YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Annada College
• Name of the Head of the institution	Dr. Nilmani Mukherjee
• Designation	Principal-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06546355700
• Mobile No:	9470508281
• Registered e-mail	annadacollege@gmail.com
• Alternate e-mail	prof.nilmani@gmail.com
• Address	Court Road (Guru Govind Singh Road)
• City/Town	Hazaribag
• State/UT	Jharkhand
• Pin Code	825301
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Vinoba Bhave University**
• Name of the IQAC Coordinator	**Dr. Barnango Banerjee**
• Phone No.	**06546355700**
• Alternate phone No.	**06546298137**
• Mobile	**8986676751**
• IQAC e-mail address	**achiqac09@gmail.com**
• Alternate e-mail address	**barnango@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.annadacollege.com/aqar/AQAR2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.annadacollege.com/calendar/calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**73**	**2005**	**28/02/2005**	**28/02/2010**
Cycle 2	**B**	**2.39**	**2011**	**27/03/2011**	**26/03/2016**

6.Date of Establishment of IQAC	**15/12/2008**

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

Institutional/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**	**2020, 1**	**6000000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**04**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)
1. Formation of Committees for Decentralisation of Administration
2. Seminar on Intellectual Property Rights (IPR) in BBA on 11/11/2020
3. Celebration of Parakram Diwas on 23/01/2021
4. Celebration of National Science Day on the Topic - Friendly Role of Science in Human Society on 28/02/2021
5. Celebration of International Women's Day on 08/03/2021

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

Plan of Action	Achievements/Outcomes
Organising Events/Seminars/Programmes as per academic calendar	Partially Achieved
Organising Seminar on Intellectual Property Rights (IPR)	Achieved
Celebrating International Women's Day	Achieved
Celebrating National Science Day	Achieved
Commencement of Vocational Degree Course in Software	Achieved
Organising Faculty Development Programme of Basic Computer Learning	Achieved

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	21/01/2022

Extended Profile

1.Programme

1.1   20

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

File Description	Documents
Data Template	View File

2.Student

2.1   **10740**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **9021**

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

File Description	Documents
Data Template	View File

2.3   **3023**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **45**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **61**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	20

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	10740

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	9021

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	3023

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	45

File Description	Documents
Data Template	View File

3.2	**61**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**296.7**
4.3 Total number of computers on campus for academic purposes	**91**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our College has done work on effective and efficient working pattern on course-curriculum domain. The college acts on the curriculum as prescribed by the affiliating University. The University has framed the course curriculum inviting suggestions from senior faculty members of our college.

A well managed system of course curriculum activities in our institution are followed through:

A) Timely implementation of Academic Calendar.

B) Formation of New Time-Table Committee.

C) Teachers are instructed to conduct their respective classes as per the schedule given.

D) Institution tries that students make use of

Laboratories/Library to the maximum.

E) Teaching assistance is carried on through various Apps of on-line classes such as Whats-App/Telegram groups. These groups have been created department-wise to deliver effective and efficient learning during Covid-19 pandemic lockdown.

F) Library Usage is encouraged by all the departments for enhancement of knowledge and reading habits among students in the college.

G) We in our college practice teachers' support and guidance for students after classes, contact numbers of respective teachers' are available to the students for clarifications if needed by the students on classes.

H) The Choice Based Credit System (CBCS) was introduced in 2015 in our institution on the guidelines of the University; this has provided wide choices to the students enrolled year 2015 onwards.

I) Institution has ICT enabled classrooms and smart classrooms. The college consistently grooms teachers for ICT effective learning process.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://annadacollege.com/calendar/calendar-2020-21.pdf

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

The college before the commencement of each academic session has started notifying an academic calendar for all the events, programs to be conducted by various departments, cells and committees. Internal evaluations are conducted on schedules convenient to the students and college administration. As per directions of the University and the Standard Operating Procedures given by the State government CIE is conducted in offline and online mode.

The introduction of academic calendar has aided the teaching staffs to plan their activities - both academic and co-curricular.

Heads of Departments and Coordinators of vocational courses make sincere efforts to implement the academic calendar. The Head of the institution regularly follows the progress of academic calendar and gives necessary advice. Changes in the academic calendar due to unforeseen circumstances are notified accordingly.

Internal assessment / Mid-semester assessment tests are part of Continuous Internal Evaluation (CIE) which is conducted through offline mode of written examination, online through Google forms and assignments carried through both physical and digital modes.

Though final semester exams are conducted as per the norms prescribed by the affiliating University, Internal Assessments are carried through a well-managed Internal Examination Department. The syllabus is provided to the students in advance, pattern of questions and mode of examination are decided by the Internal Assessment Exam Controller and his team members. The notice of internal assessment is circulated through notice board, Whats-App groups, Telegram groups of the respective departments. Online exam scheduled through Google Forms are conducted through a dedicated team.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://annadacollege.com/calendar/calendar-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

20

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

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

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

00

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

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

00

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

00

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

1.3 - Curriculum Enrichment

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

Our college place importance to integration of Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Professional Ethics are mentioned in our website and disseminated among teaching, non-teaching staffs and students, management takes care that they follow it religiously. Gender equality is generously followed by the guidelines of Women's Cell in our college. We are sensitive on gender equality and conduct women safety programs, women empowerment programs through our dedicated cells/committees. Guidance and counseling to Human Values are being inculcated through organization of Blood Donation camps, NCC volunteers are sent for various social activities, they get practical training towards social responsibilities. Our College NSS team is agile and dedicated to arrange social and cultural activities within and outside college campus. Environment and sustainability are the prime issues and various programs are conducted under NSS and NCC in our college. Our University syllabus is also designed to keep focus on prime issues like environment and sustainability. The university syllabus has papers like Every Day Science to enhance skills and awareness regarding environment. Likewise, Cross cutting syllabi of University in various subjects in forms of topics, chapters, prose, poetry, cases and co-curricular activities are pertaining to gender, human values, environment and sustainability.

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

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

03

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

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

146

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

5512

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

9021

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

2.2 - Catering to Student Diversity

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

The college assesses the learning levels of the students through mid-term/internal exams, viva-voce, presentations and various activities such as quizzes and classroom seminars on regular basis. The advanced and slow learners are provided with special attention by every teaching department. Additional classes are conducted for both slow and advanced learners. Contact number of teachers' are available to the students for clarification of their doubts. There are separate WhatsApp/Telegram groups for every class through which the students can remain in touch of their teachers all the time and can share their problems to them. Teachers also provide various study materials through these platforms.

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

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

Number of Students	Number of Teachers
10740	**45**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The college uses various student centric methods such as experimental learning, participative learning and problem solving

methodologies through field projects, on the job training, seminars, discussions, presentations, etc. Activities organised by NCC and NSS especially the camps inculcate among the students the idea of participative learning. Essay competitions, painting competitions, rangoli making and awareness rallies etc. are also student centric activities organised to inculcate experimental and participative learning among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Teachers of the college uses various ICT enabled tools for effective teaching-learning process. The academic year of 2020-21 and even after was affected by COVID-19 pandemic which not only increased the use of ICT by teachers but also by the students. IQAC and Department of Computer Applications organised a Faculty Development Programme on Basic Computer Literacy to enable teachers to develop and use e-resources for effective learning. Teachers are now effectively using ICT tools like laptops, internet, video lectures, audio lectures, power point presentations and conducting online classes through free versions of platforms like Zoom, Google Meet, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

0

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

2.4 - Teacher Profile and Quality

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

36

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

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

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

31

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

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

2.4.3.1 - Total experience of full-time teachers

1095.5

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust mechanism in terms of frequency and mode. The Principal in Charge and Controller of Examination hold meetings with the Heads of Departments and Faculties for effective and transparent internal assessment. The students are communicated well in time regarding the system of internal assessment. Continuous assessment and evaluation is made through Assignments, Seminars, Presentations, Class Tests, Group Discussions, etc. The students have the right to relook their evaluated answer sheets of internal examination. Due to internal examination, the interest of students towards learning and attending classes has increased.

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

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

The mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. In classes with reasonably small number of students, the teachers allow the students to go through their evaluated answer scripts. If any discrepancy is brought out in the evaluation process, it is immediately rectified. However in the classes where the number of students are more than one hundred, the students not satisfied with their result can approach the teacher concern and go through their evaluated answer scripts to find and rectify any error in the evaluation process.

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

2.6 - Student Performance and Learning Outcomes

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

The college has clearly stated Programme and course outcomes of the Programmes offered by the institution and has adopted the following mechanism to communicate these to the teachers and students.

- Hard copy of Syllabi and Programme and course outcomes are made available in every department of the college.

- IQAC emphasises to the teachers to communicate Programme and course outcomes and its importance to the students in its every meeting.

- Students are communicated about Programme and course outcomes during the conduct of classes and the same will be posted on the college website shortly.

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

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

The college evaluates the attainment of Programme outcomes and course outcomes through syllabus, completion of syllabus, continuous internal evaluation and evaluation of result, assignments and presentations. At the beginning of every academic year respective subject teachers convey programme outcomes and course outcomes to the students.

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

2.6.3 - Pass percentage of Students during the year

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

2881

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

2.7 - Student Satisfaction Survey

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

http://survey.annadacollege.com/downloads/Students-Satisfaction-Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

04

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

3.2 - Research Publications and Awards

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

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

09

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

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

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

06

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

3.3 - Extension Activities

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

The college organises various extension activities in order to promote institute neighbourhood community and sensitize students towards social and community needs. The students of the college are encouraged to participate in various extension activities which play a vital role in their holistic development. To promote these activities the Committee for Social Extension and Cultural Activities is constituted. Various activities are conducted under this committee. The college even effectively runs National Service Scheme and National Cadet Corps units. The students actively participated in COVID-19 management activities. Various online and offline activities like Swachh Bharat Abhiyan, Tree Plantation, Atmanirbhar Bharat, Vocal for Local were organised by NCC and NSS units of the college. Parakram Diwas, Voters' Awareness Rally etc.

were conducted by Committee for Social Extension and Cultural Activities along with NSS and NCC units of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

00

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

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

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

05

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

115

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

3.4 - Collaboration

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

00

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college ensures adequate infrastructure and physical facilities for teaching-learning in the form of classrooms, laboratories, computing equipment, etc. 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. Even though the college faces the paucity of the classrooms, it manages the smooth conduct of classes by judicious allotment of classrooms to different subjects. The college has a total of 117 computers, 02 computer labs and 03 browsing points. The students can access the computer freely.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The College Management believes in all round development of the students. The students are encouraged to participate in sports and cultural activities and are awarded and rewarded accordingly. The college unfortunately, has no dedicated sports complex, however the sports facilities available on the campus, sports equipment and playground can be availed by the students of the college. To practice for cultural activities, the students are allowed to use the boys' common room. To promote social extension and cultural

activities the Committee for Social Extension and Cultural Activities is constituted. Various activities are conducted under this committee.

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

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

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

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

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

16.81

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

4.2 - Library as a Learning Resource

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

1. Name of ILMS Software: Koha

2. Nature of Automation: Fully

3. Version: 3.20.00.000

4. Year of Automation: 2016

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

0.11

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

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

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

25

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

4.3 - IT Infrastructure

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

The college has developed adequate IT facilities for learning requirements of students and faculties. The college has a total of 117 computers, 02 computer labs and 03 browsing points. Students can access the computers freely. 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. The college library has a reasonable number of relevant books and is automated. It uses Koha software.

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

4.3.2 - Number of Computers

117

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.7

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

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

The college has established system and procedures for maintaining and utilising physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc. The college has developed reasonably good physical, academic and support facilities for its students – laboratory, library, computers, classrooms, etc. These facilities are freely available to the bonafide students of the college. The students who have

taken admission in subjects containing practical papers are entitled to use laboratory dedicated to their subjects. The college library is reasonably good and automated. It uses Koha software. The students are free to access college library during the college hours. The college, unfortunately, has no dedicated sports complex. However, the sports facilities available on the campus, sports equipment and the playground is freely used by the students. Even though the college faces the paucity of the classrooms, it manages the smooth conduct of classes by judicious allotment of classrooms to different subjects. The college has a total of 117 computers, 02 computer labs and 03 browsing points. The students can access the computer freely. There is, however, no well-defined policies regarding maintaining and utilising physical, academic and support facilities such as laboratory, library, sports complex, computers, classrooms.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3933

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

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

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

`00`

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

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

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

`00`

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

`00`

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

00

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

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

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

00

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

5.3 - Student Participation and Activities

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

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

00

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

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

Students have active representation on academic and few administrative bodies and committees in our institution. We are in the process of admitting students in our various cells / Committees. We have been following the Class Representatives concept traditionally but few more initiatives have been adopted as follows:

1. Class Representative:

There is a culture of nomination of class representatives nominated by the Head of Departments and coordinators of vocational department.

2. Cultural and Sports Engagement:

Students engage themselves in cultural and sports activities, they actively coordinate and support in organization and management of cultural events and sports/games activities.

3. Organization of Special Events:

Students take interests in celebration of special occasion in our institution like Teachers' Day, cultural activities on Independence Day, Republic Day etc. They have shown active and sincere participation in organization of blood donation camps, Swach Bharat Abhiyan and other awareness programs.

4. Students representative in IQAC.

To take part in institutional effectiveness as a main stakeholder

a student has been nominated as a students' representative in IQAC.

5. Students participation in NCC/NSS.

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

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

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

00

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

5.4 - Alumni Engagement

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

There is no officially registered Almuni Association in the college. However, the college receives cooperation of its former students in its activities.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

A. Vision and Mission Statement:

Vision statement:

The vision of the founders of the college was to spread and disseminate the light of knowledge in every nook and corner of the world. It also aims to impart a liberal, modern, sound and quality education to the poor and downtrodden students at an affordable cost, especially to the tribal from the poorest strata of the society and most rural background, in frontier areas of modern education, apart from the fundamental streams. The vision also includes making excellence the focal point of education in the region through an arrangement of essential curricular and co-curricular tools.

Mission statement:

- **To preserve and promote Bangla language, literature and culture.**
- **To inspire the academic environment for promotion of quality teaching learning activities for the students.**
- **To promote scientific temper among the students so that they can develop the ability to change the society.**
- **To provide quality education in the fields of arts, Science, Commerce, Technology, Management, Vocational Education at an affordable cost.**
- **To promote the participation of the stakeholders for quality assessment, quality up gradation and sustenance.**

Core Values:

- **Making its students a good informed citizen so that they can**

work for the welfare of society.
- Nurturing the students to help them acquire necessary skills and competence for quality living.
- Helping the students inculcate traditional Indian values.
- Encouraging the use of technology.
- Steady pursuit of excellence.

B. Nature of governance:

Our college follows a democratic and participatory mode of governance in the administration. The Governing Body (GB) delegates authority to the Secretary and Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the coordinators of various cells/committees along with their members plays vital role in determining the institutional policies and implementing the same.

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

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

The college follows the effective leadership through decentralization and participative management. Even our best practices state the formation of various cells/committees for better planning, administration and execution of high quality teaching and learning atmosphere. The institution has been working to enhance the decentralization and adequate participation of the stakeholders at various levels – Governing Body, IQAC committee, various cells/committees, NCC and NSS. The management is practicing to involve all in the arena of decision making process. The institution plays pivotal role in implementation of policies, programs, initiative and best practices which are conversant with mission and vision of the college.

Case Study showing Decentralization and Participative management:

The institution has adopted decentralization and participative management and henceforth created various cells/committees for the

same. The top management provided freedom and flexibility to conduct various co-curriculum programs through cell/committees. Institution was successful to conduct number of programs which is evident from the reports mentioned. Cells and committees' coordinators' in prior report to the head of the institution and IQAC about implementation of the program so that it is conducted effectively and efficiently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic/perspective plans like:

- Reconstitution of IQAC.
- Conduct of Faculty Development Programme on Computer Learning.
- Holding events/seminars/programmes scheduled in the academic calendar.
- Seeking membership for INFLIBNET.
- Financial planning and management, budget formulation and its approval through budget committee.
- Application of grants.
- Vertical expansion of college building for more classrooms, laboratories, purchase of ICT infrastructure.
- Campus upkeep.
- Future plans for the development of the institution.
- Introduction of new courses are being discussed with the respective stakeholders and followed.

Teachers in charge of respective department play a proactive role in decision making process and enjoy considerable autonomy in running of their departments. Teachers and coordinators of various cell/committees influence institutional policies besides discharging motivating roles to develop cultural and social consciousness through co-curriculum activities. Even, our NSS and NCC unit has been doing commendable job in this regard.

Description of one activity successfully implemented based on the strategic plan.

Our institution to implement decentralization and participative management took initiative by constituting various cells/committees. It was even our "Best Practice" for the session. It has helped institution to conduct more number of events. It has encouraged the students to participate in co-curricular / extra-curricular activities.

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

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

The institution is well organized and has a well defined structure of institutional bodies for effective implementation of policies, administrative setup, appointment and service rules and procedures followed.

The institution respects the transparency in delegation of power, responsibilities and accountability. It has a Governing Body (GB) looking to achieve vision and mission of the institution. It has a well-defined organizational pyramid which keeps attention to enhance our institution at its best.

Top-level position consists of Governing Body (GB), The Secretary, and The Principal. The Middle level consists of Heads of Department, Coordinators of vocational courses, Coordinators of various cells/committees and Head of accounts.

Third-level position consists of teaching and non-teaching members deployed under Heads of Department. The members of third level position are laboratory assistants, demonstrators. The non-teaching members like clerks, admission in charges, data entry operators function under the Principal.

All the new initiatives and proposals are discussed in GB meetings/Principal-Heads meetings and implemented:

- New courses approval.
- Passing budgetary approvals.

- **To examine and evaluate the class routine proposals.**
- **Approval of new fees introduction and courses fee.**
- **Constituting new cells/committees to delegate necessary activities to be carried in the institution.**

The Heads of Departments and Coordinators of various cells/committees:

- **Help in making pedagogy students-centric.**
- **Organizing co-curricular and extra-curricular activities as per academic calendar.**
- **Maintaining the time-table supplied by time-table committee from time to time.**

Conducting internal assessment exams.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching staff and non-teaching staff:

1. Employees Provident Fund as per EPF rules:

Keeping in view generating saving tendency among employees, the institution contributes specific amounts towards EPF of an employee.

2. Full paid maternity leave benefit.

3. Advance salary to employees in case of emergency or medical exigencies on humanitarian ground.

4. Salary is credited to staffs (teaching/non-teaching) in their respective bank accounts.

5. Dedicated Bank Branch adjacent institution campus.

6. Dearness Allowance.

7. Institution has multicultural environment. Management ensures the celebration of all festivals together like Saraswati Puja, etc.

8. Teachers Common Room.

9. Safe drinking water facility and installation of water coolers at various points in the campus.

10. First-aid boxes at prominent locations in the campus.

11. Grants for various kinds of leaves.

12. Exclusive Parking facility for two wheelers and four wheelers.

13. Encouraging faculty members to enhance their qualifications like Ph.D.

14. All teaching and non-teaching members are treated at par in obtaining benefits from the institution.

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

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

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

00

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

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

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

01

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

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

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

01

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

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

The institution has no performance appraisal system for teaching and non teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

Regular annual external financial audit is conducted in our institution by a certified CA. The Bursar of the institution checks financial transactions meticulously throughout the financial year.

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

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

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

00

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

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

The institution has no particular strategy for the mobilisation of funds. It however takes particular care that whatever resources

are at hand, can be uswd in the optimum manner. First of all the need is asertained through meetings with BoG and the steps are taken accordingly.

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

6.5 - Internal Quality Assurance System

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

The Institution attempts to carve out academic excellence and quality education through existing policies. Internal Quality Assurance Cell (IQAC) tries to implement activities that has improved the working culture of the institution.

The IQAC was constituted in the year 2008. Though the institution is behind in various aspects but it is trying its best to achieve results year on year. The IQAC has been dedicated to enhance quality of pedagogy, co-curricular activities through formation of cells and committees, best practices, welfare of teaching and non teaching staffs, campus upkeep, feedback from students, suggestions from stakeholders and therefore carrying meetings to carry out these effectively and efficiently on regular basis.

The IQAC formulates, analyzes and reports to the following legal bodies:

a) Annual Quality Assurance Report (AQAR) for NAAC.

b) Self Study Reports (SSR) for NAAC.

c) Reports to All India Survey on Higher Education (AISHE).

d) Reports to National Institutional Ranking Framework (NIRF).

e) Reports to Rashtriya Uchchatar Siksha Abhiyan (RUSA).

f) Reports to various state and central government bodies.

Two practices/contributions of IQAC were as follows:

1. Under the nationally integrated education and competency-based framework (NSQF) which organizes qualifications according to a series of levels of knowledge, skills and aptitude. The UGC implemented the scheme of community colleges from 2013-14 in pilot modes on the initiative of MHRD. Our institution's proposal to conduct "Software Development" course were approved in the year 2020 form the session 2020-2024 by the effort of IQAC.

2. IQAC conducted 21 days "Faculty Development Program" from 18th October'2020 to 25th November'2020 on fundamentals of computer, Microsoft office, internet usage to make faculty members ICT enabled.

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

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

IQAC of the institution constituted in 2008 has taken firsthand action of successfully getting NAAC accreditation in 2011. The third cycle of NAAC accreditation is yet to be completed but the institution is trying to achieve it soon.

The IQAC has initiated a few initiatives which have shown fruitful results, they are as follows:

1. Academic review in the beginning and end of the session:

Admission committee and Time-table committee have been constituted for designing policies and schemes for new admission in the beginning of the session and formulation of time-table for online/offline classes. At the beginning of the session meeting of both the mentioned committees are done with the chairperson i.e. Principal of the institution. At the end of the session, the plans carried out are reviewed to re-plan the things for the next session.

2. IQAC has been doing tremendous job of analyzing results of the institution after declaration of results at the end of the session:

IQAC tabulates the final results, calculate the pass percentage of each department, tabulation involves extensive task of analysis of results on the basis of different category of students i.e. gender based, minority based and on the basis of OBC, SC, ST candidates.

3. Promotion of ICT based learning:

IQAC conducted FDP programs for ICT based learning. The institution has a few well equipped class rooms with overhead projectors, smart boards. The IQAC motivates that pedagogy is done through interactive session based on PPT, Videos etc using ICT infrastructure.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has taken various initiatives for the promotion of gender equity. The college has reconstituted Women Empowerment Cell, Anti Ragging Cell etc. during this academic year. IQAC along with different committees have organised events like Youth Day, National Unity Day, Human Rights Day, International Women's Day and a seminar on Role of Education in Women Empowerment to promote gender equity. The NSS and NCC units of the college also promotes gender equity through various activities. CCTV cameras have been installed on the campus, the control of which is in Principal's Office. It makes the campus safe and secure particularly for the girls. The girl students and female staffs can move around the college freely without any fear of gender discrimination. Some of the subjects such as English Literature, Hindi Literature, Urdu Literature, Sociology and so on have chapters on Feminism and Gender Equality. Hence, during the course of teaching learning activities the students are sensitised on these issues. All the students have to study Constitution of India and Human Rights as one of the compulsory papers. Here again the students are sensitised about human rights and gender equity. A separate Girls' Common Room with washroom facility has also been provided to the students.

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

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

D. Any 1 of the above

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

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

There is an arrangement of both Solid waste management and Liquid waste management in our institution through installation of different color dustbins installed at various locations. It is only collected and disposed of by the local municipal corporation. It is not processed in our institution as of now. The segregated wastes are collected in the dustbins of Green and Blue color.

- **The Green colored dustbins are used for disposal for wet wastes.**
- **The Blue are used for disposal of plastic wrappers.**

Water recycling system is in on our institutions' agenda and college is actively working to achieve it soon.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **E. None of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **E. None of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

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

E. None of the above

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

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

The college believes in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Students in the college are admitted from various backgrounds without any discrimination regarding the region, religion, gender, colour, etc. Women Empowerment Cell, Anti Ragging Cell carry on various activities in this direction. IQAC along with these committees have organised events like Constitution Day, Youth Day, National Unity Day, Human Rights Day, Parakram Diwas, International Women Day and Role of Education in Women Empowerment to promote tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. The NSS and NCC units of the college participate in various activities to promote tolerance and harmony. Apart from these some subjects have topics on these issues in their syllabi.

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

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

The college conducts various activities to promote constitutional obligations: values, rights, duties and responsibilities of citizens among its students and employees. Students are motivated

and encouraged to participate in various activities like sports, NSS and NCC. Students of NSS and NCC are encouraged to participate in camps like Ek Bharat Shresth Bharat (EBSB), National Integration Camps (NIC). Constitutional rights and duties are inculcated among students through celebration of Constitution Day, Youth Day, Parakram Diwas, International Women's Day and Human Rights Day. Students of NSS and NCC along with Associate NCC Officer of the college participated in various activities during COVID-19 pandemic. One compulsory paper titled Constitution of India and Human Rights has to be studied by all the students. It makes them aware of the values, rights, duties and responsibilities of citizens.

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

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

E. None of the above

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

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

The college pays attention to promote values and ethics among its students and staff members. The college celebrates various days and events of national and international importance. IQAC along with different committees have organised events like Constitution Day, Youth Day, National Unity Day, Human Rights Day, Parakram Diwas, International Women's Day and Role of Education in Women Empowerment.

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

7.2 - Best Practices

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

BEST PRACTICE: I

Title of the Practice:

"DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT"

Objectives of the practice:

- **Institution to promote the culture of participative management through constitution of various cells and committees at strategic, functional and operational level.**
- **To involve the Principal, Governing Body, Teachers and IQAC in defining policies & procedures, forming guidelines & rules & regulations pertaining to various cells/committees.**
- **Faculty members to share knowledge among themselves, students & staff members while working in cells/committees.**
- **The cells/committees along with Principal must interact with Government & external agencies for execution of extra-curricular activities.**
- **Administrative decentralization through various**

Cells/Committees leading to delegation & transfer of responsibility to conduct development practices among students.

The Context (Challenging Features):

Though constitution of Cells/Committees & distributed team have advantages of increase participation of talent , increased loyalty and happier environment in our college but challenges are to make teachers adjust to different process of management, their willingness to try new processes and responsibilities.

The Practice:

- Following Cells/Committees were constituted:

1. Anti Ragging Cell
2. Women Empowerment Cell
3. Career Counseling & Placement Cell
4. Equal Opportunity Cell
5. Library Committee
6. Committee for Time-Table
7. Committee for Campus Upkeep & Green Initiatives
8. Literary Society
9. Committee for Promoting Research and Seminar Activities
10. Committee for Social Extension & Cultural Activities
11. Sports Committee
12. Budget Committee
13. Website Committee

- These bodies have been constituted by IQAC on yearly basis.
- Most cells/committees are headed by senior faculty members.
- Meetings of Cells/Committees are held as per the requirements of the functions/events/activities.
- The meeting requires the presence of more than 50% of cells/committees members for quorum.
- Student representatives are co-opted whenever/wherever required.
- Financial decisions are taken by the Principal and Budget Committee.

Evidence of Success:

The newly constituted Cells/Committees has shown success like there is sense of motivation among teachers and students, there

has been quick decision making, efficient communication, better supervision and control, increase in creativity and relief to the top management.

The Cells/Committees in the year 2020-21 has conducted events and activities involving good number of participation. Few initiatives taken are as follows:

- Preparation of Time-Table for Online-classes by Committee for Time-Table.
- Celebration of Birth Anniversaries of Sardar Patel as National Unity Day, Subhas C. Bose as Prakram Diwas, celebration of Women's Day by Committee for Social Extension & Cultural Activities.
- Budget Proposal formation by Budget Committee.
- Seminar on "Role of Education" conducted by Women Empowerment Cell.
- Webinar by Equal Opportunity Cell.

Problems Encountered and Resource Required:

Problems were encountered on the basis of diversity of our institution's mission, goals and location, availability of other remarkable institutions and availability of resource person. COVID 19 Pandemic posed great difficulty in timely and effective execution of various proposed programmes by Cells/Committees.

BEST PRACTICE: II

Title of the Practice:

"FACULTY DEVELOPMENT PROGRAMME"

Objectives of the practice:

- To develop equipped faculty for carrying ICT based learning.
- To make faculty members carry out their routine works digitally.
- To enhance their skills towards research activity in addition to regular academic activity.
- To keep them acquainted with the latest technology involved in teaching and learning process.
- To make ICT user friendly in teaching and to develop their

self-learning.

The Context (Challenging Features):

It is evident that all of us are resistance to change. The institution faced few difficulties in motivating the participants to join the program. But it was done with reasonable success.

The Practice:

21 days of successful Faculty Development Program related to fundamentals of computers and Ms. Office was organized in our well-equipped computer laboratory in our institution. The program was carried by the resource persons basically from University Department of Computer Applications.

Evidence of Success:

Our faculty members became techno-friendly, they have moved from hand written generation to MS Word application, data sharing in MS Excel, information sharing through electronic mails etc.

Problems Encountered and Resource Required:

COVID 19 Pandemic and Durga Puja vacation posed great difficulty in timely and effective execution of FDP program organized by IQAC and Department of Computer Application (BCA) our institution.

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

7.3 - Institutional Distinctiveness

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

The institution always prioritised the spread and dissemination of knowledge and modern sound and quality education to the poor students of this particular region of Jharkhand. We tried our best to achieve this distinctive objective during the lockdown period of this academic session. Though the institution was not prepared for smooth transition from conventional to digital-teaching learning activities, but the teachers enthusiastically accept the challenge and conducted online classes with the help of free

versions of digital platforms like Zoom/Google Meet/Skype, etc.
Since the teachers were committed to achieve the objective of the
college, they used their personal data to fulfil their
responsibility. The response from the students was heart-warming.
In this way the institution could work in the area distinctive to
its priority and thrust.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our College has done work on effective and efficient working pattern on course-curriculum domain. The college acts on the curriculum as prescribed by the affiliating University. The University has framed the course curriculum inviting suggestions from senior faculty members of our college.

A well managed system of course curriculum activities in our institution are followed through:

A) Timely implementation of Academic Calendar.

B) Formation of New Time-Table Committee.

C) Teachers are instructed to conduct their respective classes as per the schedule given.

D) Institution tries that students make use of Laboratories/Library to the maximum.

E) Teaching assistance is carried on through various Apps of on-line classes such as Whats-App/Telegram groups. These groups have been created department-wise to deliver effective and efficient learning during Covid-19 pandemic lockdown.

F) Library Usage is encouraged by all the departments for enhancement of knowledge and reading habits among students in the college.

G) We in our college practice teachers' support and guidance for students after classes, contact numbers of respective teachers' are available to the students for clarifications if needed by the students on classes.

H) The Choice Based Credit System (CBCS) was introduced in 2015 in our institution on the guidelines of the University; this has provided wide choices to the students enrolled year 2015 onwards.

I) Institution has ICT enabled classrooms and smart classrooms. The college consistently grooms teachers for ICT effective learning process.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://annadacollege.com/calendar/calendar-2020-21.pdf

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

The college before the commencement of each academic session has started notifying an academic calendar for all the events, programs to be conducted by various departments, cells and committees. Internal evaluations are conducted on schedules convenient to the students and college administration. As per directions of the University and the Standard Operating Procedures given by the State government CIE is conducted in offline and online mode.

The introduction of academic calendar has aided the teaching staffs to plan their activities - both academic and co-curricular. Heads of Departments and Coordinators of vocational courses make sincere efforts to implement the academic calendar. The Head of the institution regularly follows the progress of academic calendar and gives necessary advice. Changes in the academic calendar due to unforeseen circumstances are notified accordingly.

Internal assessment / Mid-semester assessment tests are part of Continuous Internal Evaluation (CIE) which is conducted through offline mode of written examination, online through Google forms and assignments carried through both physical and digital modes.

Though final semester exams are conducted as per the norms prescribed by the affiliating University, Internal Assessments are carried through a well-managed Internal Examination Department. The syllabus is provided to the students in advance, pattern of questions and mode of examination are decided by the Internal Assessment Exam Controller and his team members. The notice of internal assessment is circulated

through notice board, Whats-App groups, Telegram groups of the respective departments. Online exam scheduled through Google Forms are conducted through a dedicated team.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	http://annadacollege.com/calendar/calendar-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**D. Any 1 of the above**

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

1.2 - Academic Flexibility

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

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

20

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

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

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

00

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

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

00

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

00

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

1.3 - Curriculum Enrichment

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

Our college place importance to integration of Professional Ethics, Gender, Human Values, Environment and Sustainability

into the Curriculum. Professional Ethics are mentioned in our website and disseminated among teaching, non-teaching staffs and students, management takes care that they follow it religiously. Gender equality is generously followed by the guidelines of Women's Cell in our college. We are sensitive on gender equality and conduct women safety programs, women empowerment programs through our dedicated cells/committees. Guidance and counseling to Human Values are being inculcated through organization of Blood Donation camps, NCC volunteers are sent for various social activities, they get practical training towards social responsibilities. Our College NSS team is agile and dedicated to arrange social and cultural activities within and outside college campus. Environment and sustainability are the prime issues and various programs are conducted under NSS and NCC in our college. Our University syllabus is also designed to keep focus on prime issues like environment and sustainability. The university syllabus has papers like Every Day Science to enhance skills and awareness regarding environment. Likewise, Cross cutting syllabi of University in various subjects in forms of topics, chapters, prose, poetry, cases and co-curricular activities are pertaining to gender, human values, environment and sustainability.

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

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

03

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

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

146

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

5512

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File]()

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

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

9021

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

2.2 - Catering to Student Diversity

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

The college assesses the learning levels of the students through mid-term/internal exams, viva-voce, presentations and various activities such as quizzes and classroom seminars on regular basis. The advanced and slow learners are provided with special attention by every teaching department. Additional classes are conducted for both slow and advanced learners. Contact number of teachers' are available to the students for clarification of their doubts. There are separate WhatsApp/Telegram groups for every class through which the students can remain in touch of their teachers all the time and can share their problems to them. Teachers also provide various study materials through these platforms.

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

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

Number of Students	Number of Teachers
10740	**45**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The college uses various student centric methods such as experimental learning, participative learning and problem

solving methodologies through field projects, on the job training, seminars, discussions, presentations, etc. Activities organised by NCC and NSS especially the camps inculcate among the students the idea of participative learning. Essay competitions, painting competitions, rangoli making and awareness rallies etc. are also student centric activities organised to inculcate experimental and participative learning among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	**Nil**

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

Teachers of the college uses various ICT enabled tools for effective teaching-learning process. The academic year of 2020-21 and even after was affected by COVID-19 pandemic which not only increased the use of ICT by teachers but also by the students. IQAC and Department of Computer Applications organised a Faculty Development Programme on Basic Computer Literacy to enable teachers to develop and use e-resources for effective learning. Teachers are now effectively using ICT tools like laptops, internet, video lectures, audio lectures, power point presentations and conducting online classes through free versions of platforms like Zoom, Google Meet, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

0

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

2.4 - Teacher Profile and Quality

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

36

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

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

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

31

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

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

2.4.3.1 - Total experience of full-time teachers

1095.5

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust mechanism in terms of frequency and mode. The Principal in Charge and Controller of Examination hold meetings with the Heads of Departments and Faculties for effective and transparent internal assessment. The students are communicated well in time regarding the system of internal assessment. Continuous assessment and evaluation is made through Assignments, Seminars, Presentations, Class Tests, Group Discussions, etc. The students have the right to relook their evaluated answer sheets of internal examination. Due to internal examination, the interest of students towards learning and attending classes has increased.

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

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

The mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. In classes with reasonably small number of students, the teachers allow the students to go through their evaluated answer scripts. If any discrepancy is brought out in the evaluation process, it is immediately rectified. However in the classes where the number of students are more than one hundred, the students not satisfied with their result can approach the teacher concern and go through their evaluated answer scripts to find and rectify any error in the evaluation process.

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

2.6 - Student Performance and Learning Outcomes

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

The college has clearly stated Programme and course outcomes of the Programmes offered by the institution and has adopted the following mechanism to communicate these to the teachers and students.

- Hard copy of Syllabi and Programme and course outcomes are made available in every department of the college.

- IQAC emphasises to the teachers to communicate Programme and course outcomes and its importance to the students in its every meeting.

- Students are communicated about Programme and course outcomes during the conduct of classes and the same will be posted on the college website shortly.

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

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

The college evaluates the attainment of Programme outcomes and course outcomes through syllabus, completion of syllabus, continuous internal evaluation and evaluation of result, assignments and presentations. At the beginning of every academic year respective subject teachers convey programme outcomes and course outcomes to the students.

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

2.6.3 - Pass percentage of Students during the year

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

2881

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

2.7 - Student Satisfaction Survey

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

http://survey.annadacollege.com/downloads/Students-Satisfaction-Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

04

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

3.2 - Research Publications and Awards

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

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

09

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

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

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

06

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

3.3 - Extension Activities

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

The college organises various extension activities in order to promote institute neighbourhood community and sensitize students towards social and community needs. The students of the college are encouraged to participate in various extension activities which play a vital role in their holistic development. To promote these activities the Committee for Social Extension and Cultural Activities is constituted. Various activities are conducted under this committee. The college even effectively runs National Service Scheme and National Cadet Corps units. The students actively participated in COVID-19 management activities. Various online and offline

activities like Swachh Bharat Abhiyan, Tree Plantation, Atmanirbhar Bharat, Vocal for Local were organised by NCC and NSS units of the college. Parakram Diwas, Voters' Awareness Rally etc. were conducted by Committee for Social Extension and Cultural Activities along with NSS and NCC units of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

00

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

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

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

05

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

115

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

3.4 - Collaboration

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

00

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college ensures adequate infrastructure and physical facilities for teaching-learning in the form of classrooms, laboratories, computing equipment, etc. 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. Even though the college faces the paucity of the classrooms, it manages the smooth conduct of classes by judicious allotment of classrooms to different subjects. The college has a total of 117 computers, 02 computer labs and 03 browsing points. The students can access the computer freely.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

The College Management believes in all round development of the students. The students are encouraged to participate in sports and cultural activities and are awarded and rewarded

accordingly. The college unfortunately, has no dedicated sports complex, however the sports facilities available on the campus, sports equipment and playground can be availed by the students of the college. To practice for cultural activities, the students are allowed to use the boys' common room. To promote social extension and cultural activities the Committee for Social Extension and Cultural Activities is constituted. Various activities are conducted under this committee.

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

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

16.81

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

4.2 - Library as a Learning Resource

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

1. Name of ILMS Software: Koha

2. Nature of Automation: Fully

3. Version: 3.20.00.000

4. Year of Automation: 2016

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

0.11

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

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

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

25

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

4.3 - IT Infrastructure

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

The college has developed adequate IT facilities for learning requirements of students and faculties. The college has a total of 117 computers, 02 computer labs and 03 browsing points. Students can access the computers freely. 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. The college library has a reasonable number of relevant books and is automated. It uses Koha software.

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

4.3.2 - Number of Computers

117

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.7

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

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

The college has established system and procedures for maintaining and utilising physical, academic and support

facilities – laboratory, library, sports complex, computers, classrooms, etc. The college has developed reasonably good physical, academic and support facilities for its students – laboratory, library, computers, classrooms, etc. These facilities are freely available to the bonafide students of the college. The students who have taken admission in subjects containing practical papers are entitled to use laboratory dedicated to their subjects. The college library is reasonably good and automated. It uses Koha software. The students are free to access college library during the college hours. The college, unfortunately, has no dedicated sports complex. However, the sports facilities available on the campus, sports equipment and the playground is freely used by the students. Even though the college faces the paucity of the classrooms, it manages the smooth conduct of classes by judicious allotment of classrooms to different subjects. The college has a total of 117 computers, 02 computer labs and 03 browsing points. The students can access the computer freely. There is, however, no well-defined policies regarding maintaining and utilising physical, academic and support facilities such as laboratory, library, sports complex, computers, classrooms.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3933

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

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

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

00

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

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

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

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

`00`

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

`00`

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00	
File Description	**Documents**
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

00	
File Description	**Documents**
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

00	
File Description	**Documents**
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

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00
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File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	[View File]()

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

Students have active representation on academic and few administrative bodies and committees in our institution. We are in the process of admitting students in our various cells / Committees. We have been following the Class Representatives concept traditionally but few more initiatives have been adopted as follows:

1. Class Representative:

There is a culture of nomination of class representatives nominated by the Head of Departments and coordinators of vocational department.

2. Cultural and Sports Engagement:

Students engage themselves in cultural and sports activities, they actively coordinate and support in organization and management of cultural events and sports/games activities.

3. Organization of Special Events:

Students take interests in celebration of special occasion in our institution like Teachers' Day, cultural activities on Independence Day, Republic Day etc. They have shown active and sincere participation in organization of blood donation camps, Swach Bharat Abhiyan and other awareness programs.

4. Students representative in IQAC.

To take part in institutional effectiveness as a main stakeholder a student has been nominated as a students' representative in IQAC.

5. Students participation in NCC/NSS.

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

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

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

00

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

5.4 - Alumni Engagement

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

There is no officially registered Almuni Association in the college. However, the college receives cooperation of its former students in its activities.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

A. Vision and Mission Statement:

Vision statement:

The vision of the founders of the college was to spread and disseminate the light of knowledge in every nook and corner of the world. It also aims to impart a liberal, modern, sound and quality education to the poor and downtrodden students at an affordable cost, especially to the tribal from the poorest strata of the society and most rural background, in frontier areas of modern education, apart from the fundamental streams. The vision also includes making excellence the focal point of education in the region through an arrangement of essential curricular and co-curricular tools.

Mission statement:

- **To preserve and promote Bangla language, literature and culture.**
- **To inspire the academic environment for promotion of quality teaching learning activities for the students.**
- **To promote scientific temper among the students so that they can develop the ability to change the society.**
- **To provide quality education in the fields of arts, Science, Commerce, Technology, Management, Vocational**

Education at an affordable cost.

- To promote the participation of the stakeholders for quality assessment, quality up gradation and sustenance.

Core Values:

- Making its students a good informed citizen so that they can work for the welfare of society.
- Nurturing the students to help them acquire necessary skills and competence for quality living.
- Helping the students inculcate traditional Indian values.
- Encouraging the use of technology.
- Steady pursuit of excellence.

B. Nature of governance:

Our college follows a democratic and participatory mode of governance in the administration. The Governing Body (GB) delegates authority to the Secretary and Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the coordinators of various cells/committees along with their members plays vital role in determining the institutional policies and implementing the same.

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

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

The college follows the effective leadership through decentralization and participative management. Even our best practices state the formation of various cells/committees for better planning, administration and execution of high quality teaching and learning atmosphere. The institution has been working to enhance the decentralization and adequate participation of the stakeholders at various levels – Governing Body, IQAC committee, various cells/committees, NCC and NSS. The management is practicing to involve all in the arena of

decision making process. The institution plays pivotal role in implementation of policies, programs, initiative and best practices which are conversant with mission and vision of the college.

Case Study showing Decentralization and Participative management:

The institution has adopted decentralization and participative management and henceforth created various cells/committees for the same. The top management provided freedom and flexibility to conduct various co-curriculum programs through cell/committees. Institution was successful to conduct number of programs which is evident from the reports mentioned. Cells and committees' coordinators' in prior report to the head of the institution and IQAC about implementation of the program so that it is conducted effectively and efficiently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic/perspective plans like:

- Reconstitution of IQAC.
- Conduct of Faculty Development Programme on Computer Learning.
- Holding events/seminars/programmes scheduled in the academic calendar.
- Seeking membership for INFLIBNET.
- Financial planning and management, budget formulation and its approval through budget committee.
- Application of grants.
- Vertical expansion of college building for more classrooms, laboratories, purchase of ICT infrastructure.
- Campus upkeep.
- Future plans for the development of the institution.
- Introduction of new courses are being discussed with the respective stakeholders and followed.

Teachers in charge of respective department play a proactive role in decision making process and enjoy considerable autonomy in running of their departments. Teachers and coordinators of various cell/committees influence institutional policies besides discharging motivating roles to develop cultural and social consciousness through co-curriculum activities. Even, our NSS and NCC unit has been doing commendable job in this regard.

Description of one activity successfully implemented based on the strategic plan.

Our institution to implement decentralization and participative management took initiative by constituting various cells/committees. It was even our "Best Practice" for the session. It has helped institution to conduct more number of events. It has encouraged the students to participate in co-curricular / extra-curricular activities.

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

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

The institution is well organized and has a well defined structure of institutional bodies for effective implementation of policies, administrative setup, appointment and service rules and procedures followed.

The institution respects the transparency in delegation of power, responsibilities and accountability. It has a Governing Body (GB) looking to achieve vision and mission of the institution. It has a well-defined organizational pyramid which keeps attention to enhance our institution at its best.

Top-level position consists of Governing Body (GB), The Secretary, and The Principal. The Middle level consists of Heads of Department, Coordinators of vocational courses, Coordinators of various cells/committees and Head of accounts.

Third-level position consists of teaching and non-teaching members deployed under Heads of Department. The members of third level position are laboratory assistants, demonstrators. The non-teaching members like clerks, admission in charges, data entry operators function under the Principal.

All the new initiatives and proposals are discussed in GB meetings/Principal-Heads meetings and implemented:

- New courses approval.
- Passing budgetary approvals.
- To examine and evaluate the class routine proposals.
- Approval of new fees introduction and courses fee.
- Constituting new cells/committees to delegate necessary activities to be carried in the institution.

The Heads of Departments and Coordinators of various cells/committees:

- Help in making pedagogy students-centric.
- Organizing co-curricular and extra-curricular activities as per academic calendar.
- Maintaining the time-table supplied by time-table committee from time to time.

Conducting internal assessment exams.

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

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | E. None of the above |

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching staff and non-teaching staff:

1. Employees Provident Fund as per EPF rules:

Keeping in view generating saving tendency among employees, the institution contributes specific amounts towards EPF of an employee.

2. Full paid maternity leave benefit.

3. Advance salary to employees in case of emergency or medical exigencies on humanitarian ground.

4. Salary is credited to staffs (teaching/non-teaching) in their respective bank accounts.

5. Dedicated Bank Branch adjacent institution campus.

6. Dearness Allowance.

7. Institution has multicultural environment. Management ensures the celebration of all festivals together like Saraswati Puja, etc.

8. Teachers Common Room.

9. Safe drinking water facility and installation of water coolers at various points in the campus.

10. First-aid boxes at prominent locations in the campus.

11. Grants for various kinds of leaves.

12. Exclusive Parking facility for two wheelers and four wheelers.

13. Encouraging faculty members to enhance their qualifications like Ph.D.

14. All teaching and non-teaching members are treated at par in obtaining benefits from the institution.

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

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

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

00

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

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

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

01

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

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

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

01

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

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

The institution has no performance appraisal system for teaching and non teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

Regular annual external financial audit is conducted in our institution by a certified CA. The Bursar of the institution checks financial transactions meticulously throughout the financial year.

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

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

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

00

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

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

The institution has no particular strategy for the mobilisation

of funds. It however takes particular care that whatever resources are at hand, can be uswd in the optimum manner. First of all the need is asertained through meetings with BoG and the steps are taken accordingly.

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

6.5 - Internal Quality Assurance System

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

The Institution attempts to carve out academic excellence and quality education through existing policies. Internal Quality Assurance Cell (IQAC) tries to implement activities that has improved the working culture of the institution.

The IQAC was constituted in the year 2008. Though the institution is behind in various aspects but it is trying its best to achieve results year on year. The IQAC has been dedicated to enhance quality of pedagogy, co-curricular activities through formation of cells and committees, best practices, welfare of teaching and non teaching staffs, campus upkeep, feedback from students, suggestions from stakeholders and therefore carrying meetings to carry out these effectively and efficiently on regular basis.

The IQAC formulates, analyzes and reports to the following legal bodies:

a) Annual Quality Assurance Report (AQAR) for NAAC.

b) Self Study Reports (SSR) for NAAC.

c) Reports to All India Survey on Higher Education (AISHE).

d) Reports to National Institutional Ranking Framework (NIRF).

e) Reports to Rashtriya Uchchatar Siksha Abhiyan (RUSA).

f) Reports to various state and central government bodies.

Two practices/contributions of IQAC were as follows:

1. Under the nationally integrated education and competency-based framework (NSQF) which organizes qualifications according to a series of levels of knowledge, skills and aptitude. The UGC implemented the scheme of community colleges from 2013-14 in pilot modes on the initiative of MHRD. Our institution's proposal to conduct "Software Development" course were approved in the year 2020 form the session 2020-2024 by the effort of IQAC.

2. IQAC conducted 21 days "Faculty Development Program" from 18th October'2020 to 25th November'2020 on fundamentals of computer, Microsoft office, internet usage to make faculty members ICT enabled.

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

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

IQAC of the institution constituted in 2008 has taken firsthand action of successfully getting NAAC accreditation in 2011. The third cycle of NAAC accreditation is yet to be completed but the institution is trying to achieve it soon.

The IQAC has initiated a few initiatives which have shown fruitful results, they are as follows:

1. Academic review in the beginning and end of the session:

Admission committee and Time-table committee have been constituted for designing policies and schemes for new admission in the beginning of the session and formulation of time-table for online/offline classes. At the beginning of the session meeting of both the mentioned committees are done with the chairperson i.e. Principal of the institution. At the end of the session, the plans carried out are reviewed to re-plan the things for the next session.

2. IQAC has been doing tremendous job of analyzing results of the institution after declaration of results at the end of the session:

IQAC tabulates the final results, calculate the pass percentage of each department, tabulation involves extensive task of analysis of results on the basis of different category of students i.e. gender based, minority based and on the basis of OBC, SC, ST candidates.

3. Promotion of ICT based learning:

IQAC conducted FDP programs for ICT based learning. The institution has a few well equipped class rooms with overhead projectors, smart boards. The IQAC motivates that pedagogy is done through interactive session based on PPT, Videos etc using ICT infrastructure.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has taken various initiatives for the promotion of gender equity. The college has reconstituted Women Empowerment Cell, Anti Ragging Cell etc. during this academic year. IQAC along with different committees have organised events like Youth Day, National Unity Day, Human Rights Day, International Women's Day and a seminar on Role of Education in Women Empowerment to promote gender equity. The NSS and NCC units of the college also promotes gender equity through various activities. CCTV cameras have been installed on the campus, the control of which is in Principal's Office. It makes the campus safe and secure particularly for the girls. The girl students and female staffs can move around the college freely without any fear of gender discrimination. Some of the subjects such as English Literature, Hindi Literature, Urdu Literature, Sociology and so on have chapters on Feminism and Gender Equality. Hence, during the course of teaching learning activities the students are sensitised on these issues. All the students have to study Constitution of India and Human Rights as one of the compulsory papers. Here again the students are sensitised about human rights and gender equity. A separate Girls' Common Room with washroom facility has also been provided to the students.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	[View File](#)

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

There is an arrangement of both Solid waste management and Liquid waste management in our institution through installation of different color dustbins installed at various locations. It is only collected and disposed of by the local municipal corporation. It is not processed in our institution as of now. The segregated wastes are collected in the dustbins of Green and Blue color.

- **The Green colored dustbins are used for disposal for wet wastes.**
- **The Blue are used for disposal of plastic wrappers.**

Water recycling system is in on our institutions' agenda and college is actively working to achieve it soon.

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

E. None of the above

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

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

7.1.6.1 - The institutional environment and

E. None of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**E. None of the above**

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

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

The college believes in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Students in the college are admitted from various backgrounds without any discrimination regarding the region, religion, gender, colour, etc. Women Empowerment Cell, Anti Ragging Cell carry on various activities in this direction. IQAC along with these committees have organised events like Constitution Day, Youth Day, National Unity Day, Human Rights Day, Parakram Diwas, International Women Day and Role of Education in Women Empowerment to promote tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. The NSS and NCC units of the college participate in various activities to promote tolerance and harmony. Apart from these some subjects have topics on these issues in their syllabi.

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

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

The college conducts various activities to promote constitutional obligations: values, rights, duties and responsibilities of citizens among its students and employees. Students are motivated and encouraged to participate in various activities like sports, NSS and NCC. Students of NSS and NCC are encouraged to participate in camps like Ek Bharat Shresth Bharat (EBSB), National Integration Camps (NIC). Constitutional rights and duties are inculcated among students through celebration of Constitution Day, Youth Day, Parakram Diwas, International Women's Day and Human Rights Day. Students of NSS and NCC along with Associate NCC Officer of the college participated in various activities during COVID-19 pandemic. One compulsory paper titled Constitution of India and Human Rights has to be studied by all the students. It makes them

aware of the values, rights, duties and responsibilities of citizens.

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

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

E. None of the above

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

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

The college pays attention to promote values and ethics among its students and staff members. The college celebrates various days and events of national and international importance. IQAC along with different committees have organised events like Constitution Day, Youth Day, National Unity Day, Human Rights Day, Parakram Diwas, International Women's Day and Role of Education in Women Empowerment.

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

7.2 - Best Practices

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

BEST PRACTICE: I

Title of the Practice:

"DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT"

Objectives of the practice:

- **Institution to promote the culture of participative management through constitution of various cells and committees at strategic, functional and operational level.**
- **To involve the Principal, Governing Body, Teachers and IQAC in defining policies & procedures, forming guidelines & rules & regulations pertaining to various cells/committees.**
- **Faculty members to share knowledge among themselves, students & staff members while working in cells/committees.**
- **The cells/committees along with Principal must interact with Government & external agencies for execution of extra-curricular activities.**
- **Administrative decentralization through various Cells/Committees leading to delegation & transfer of responsibility to conduct development practices among students.**

The Context (Challenging Features):

Though constitution of Cells/Committees & distributed team have advantages of increase participation of talent , increased

loyalty and happier environment in our college but challenges are to make teachers adjust to different process of management, their willingness to try new processes and responsibilities.

The Practice:

- Following Cells/Committees were constituted:

1. Anti Ragging Cell
2. Women Empowerment Cell
3. Career Counseling & Placement Cell
4. Equal Opportunity Cell
5. Library Committee
6. Committee for Time-Table
7. Committee for Campus Upkeep & Green Initiatives
8. Literary Society
9. Committee for Promoting Research and Seminar Activities
10. Committee for Social Extension & Cultural Activities
11. Sports Committee
12. Budget Committee
13. Website Committee

- These bodies have been constituted by IQAC on yearly basis.
- Most cells/committees are headed by senior faculty members.
- Meetings of Cells/Committees are held as per the requirements of the functions/events/activities.
- The meeting requires the presence of more than 50% of cells/committees members for quorum.
- Student representatives are co-opted whenever/wherever required.
- Financial decisions are taken by the Principal and Budget Committee.

Evidence of Success:

The newly constituted Cells/Committees has shown success like there is sense of motivation among teachers and students, there has been quick decision making, efficient communication, better supervision and control, increase in creativity and relief to the top management.

The Cells/Committees in the year 2020-21 has conducted events and activities involving good number of participation. Few

initiatives taken are as follows:

- Preparation of Time-Table for Online-classes by Committee for Time-Table.
- Celebration of Birth Anniversaries of Sardar Patel as National Unity Day, Subhas C. Bose as Prakram Diwas, celebration of Women's Day by Committee for Social Extension & Cultural Activities.
- Budget Proposal formation by Budget Committee.
- Seminar on "Role of Education" conducted by Women Empowerment Cell.
- Webinar by Equal Opportunity Cell.

Problems Encountered and Resource Required:

Problems were encountered on the basis of diversity of our institution's mission, goals and location, availability of other remarkable institutions and availability of resource person. COVID 19 Pandemic posed great difficulty in timely and effective execution of various proposed programmes by Cells/Committees.

BEST PRACTICE: II

Title of the Practice:

"FACULTY DEVELOPMENT PROGRAMME"

Objectives of the practice:

- To develop equipped faculty for carrying ICT based learning.
- To make faculty members carry out their routine works digitally.
- To enhance their skills towards research activity in addition to regular academic activity.
- To keep them acquainted with the latest technology involved in teaching and learning process.
- To make ICT user friendly in teaching and to develop their self-learning.

The Context (Challenging Features):

It is evident that all of us are resistance to change. The institution faced few difficulties in motivating the participants to join the program. But it was done with reasonable success.

The Practice:

21 days of successful Faculty Development Program related to fundamentals of computers and Ms. Office was organized in our well-equipped computer laboratory in our institution. The program was carried by the resource persons basically from University Department of Computer Applications.

Evidence of Success:

Our faculty members became techno-friendly, they have moved from hand written generation to MS Word application, data sharing in MS Excel, information sharing through electronic mails etc.

Problems Encountered and Resource Required:

COVID 19 Pandemic and Durga Puja vacation posed great difficulty in timely and effective execution of FDP program organized by IQAC and Department of Computer Application (BCA) our institution.

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

7.3 - Institutional Distinctiveness

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

The institution always prioritised the spread and dissemination of knowledge and modern sound and quality education to the poor students of this particular region of Jharkhand. We tried our best to achieve this distinctive objective during the lockdown period of this academic session. Though the institution was not prepared for smooth transition from conventional to digital-teaching learning activities, but the teachers enthusiastically accept the challenge and conducted online classes with the help of free versions of digital platforms like Zoom/Google

Meet/Skype, etc. Since the teachers were committed to achieve the objective of the college, they used their personal data to fulfil their responsibility. The response from the students was heart-warming. In this way the institution could work in the area distinctive to its priority and thrust.

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

7.3.2 - Plan of action for the next academic year

The IQAC has enumerated bold objectives for the institution to accomplish during the period 2021-22:

1. To provide more basic facilities to the students and staff of the institution.
2. To provide better digital support for information dissemination to the stake holders.
3. Help in creating new and formally registered society of institution's most loyal supporters i.e., Alumni Association.
4. To fulfill vacancies of teaching staff in the various departments.
5. To promote awareness and start measures for creating formidable environmental protection as Green Initiatives.
6. To make students and staff aware of digital access to knowledge and e-resources.

The Future Plan of the institution is listed hereunder:

1. Infrastructural Development:

The institution has planned for creating Canteen facility on the campus for students, staff and guests of the institution. The institution is committed to keep the facility and quality of the canteen for the welfare and benefit of all.

2. Technological Up gradation:

   1. Institution Website:

The institution has planned to create well developed user

friendly College Website, which will help the institution and various stakeholders to access information and vital services through dedicated portal.

1. INFLIBNET:

The Institution has planned to apply for and join INFLIBNET as a member. The INFLIBNET membership would provide access to e-resources and internet connectivity to our institution under UGC-Infonet Connectivity Program and UGC-Infonet Digital Library Consortium. This would aid our students and staff members to access various articles, books, research papers for their knowledge enhancement.

3. Staffing Optimization:

To create maximum productivity and higher performance, the institution has planned to recruit teaching staff in various departments.

4. Environmental Awareness:

Institution is serious to initiate practices that may enhance environmentally friendly and ecologically responsible decisions and lifestyles. Going green is essential and as a future perspective and task our institution plans for:

a) Water Harvesting System:

Water Harvesting both rain and water surplus from installed taps in our institution and toilets helps in decrease the demand for water, reduces the need of imported water, promotes water conservation and improves both water and quantity of groundwater.

b) Compost Pits:

The Institution has proposed for the creation of compost pits, where one may create pockets of nutrient-rich material that will feed the microbes and worms in surrounding soil. The compost formed can be dug up from the pit and can be used as manure in the garden to grow plants. The fallen leaves and

other biodegradable garbage may be dumped in the compost pits
for preparing the manure.