



Yearly Status Report - 2017-2018

Part A

Data of the Institution

| | | |
|---|--|-------------------------|
| 1. Name of the Institution | | 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 | | p.o. box-10 |
| City/Town | | HAZARIBAGH |
| State/UT | | Jharkhand |
| Pincode | | 825301 |
| 2. Institutional Status | | |

| | |
|--|--------------------------------|
| 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 | Nilmani Mukherjee |
| Phone no/Alternate Phone no. | 06456267004 |
| Mobile no. | 9431140382 |
| Registered Email | annadacollege@gmail.com |
| Alternate Email | prof.nilmani@gmail.com |

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | http://annadacollege.com/aqar.aspx |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://annadacollege.com/calendar/calendar-2017-18.pdf |

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 |
|---|-------------|

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 Indo China Relations by Dept. of Political Science | 04-Aug-2017 1 | 105 |

| | | |
|---|------------------|----|
| Workshop on Discovery of Potential Bioactive Compounds by Dept. of Bio-Technology | 01-Oct-2017 4 | 15 |
| Swachh Bharat Abhiyan was organised on 2nd October | 02-Oct-2017 1 | 43 |
| Awareness Campaign on Water Conservation | 22-Mar-2018 1 | 48 |
| View File | | |

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) Adhiniyam, 2004 | HRD, Govt. of Jharkhand | 2018 1 | 600000 |
| View File | | | | |

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 :

5

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. Workshop on Discovery of Potential Bioactive Compounds was conducted by BioTechnology Department between 01/10/2017 and 04/10/2017.

2. Swachh Bharat Abhiyan was organised on 2nd October, 2017.

3. Seminar on Indo China Relation was conducted by the Department of Political Science and IQAC.

4. Awareness Campaign on Water Conservation on 22nd March, 2018.

5. Beautification (gardening) of Campus.

[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 | Achivements/Outcomes |
|-------------------------------------|----------------------|
| Environment awareness activity | Achieved |
| Gender sensitization activity | Achieved |
| Cleanliness Drive | Achieved |
| Enhancing effectiveness in teaching | Achieved |
| Beautification of Campus | Achieved |
| View File | |

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

2018

Date of Submission

07-Mar-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Annada College, Hazaribag uses webbased MIS to offer support to the college administration and collect data to make the administration and teaching learning activities more efficient. The overall access to the software is allowed to the college administration for data entry and analysis and the software developer for security purposes. It generates a daily

collection report, due fee report, examination fee report. Promotion of the students to the next class, issue of character certificate, college leaving certificate can also be generated through the MIS used by the college. The software has eased the daily task of the office assistants and is helpful in data analysis. It has drastically reduced the use of paper and the crowd of students at the fees or admission counters. The storage of data or its recovery from time to time has become very easy. The MIS used by the college helps to speed up activities in the college. It also helps to provide information and data demanded by the university and other statutory bodies.

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 | 31/05/2018 | 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 |
|---------------------------|--------------------------|-----------------------|
| BSc | NIL | 31/05/2018 |
| BCom | NIL | 31/05/2018 |
| BA | NIL | 31/05/2018 |
| View File | | |

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 | NIL | 31/05/2018 |

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 |
|---------------------------|----------------------|-----------------------------|
| NIL | 31/05/2018 | Nil |
| View File | | |

1.3.2 – Field Projects / Internships undertaken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--------------------------|---|
| BCA | Computer Applications | 46 |
| BSc | Bio-Technology | 15 |
| View File | | |

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. The college is planning to introduce it in the near future.

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 |
|-----------------------|--|---------------------------|--------------------------------|-------------------|
| BCom | Marketing, Accounts, General | 477 | 477 | 477 |
| BA | English, Hindi, Sanskrit, Urdu, Economics, Sociology, Political Sc, Geography, History, Philosophy | 2503 | 2503 | 2503 |
| BSc | Physics, Chemistry, Mathematics, Botany, Zoology | 637 | 637 | 637 |
| BBA | Business Administration | 70 | 63 | 63 |
| BCA | Computer Applications | 70 | 64 | 64 |
| BSc | Bio-Technology | 40 | 10 | 10 |

[View File](#)

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 |
|------|---|---|---|---|--|
| 2017 | 3754 | Nil | 44 | 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 |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 44 | 12 | 117 | 4 | 4 | 3 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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 | 38 | 23 | Nil | 32 |

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 |
|---------------|---|----------------------------|--|
| 2017 | NIL | Assistant Professor | NIL |
| 2018 | NIL | Assistant Professor | NIL |

[View File](#)

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 |
|----------------|-----------------------|----------------|--|---|
| BSc | Bio-Technology | 6 | 03/08/2018 | 31/08/2018 |
| BCA | BCA | 6 | 03/08/2018 | 31/08/2018 |
| BBA | BBA | 6 | 03/08/2018 | 31/08/2018 |
| BSc | BSc | 6 | 03/08/2018 | 31/08/2018 |
| BCom | BCom | 6 | 03/08/2018 | 31/08/2018 |
| BA | BA | 6 | 03/08/2018 | 31/08/2018 |

[View File](#)

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 |
|----------------|----------------|--|---|---|-----------------|
| 00 | BSc | Physics, Chemistry, Mathematics, Botany, Zoology | 602 | 589 | 97.84 |
| 00 | BA | English, Hindi, Sanskrit, Urdu, Economics, Political Sc, Sociology, Geography, History, Philosophy | 1293 | 1269 | 98.14 |
| 00 | BSc | Bio-Technology | 18 | 18 | 100 |
| 00 | BBA | Business Administration | 33 | 33 | 100 |
| 00 | BCA | Computer Applications | 42 | 42 | 100 |

| | | | | | |
|---------------------------|------|------------------------------------|-----|-----|-------|
| 00 | BCom | Accounts, Marketing, General | 570 | 551 | 96.66 |
| View File | | | | | |

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-2017-18.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 |
|---------------------------|----------|----------------------------|------------------------|---------------------------------|
| Nill | 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 | 31/05/2018 |

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 | 31/05/2018 | NIL |
| View File | | | | |

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

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---------------------------|------|--------------|----------------------|--------------------|----------------------|
| NIL | NIL | NIL | NIL | NIL | 31/05/2018 |
| View File | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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 | Nill |

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 | Business Administration | 1 | 00 |
| International | NIL | Nil | 00 |
| View File | | | |

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 |
| View File | |

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 | 2017 | 0 | NIL | Nil |
| View File | | | | | | |

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 | 2017 | Nil | Nil | NIL |
| NIL | NIL | NIL | 2018 | Nil | Nil | NIL |
| View File | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 1 | Nil | Nil | Nil |
| View File | | | | |

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 |
|---------------------------|--|--|--|
| Tree Plantation | 22Jh Bn NCC | 1 | 21 |
| Blood Donation | 22Jh Bn NCC | 1 | 23 |
| Swachh Bharat Abhiyan | 22Jh Bn NCC | 1 | 43 |
| View File | | | |

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 |
| View File | | | |

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 |
|--|---|-------------------------|--|--|
| Awareness Campaign on Water Conservation | 22Jh Bn NCC | Environmental Awareness | 1 | 48 |
| Swachh Bharat Abhiyan | 22Jh Bn NCC | Cleanliness Drive | 1 | 43 |
| View File | | | | |

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 |
|---------------------------|-------------|-----------------------------|----------|
| NIL | NIL | NIL | 00 |
| View File | | | |

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 | 01/06/2017 | 31/05/2018 | 00 |
| View File | | | | | |

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 | 31/05/2018 | NIL | Nil |
| View File | | | |

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 |
|--|--|
| 0 | 0 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| | |
|---------------------------|-------------------------|
| Facilities | Existing or Newly Added |
| Class rooms | Newly Added |
| Class rooms | Existing |
| View File | |

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 | Fully | 3.20.00.000 | 2016 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|----------|---------|-------------|--------|-------|---------|
| Text Books | 36685 | 3284511 | 483 | 184915 | 37168 | 3469426 |
| Reference Books | 540 | 249750 | 275 | 116875 | 815 | 366625 |
| Journals | 185 | 68225 | 43 | 16125 | 228 | 84350 |
| CD & Video | 508 | 349875 | 57 | 21375 | 565 | 371250 |
| View File | | | | | | |

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 | 31/05/2018 |
| View File | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 117 | 2 | 1 | 3 | 0 | 7 | 11 | 10 | 11 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 117 | 2 | 1 | 3 | 0 | 7 | 11 | 10 | 11 |

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

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

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 |
|--|--|--|--|
| 0 | 0 | 0 | 766137 |

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. The physical, academic and support facilities viz. laboratory, library, sports complex and classrooms are maintained by the staff dedicated for the purpose. The library and laboratories are maintained by the librarian and lab-technicians respectively. The sports facilities are taken care of by the Physical Training Instructor. The task of cleanliness is done by the Grade IV staff and Sweepers. The college has a total of 117 computers, two computer labs and 03 browsing points. The students can access the computers freely. The maintenance of computers is the responsibility of the BCA Department. For the technical support and hardware related problems, the technicians are hired as and when needed. The other supporting equipment and facilities such as generator, ICT related equipment, printers, photocopiers, audio systems, inverters, etc. are dedicated for the use of students and the students can access these facilities as per their need. There is, however, no well-defined policies regarding maintaining and utilizing physical, academic and support facilities such as laboratory, library, sports complex, computers and 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 | Merit Scholarship | 140 | 66600 |

| | | | |
|---|-----|-----|---|
| Financial Support from Other Sources | | | |
| a) National | NIL | Nil | 0 |
| b) International | NIL | Nil | 0 |
| View File | | | |

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 | 31/05/2018 | Nil | NIL |
| View File | | | |

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 |
|---------------------------|--------------------|--|--|--|---------------------------|
| 2018 | NIL | Nil | Nil | Nil | Nil |
| 2017 | NIL | Nil | Nil | Nil | Nil |
| View File | | | | | |

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 |
| View File | | | | | |

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 |
|---------------------------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2018 | Nil | NIL | NIL | NIL | NIL |
| 2017 | Nil | NIL | NIL | NIL | NIL |
| View File | | | | | |

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 |
| View File | |

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

| Activity | Level | Number of Participants |
|---------------------------|-------|------------------------|
| NIL | NIL | Nil |
| View File | | |

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 |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2017 | NIL | National | Nil | Nil | NIL | NIL |
| 2018 | NIL | National | Nil | Nil | NIL | NIL |
| View File | | | | | | |

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

The student council election was held during the academic session 2017-18. The representative of students however are not nominated on academic and administrative bodies of the institution.

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)?

Partial

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. |
| Library, ICT and Physical Infrastructure / Instrumentation | 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.

Research and Development

Since the Institution is an Undergraduate College, it cannot promote the research culture as expected from dedicated research centres. 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.

Examination and Evaluation

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.

Teaching and Learning

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 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.

| | |
|------------------------|---|
| 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> |
| Examination | <p>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.</p> |

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 |
|---------------------------|-------------------------|---|---|-------------------|
| 2017 | Dr Nilmani Mukherjee | Australia India Vocational Education training VELT workshop | NIL | 35000 |
| 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) |
|---------------------------|---|---|------------|------------|--|--|
| 2017 | NIL | NIL | 01/06/2017 | 31/05/2018 | Nil | Nil |
| 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 | Nil | 01/06/2017 | 31/05/2018 | 00 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | Nil | Nil | Nil |

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. | 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)

| |
|--|
| The institution conducts external financial audit 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 |
| View File | | |

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 |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2017 | Workshop on Discovery of Potential Bioactive Compounds was conducted by Bio-Technology Department | 01/10/2017 | 01/10/2017 | 04/10/2017 | 15 |
| 2017 | Swachh Bharat Abhiyan | 02/10/2017 | 02/10/2017 | 02/10/2017 | 43 |
| 2017 | Seminar on | 04/08/2018 | 04/08/2017 | 04/08/2017 | 105 |

| | | | | | |
|---------------------------|--|------------|------------|------------|----|
| | Indo China Relation | | | | |
| 2018 | Awareness Campaign on Water Conservation | 22/03/2018 | 22/03/2018 | 22/03/2018 | 48 |
| View File | | | | | |

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 | 01/06/2017 | 31/05/2018 | 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 |
|---------------------------|--|--|------------|----------|--------------------|------------------|--|
| 2017 | Nil | Nil | 01/06/2017 | 00 | NIL | NIL | Nil |
| 2018 | Nil | Nil | 31/05/2018 | 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 | 31/05/2018 | NIL |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---------------------------|---------------|-------------|------------------------|
| NIL | 01/06/2017 | 31/05/2018 | 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 (2017-18) Development of Garden Objectives: To provide a pleasant and environmental friendly place for the students where they can sit during their leisure time and indulge in creative gossip on social, political and economic issues. The purpose is also to beautify the campus. Context: The students of the college had been facing the paucity of sitting space since the inception of the college. The financial constraints did not allow the college administration to think in this regard. However, it was the high time that the students get pleasant and environmental friendly location within the college where they can assemble in small groups and indulge in creative gossip on social, political and economic issues. Fund was spared for this purpose and a small but beautiful garden was developed between the academic block and the administrative building of the college. Appropriate plants were planted around the garden to provide shade to the students from scorching heat during the summer time. The plantation was done in such a manner that the garden receives enough sunlight during the winter seasons. A part-time gardener has been employed to maintain the garden. It is heartening to mention that the students of NCC and NSS contribute to the maintenance of garden on off days. The achievement may seem insignificant if compared to established-colleges of the region but it is a great achievement for this college. Obstacles Faced: Sparring fund for the development of garden was the most difficult part of the whole exercise. Selecting the space for the garden was also a challenging task. Developing the garden also disturbed the parking space for the vehicles. Resources Required: The resources required for development of garden was to raise the fund. The expertise in laying out the garden was also required which was met by seeking consultation form the local gardeners. Impact of the Practice: The institution won the appreciation of the students and the parents for the development of a beautiful and an environmental friendly space within the campus. Now the students sit in the garden in small groups and indulge in creative activities. 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 (2017-18) Seminar on Indo-China Relation Objectives: To provide correct and accurate information on Indo-China relationship particularly in the light of Doklam standoff between Indian Armed Forces and People's Liberation Army of China over Chinese construction of a road in Doklam. Context: The context of the seminar emerged owing to the military standoff between Indian Armed Forces and People's Liberation Army of China over Chinese construction of a road in Doklam near a trijunction border area. The Chinese troops reached the site with road building equipment and moved towards the Doklam territory which India's ally Bhutan claimed as its own. The standoff was resolved after a long faceoff giving ample opportunities to people with vested interests to launch disinformation campaign. The purpose

of the seminar was to make the students aware of the bare facts of the issue and exposed the nefarious design of the people with vested interests. Obstacles Faced: Finding a well informed and impressive speaker was difficult but Dr. Ramesh Sharan, Vice Chancellor, Vinoba Bhave University, Hazaribag, consented to be the keynote speaker on the occasion. Dr. B P Rukhaiyar, Registrar, Vinoba Bhave University, Hazaribag, also expressed his views on the subject. Resources Required: The resources required for the organisation of the seminar was well informed and impressive speakers. The task was accomplished when Dr. Ramesh Sharan, Vice Chancellor, Vinoba Bhave University, Hazaribag, consented to be the keynote speaker on the occasion. Impact of the Practice: The students as well as the teachers appreciated the well informed speech delivered by the keynote speaker. 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-2017-18.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

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-2017-18.pdf>

8.Future Plans of Actions for Next Academic Year

The college administration plans to submit IIQA for NAAC Re-Accreditation. it also plans to streamline academic activities, co-curricular activities and social extension activities in the coming academic session. Emphasis will be given on the career counselling and placement activities. The college also plans to initiate maintenance of college building.