10
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	Nil	Nil
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	NIL	00
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	01/06/2015	31/05/2016	00
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	31/05/2016	NIL	Nil
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.38	1.38

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	3.20.00.000	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32302	2198747	3283	725964	35585	2924711
Reference Books	150	60000	95	40756	245	100756
Journals	60	18600	85	16725	145	35325
CD & Video	160	18000	195	146250	355	164250
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	31/05/2016
<a href="#">View File</a>			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								h (MBPS/ GBPS)	
Existing	117	2	1	3	2	22	13	2	78
Added	0	0	0	0	0	0	0	0	0
Total	117	2	1	3	2	22	13	2	78

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="http://annadacollege.com/igac-docs/Econtent-Facility.pdf">http://annadacollege.com/igac-docs/Econtent-Facility.pdf</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.7	171888	6.26	626874

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has developed reasonably good physical, academic and support facilities for its students - laboratory, library, sports complex, computers and classrooms etc. These are freely available to the students who take admission in the college. The students who take admission in courses with practical papers are entitled to use laboratory related to their subjects and curriculum as and when required. These students get their entitlement because they pay laboratory fee at the time of admission. The college library is rich and automated. It uses Koha software. The students of the college are free to access the library during the library hours. The college, unfortunately, has no dedicated sports complex but the sports facilities available on the campus, sports equipment and the playground can be availed by all the bonafide students of the college. Even though, the college faces the paucity of the classrooms, it manages the smooth conduct of classes by judicious allotment of classrooms to the different subjects. The various programmes such as 'Welcome Programme for Freshers', 'Farewell Programmes for Outgoing Students', Seminars, or any other events are organized in these classrooms.

<http://annadacollege.com/igac-docs/Physical-Facility.pdf>

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0

<b>Financial Support from Other Sources</b>			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	31/05/2016	Nil	NIL
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	NIL	Nil	Nil	Nil	Nil
2016	NIL	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	Nil	NIL	NIL	NIL	NIL
2015	Nil	NIL	NIL	NIL	NIL
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nil
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NIL	NIL	Nil
<a href="#">View File</a>		

**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	NIL	National	Nil	Nil	NIL	NIL
2016	NIL	National	Nil	Nil	NIL	NIL
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution has no formal body like Student Council as the election of Student Council has not been conducted by the affiliating University during the academic session 2015 - 16. The students, however, are always encouraged to participate in the activities - academic or co-curricular. The students are free to approach the Head of the Institution or the teachers of their departments to discuss their problems. The Institution takes note of their grievances and tries to resolve them as soon as possible. It is important to note that no serious issue has come to the notice till the date. In general, the senior students help the college administration in maintaining the discipline on the campus such as the protection of college property, implementing uniform code, verification of the Identity Cards, etc. The Institution, however, does not induct the students on academic and administrative bodies / committees of the institution which is a serious lapse on our part.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution tries to decentralize the governance to a reasonable extent. It also promotes the culture of participative management. At the beginning of the academic session, the staff are assigned their academic and co-curricular responsibilities. IQAC of the college plans and implements the Academic Calendar. The responsibility of conducting the Internal examination smoothly and on time is assigned to the Examination department. The sports activities are managed by the PTI of the Institution. The responsibilities regarding the activities of NCC and NSS are shared by the respective in-charges. The Heads of Departments oversee the smooth conduct of classes and completion of the syllabus.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The Principal in consultation with some senior faculty members formulated the policy of admission in various courses. Since the number of applicants do not exceed the number of sanctioned seats, the college does not face any problem. For admission in Vocational Courses, entrance exams are conducted if the number of applicants exceeds the number of seats allotted.
Industry Interaction / Collaboration	The Institution is lagging behind in the field of industry interaction and collaboration. However, for On Job Training and Internship programmes in BBA and BCA departments, the Institution contacts the nearby organizations which help us in this regard willingly. These organizations provide the students necessary skills to be industry-ready.
Human Resource Management	Since the Institution is managed by its meagre resources (collection of fees) and paltry grant from the state govt., it is very difficult for it to make timely recruitments and recruitments as per the sanctioned posts. But the college tries to manage the issue of shortage of teaching and non-teaching staff by making temporary / ad-hoc / daily wages appointments. The staff is also motivated to do some extra work for the Institution.



<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library, ICT and Physical Infrastructure including Instrumentation are core to quality education. The Institution pays significant attention to these. The college library is reasonably rich with stacking facilities and a small reading room. It contains a number of reference books and journals. The physical infrastructure including classrooms, laboratories and instrumentations such as computers, photocopiers, LCDs and other ICT tools are also well maintained and used carefully.</p>
<p>Research and Development</p>	<p>Since the Institution is an Undergraduate College, it cannot promote the research culture as expected from dedicated research centers. But even then, the Institution promotes the research culture among the faculty members of the college. It encourages the faculty members to write research papers and get them published in the UGC listed and Peer Reviewed journals. The Institution also promotes the faculty members and even the students to participate in seminars, conferences and workshops at different levels. If required, it is ready to support the participants financially. It can also provide necessary leaves to the teachers for the purpose. The various departments are motivated and financed to hold seminars and conferences.</p>
<p>Examination and Evaluation</p>	<p>The Controller of Examination of the Institution along with the Principal and HoDs decide the plan and ways to conduct the Internal Examination. The students are informed in advance about the rules and regulations involved. The evaluation work and result of Internal examination are done on time and the students are informed of it. The assessment is done with complete fairness and transparency. But if a student is not satisfied with his result, he can approach the HoD of his department. The End-Sem exams are conducted by the affiliating University for which the Institution provides support.</p>
<p>Teaching and Learning</p>	<p>The task of teaching and learning in the Institution is managed through the active contribution of the Head of Institution, IQAC and teachers. The time-table is prepared after a thorough</p>

	<p>discussion among the teachers. The time-tables are displayed properly and classes are conducted accordingly. The learning through co-curricular and extra-curricular activities are also managed efficiently. The Principal monitors the progress throughout the academic session. Feedback (not well structured) are also taken from the stakeholders to enhance the teaching-learning activities.</p>
Curriculum Development	<p>The college plays no role in curriculum development. It is the prerogative of the affiliating University. But some of the teachers are members on the Board of Studies. They provide feed back and valuable suggestions to the other members of the BoS for the preparation of the Curriculum.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The Institution uses e-governance to some extent. A WhatsApp Group of the college is created to communicate office orders and pass information to the staff members of the college. The college has also a working website but a lot has to be done to make it useful to the students. The Academic Calendar is displayed on the college website and efforts to communicate through e-mails are being made.</p>
Administration	<p>The college is learning ways to administrate effectively with the help of e- medium. It has created a WhatsApp Group for the staff of the college. All communications to the staff are made through this group. E-mails are also being used. The students are given information through SMS. The college website is also used to communicate with the students.</p>
Finance and Accounts	<p>The accounts of the Institution are maintained on the computers. All transactions are recorded on the computer and the Accountant keeps the record updated.</p>
Student Admission and Support	<p>Nothing much has been done for the online admission of the students. The same old pattern of offline admission is being followed. Only the records of such admissions are maintained on computers with the help of web based MIS.</p>

<b>Examination</b>	The work of examination at the level of college functions mostly manually. Only a few teachers use technology to set question papers and communicate with the examination department through e-channels.
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### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	NIL	NIL	NIL	Nill

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	NIL	NIL	01/06/2015	31/05/2016	Nill	Nill

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nill	01/06/2015	31/05/2016	00

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Apart from EPF, the college provides salary advances to the needy employees.	Apart from EPF, the college provides salary advances to the needy employees.	For students The students are given facilities like safe drinking water points, parking. First Aid Boxes are also installed at convenient locations.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, the Institution conducts external financial audits regularly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

00

## 6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college has no formal Parent -teacher Association. It has failed miserably to associate parents with the activities of the college. However, the parents are very nice to college and are ready to help it whenever required.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIL

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Seminar on Quality Education to be Provided in HEIs	13/07/2015	13/07/2015	13/07/2015	40
2015	Plantation Drive	06/08/2015	06/08/2015	06/08/2015	10
2016	Workshop	09/02/2016	09/02/2016	09/02/2016	15

on Computer  
Literacy

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	01/06/2015	31/05/2016	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The Institution has created environmental consciousness among the students and society by plantation activities on the campus and outside the campus. Free polythene drive can also be included as one of its efforts in the field. The institution has also developed a garden for the beautification of the campus where the students can pass the leisure time in creative gossip. The students are also motivated to come on foot or on their bicycle. The purpose is to minimize the use of fossil fuel. The college, however, has done nothing to meet its power requirements by the renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	Nil	Nil	01/06/2015	00	NIL	NIL	Nil
2016	Nil	Nil	31/05/2016	00	NIL	NIL	Nil

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	31/05/2016	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	01/06/2015	31/05/2016	Nil

[View File](#)

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The Institution has tried to make the campus eco-friendly by planting trees. Free polythene drive can also be included as one of its efforts in the field. The students are motivated to come on foot or on their bicycle.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practice - I (2015 -16) Completion of Syllabi Objectives:** To complete the syllabi of various courses effectively and in time so that the teaching-learning experience of the teachers and targeted learners is complete and beneficial as well. **Context:** Of late, it was observed that the syllabi of various courses were not being completed in time. There were some instances where it had been observed that the syllabi were completed but in a haphazard manner. This negligence on our part was resulting in the poor learning by the students. This was also affecting the result of the students particularly of those who were weak learners. The reasons for not completing the syllabi were many but not important enough to accept. Hence, it was decided that the college administration would pay particular attention to it and resolve the problem effectively. **Obstacles Faced:** When the college administration brought it to the notice of the teachers concerned, it received a number of excuses. But the teachers were reminded of their moral duties to the students. They were motivated to rededicate themselves to their sacred task of teaching. They were assured of all assistance from the management such as hiring qualified teachers as per the need, arranging extra classes, etc. **Resources Required:** The resources required for completing the syllabi in time were additional classes, extra hours of teaching and hiring qualified teachers wherever necessary. The college administration worked sincerely on these issues. **Impact of the Practice:** The college was able to complete the syllabi of almost all the departments in time. The students felt good and the teachers had a sense of satisfaction. This practice positively affected the result of the college also. **About the Institution:** Name of the Institution: Annada College, Hazaribag Year of Accreditation: Address: Court Road (Guru Govind Singh Road), Hazaribag - 825301 Grade Awarded by NAAC E-Mail: annadacollege@gmail.com Contact Person for Further Details: Website: www.annadacollege.com **Best Practice - II (2015 - 16) Encouraging Questioning and Queries in the Classroom.** **Objectives:** Participation of the learners in classroom activities is integral to their effective learning. To promote this, the college administration decided to promote the culture of raising questions in the classroom. **Context:** It was noticed by the college administration that the teaching - learning activities in the classroom was becoming lecture oriented. The students only keep listening to the lecture of the teachers. No attention was being paid to clear the sense of doubt in the mind of the students. This was adversely affecting the learning of the students. The college administration decided to apply a brake on this practice. **Obstacles Faced:** Owing to the presence of a large number of students in the classrooms, it was very difficult to clear the doubts of the students. Any attempt to address the need of individual student would disrupt the teaching-learning atmosphere of the class. Lack of time and the pressure to complete the syllabi in time also weighed heavily on the mind of the teachers. **Resources Required:** It was difficult for the college administration to increase the number of classes or provide additional time for the purpose. Hence, it was decided to make the teachers more approachable for the students so that they can come to their teachers during any time of the college-hours and clear their academic doubts. **Impact of the Practice:** Making teachers more approachable for the students created a positive impact in the college. The students started coming to their teachers to clear their academic doubts. In this way, the

students could be encouraged to ask questions and the classroom teaching was also not affected adversely. About the Institution: Name of the Institution: Annada College, Hazaribag Year of Accreditation: Address: Court Road (Guru Govind Singh Road), Hazaribag - 825301 Grade Awarded by NAAC E-Mail: annadacollege@gmail.com Contact Person for Further Details: Website: www.annadacollege.com

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://annadacollege.com/igac-docs/Best-Practices-2015-16.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness - The vision of the Institution reads 'To sensitize individuals towards social welfare'. To realize the vision of the founders of the college, all the activities of the college are prioritized in such a manner that the students are sensitized towards the pains and sufferings of the poor, downtrodden and deprived class of the society. The students are sensitized on the issue during teaching-learning activities. They are made aware of the fact that all are a part of the system and environment we live in. Hence, we have to take care of those also who are marginalized members of society. Activities regarding this, are conducted with the help of students, in particular with the help of NCC cadets and NSS volunteers.

Provide the weblink of the institution

<http://annadacollege.com/igac-docs/Institutional-Distinctiveness-2015-16.pdf>

### 8.Future Plans of Actions for Next Academic Year

Realistic goal setting is key to the successful implementation of plans. Hence, it has been decided that the college will make implementable programmes only. It has been decided unanimously that the library activities among the students will be promoted. Some remedial classes are also planned for the weaker students particularly for the students of science. Significant steps will be taken to create awareness about the environmental issues. The activities like Swachh Bharat Abhiyaan will be promoted. Awareness programmes on cashless and digital transaction will also be conducted.