Yearly Status Report - 2018-2019

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	**Court Road Hazaribag**
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	**Dr. Nilmani Mukherjee**
Phone no/Alternate Phone no.	**06546355700**
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)	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-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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
Workshop on Android Operating System	**09-Oct-2018** **3**	**100**

Essay Competition on the Topic: One Nation One Election	09-Aug-2018 1	58
Seminar on Jharkhand aur Janjatiyan	07-Aug-2018 1	120
Vanmohotsav- Tree Plantation Drive	01-Jul-2018 7	72
Management Fest- Monsoon Carnival	23-Jun-2018 3	100
Essay Competition on the Topic: The Importance of Skilling the Youth of India	21-Jan-2019 1	69
Donation Drive for Kerela Flood Relief	25-Aug-2018 6	37
Donation Drive Pulwama Martyrs	20-Feb-2019 14	44
Sadak Suraksha Jagrukta Abhiyan	29-Aug-2018 1	26
Voter Awareness Rally	16-Mar-2019 1	46
[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	2019 01	6000000
Annada College, Hazaribag	Infrastructure Grant (Component 07)	RUSA	2018 01	3000000
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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	Yes

website	
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. Environmental Awareness Program (Painting and Plantation) 2. Anti Drug Rally 3. Organizing Monsoon Management Carnival for BBA students 4. Placement Drive with help of Government of Jharkhand (25.10.2018) 5. Swachh Bharat Abhiyan (02.10.2018)

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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
Submission of IIQA NAAC Reaccreditation	Achieved
Streamlining of academic activities	Achieved
Promoting co-curricular and social extension activities	Achieved
Promoting activities of NCC	Achieved
Organizing career counseling and placement activities	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	**2019**
Date of Submission	**26-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton 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 teachinglearning 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. The software facilitates the students in creating login Id and password for students, taking admission online, depositing the fees, cancelling admission, confirming admission, providing admission summary, students' details viz. gender, caste, religion, name, mother's name, father's name, subjects, etc. It also 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 Internal and 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

incorporates 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 teaching plan is prepared at the beginning of the session and the syllabus is taught 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. 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	01/06/2018	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
BA	NIL	01/06/2018
BCom	NIL	01/06/2018
BSc	NIL	01/06/2018
[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	01/06/2018
BCom	NIL	01/06/2018
BSc	NIL	01/06/2018

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	01/06/2018	Nill
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration	42
BCA	Computer Applications	40
BSc	Bio-Technology	5
	[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
BCA	Computer Applications	80	75	75
BBA	Business Administration	80	75	75
BCom	Marketing, Accounts, General	449	449	449
BSc	Chemistry, Physics, Zoology, Mathematics, Botany	726	726	726
BA	English, Philosophy, History, Geography, Hindi, Political Science, Maths, Sanskrit, Sociology, Urdu, Economics	2591	2591	2591

BSc	Bio-Technology	40	19	19

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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
2018	3935	Nill	40	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
52	13	146	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
3935	40	1:98

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	34	27	Nill	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
2018	NIL	Assistant Professor	NIL

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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
BCA	BCA	6	08/06/2019	27/06/2019
BBA	BBA	6	08/06/2019	27/06/2019
BCom	BCom	6	08/06/2019	27/06/2019
BSc	BSc	6	08/06/2019	27/06/2019
BA	BA	6	08/06/2019	27/06/2019
BSc	Bio-Technology	6	08/06/2019	27/06/2019

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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	Number of students passed	Pass Percentage

			appeared in the final year examination	in final year examination	
BCA	BCA	Computer Applications	34	34	100
BSc	BSc	Bio-Technology	5	5	100
BBA	BBA	Business Administration	46	46	100
BA	BA	English, Hindi, Sanskrit, Urdu, Political Science, Economics, Geography, Sociology, Philosophy, History	1860	1819	97.79
BCom	BCom	Marketing, Accounts, General	527	504	95.63
BSc	BSc	Physics, Chemistry, Mathematics, Botany, Zoology	610	581	95.24
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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-2018-19.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
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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	01/06/2018

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	01/06/2018	NIL

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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	01/06/2018

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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	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	Hindi	2	00
National	Economics	1	2

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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
Hindi	4

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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	2018	0	NIL	Nill

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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	2018	Nill	Nill	NIL

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

Number of Faculty	International	National	State	Local
Presented papers	4	2	Nill	Nill
Attended/Seminars/Workshops	4	20	Nill	Nill

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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
Water Conservation Awareness	NCC	1	7
Swachhta Pakhwada	NSS	1	29
Vanmohotsav- Tree Plantation Drive	NSS	1	40
International Yoga Day	NSS	1	16
World Environment Day	NCC and NSS	2	46
Donation Drive for Kelera Flood Relief	NSS	1	37
Donation Drive for Pulwama Martyrs	NSS	1	44
Sadak Suraksha Jagrukta Abhiyan	NSS	1	26
Voter Awareness Rally	NSS	1	46
T B Eradication Workshop	NSS	1	39

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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	Nill

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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 activites	Number of students participated in such activites

Water Conservation Awareness	NCC	Environmental Consciousness	1	7
Swachhta Pakhwada	NSS	Swachh Bharat Abhiyan	1	29
Vanmohotsav- Tree Plantation Drive	NSS	Tree Plantation	1	40
International Yoga Day	NSS	Yoga Awareness	1	16
World Environment Day	NCC and NS	Environmental Consciousness	1	46
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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	01/06/2018	01/06/2018	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	01/06/2018	NIL	Nill
[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	21.44

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing

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 patially)	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	38082	3803990	685	280093	38767	4084083
Reference Books	80	32000	65	26000	145	58000
Journals	75	15750	50	12500	125	28250
CD & Video	150	86250	100	67500	250	153750

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	01/06/2018

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	2	22	13	2	0
Added	0	0	0	0	0	0	0	0	0
Total	117	2	1	3	2	22	13	2	0

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/iqac-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 incurredon maintenance of physical facilites
0	31400	0	2144723

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 playgroundcan 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/iqac-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	52	27000
Financial Support from Other Sources			
a) National	0	Nill	0
b)International	0	Nill	0

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 implemetation	Number of students enrolled	Agencies involved
NIL	01/06/2018	Nill	NIL

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 passedin the comp. exam	Number of studentsp placed
2018	NIL	Nill	Nill	Nill	Nill

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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Collabera, Bajaj Allianze, etc,	250	46	Nill	Nill	Nill

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	BSc	Physics, Chemistry, Mathematics, Zoology, Botany	NIL	NIL
2019	Nill	BCom	Marketing, Accounts, General	NIL	NIL
2019	Nill	BA	English,	NIL	NIL

			Hindi, Urdu, Sanskrit, Economics, Political Science, Sociology, History, Philosophy, Geography		

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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	Nill

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

Activity	Level	Number of Participants
NIL	NIL	Nill

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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
2018	Silver	National	1	Nill	180211033493	Sapna Kumari

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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 2018 – 19. 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 activites 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
Curriculum Development	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.
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.
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.
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 reseach 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.
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.
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.
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.
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.

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

E-governace area	Details
Planning and Development	The Institution uses e-governace 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.
Administration	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.

Finance and Accounts	The accounts of the Institution are maintained on the computers. All transactions are recorded on the computer and the Accountant keeps the record updated.
Student Admission and Support	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.
Examination	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.

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
2018	NIL	NIL	NIL	Nill

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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)
2018	NIL	NIL	01/06/2018	31/05/2019	Nill	Nill

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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	01/06/2018	31/05/2019	00

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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.	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 Internal and external 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

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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
2018	Management Fest- Monsoon Carnival	23/06/2018	23/06/2018	07/07/2018	100
2018	Vanmohotsav- Tree Plantation Drive	01/07/2018	01/07/2018	07/07/2018	72
2018	Seminar on Jharkhand aur Janjatiyan	07/08/2018	07/08/2018	07/08/2018	120
2018	Essay Competition on the Topic: One Nation One Election	09/08/2018	09/08/2018	09/08/2018	58
2018	Workshop on Android Operating System	09/10/2018	09/10/2018	09/10/2018	100
2019	Essay Competition on the Topic: The Importance of Skilling the Youth of India	21/01/2019	21/01/2019	21/01/2019	69
2018	Donation Drive for Kelera Flood Relief	25/08/2018	25/08/2018	30/08/2018	37
2019	Donation Drive for Pulwama Martyrs	20/02/2019	20/02/2019	05/03/2019	44
2018	Sadak Suraksha Jagrukta Abhiyan	29/08/2018	29/08/2018	29/08/2018	26
2019	Voter Awareness Rally	16/03/2019	16/03/2019	16/03/2019	46

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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	01/06/2018	31/05/2019	Nill	Nill

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 students are motivated to come on foot or on their bicycle. 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	Nill

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
2018	Nill	Nill	01/06/2018	00	NIL	NIL	Nill

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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	01/06/2018	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	01/06/2018	31/05/2019	Nil

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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 Placement Drive Objectives: To provide job opportunities to the students. To provide exposure to job market / industry. To help the students assess their employability skills. To run placement drive. **Context:** The college had failed its students to run placement drive in the last few years. Hence, it was our moral duty to provide job opportunities to the students on campus. **The Practice:** First of all, the Institution created awareness among the students regarding the placement drive. The plan was to invite the students of other colleges also. Liaison was established with the Govt. of Jharkhand for the purpose. Efforts were made to make the drive successful. The organizing body registered the aspirants online. Those who could not get themselves registered for this placement drive through online mode visited the college. These aspirants were registered at the college office. A total of more than1200 aspirants were registered for the placement drive. The former and existing students of the college who got themselves registered for the drive were 250. The important companies that visited the Institution for the placement drive wereCollaberra, Bajaj Allianze, etc. **Obstacles Faced:** It was a herculean task for the institution to invite the big business houses to college for recruitments. But proper contacts were established with the persons concerned and the business houses / industries were invited. **Resources Required:** The resources required to conduct the placement drive was to make proper screening / interviewing cabins with adequate furniture. The college could accomplish the task easily with the help of the resources available with it. **Impact of the Practice:** A total of 412 students were placed of which 46 students were of Annada College, Hazaribag. The drive was highly satisfying, encouraging and motivating for the students and staff of the institution. **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 Plantation Drive Objectives:** To create environmental consciousness among the students. To contribute to make the earth greener. To engage the students in creative activities. **Context:** In the beginning of the academic session 2018 – 19, it was planned to create awareness among the students about the environmental issues. The need for plantation on the college campus was also felt badly. **The Practice:** The task to accomplish it was given to the NSS Unit of the college. The Program Officer of the NSS Unit of college planned everything minutely and executed it with perfection. An event on Tree Plantation on the college campus was organized. A total of 30 saplings were planted along the playground, Tree guards were erected to protect the plants. It is a matter of pleasure to announce that 18 plants survived. **Obstacles Faced:** The first and the foremost obstacle was to arrange the healthy plants and make proper digging for the plantation. The plants were taken from the local forest nursery. The plantation pits were dug and prepared with organic manure beforehand. It was imperative to look after the planted saplings and protect them from stray cattle. Tree guards were arranged for this purpose. **Resources Required:** The resources required were healthy saplings, manure, plantation tools and tree guards. **Impact of the Practice:** The students were enthusiastic about this activity. Environmental consciousness was created among the students. The students were engaged in constructive activity. The college campus looks greener. **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/iqac-docs/Best-Practices-2018-19.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/iqac-docs/Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The college administration is very dejected and shocked at the rejection of SSR by NAAC. However, the college is not in the mood of blame game. It has decided to introspect into the causes of the rejection of SSR which seems to be its own making because of the failure to heed to the norms laid down by NAAC. The college has ignored the fundamental administrative measures which were necessary to be taken to achieve the aims and objectives of the college. It has also ignored the task of proper record keeping and data collection. For the academic session 2019-20 (June 01, 2019 – May 31, 2020), the college administration has decided to pay greater attention to the system of record keeping and data analysis. It also plans to develop a system so that the data can be analyzed in proper way. For this, MIS will be updated. It has also decided that all the activities of the college whether they be academic or non academic, will be oriented as per the direction of NAAC. In future, all the activities of the college will also be student centric. The college also plans to work out the mechanism for ensuring timely, efficient and periodic performance of academic activities on regular basis. The curricular and extracurricular activities will also be promoted and reviewed from time to time. The poor performance of the institution in the field of cultural and sports activities also drew the attention of the college administration. It has been decided that these activities will be promoted and taken care of in future. The shortage of teaching and non teaching staffs is also causing a great deal of problems to the institution. It has been decided that the necessary recruitments will be made in this regard. The causes of delay in introducing B. Voc. programmes and four-year integrated courses were also looked into. It has been decided that necessary steps will be taken to iron out the problems in introducing new courses. The implementation of academic calendar in its right spirit is also looked into. It has been decided to follow the academic calendar sincerely. It has also been planned that the process of online admission will be initiated in the near future. The website of the college will also be improved and updated and made student-friendly.