YEARLY STATUS REPORT - 2021-2022

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)	https://annadacollege.ac.in/Uploads/AQAR%202020-21_f754.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://annadacollege.ac.in/Uploads/calendar-2021-22_compressed_f7a6.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**	**2021, 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)

`Initiating the Restructuring of College Website`

`Improving students support system (canteen, play ground, inflibnet, sports equipment)`

`Developing Infrastructure (commerce block, canteen, flat interactive panel)`

`Introducing the preparation of lesson plans by the teachers`

`Celebrating birth anniversaries of inspiring personalities`

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
Improvement in work culture	Partially achieved
Conduct of in-house seminars, lectures, awareness programmes, etc.	Partially achieved
Designing, implementing and posting on website the Code of Conduct and Professional Ethics for staff and students	Achieved
Restructuring Website	Partially achieved
Creating better student support system	Partially achieved
Developing infrastructure	Partially 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

15.Multidisciplinary / interdisciplinary

Ancient India was known for higher learning centre for every branch of knowledge, such as painting, singing, physics, chemistry, mathematics, vocational fields such as carpentry, clothes-making, professional fields such as medicine and engineering and soft skills such as communication, discussion and debates were imparted. Over the centuries, the broader learning opportunities got narrowed. To reboot the legacy of multidisciplinary education, the National Education Policy 2020 (NEP 2020), suggests several policy directions for offering multidisciplinary education. In this regard, the affiliating university is adhering to the recommandations of NEP

Implementation Cell of Jharkhand which has drafted Curriculum Framework and Credit System for the Four Year Undergraduate Program (FYUGP) for the State Universities of Jharkhand as per the UGC draft curriculum framework under the provisions of NEP 2020 and has been envisaged to be implemented from Academic Year 2022-23. A new framework drafted is introducing holistic and multidisciplinary undergraduate education across all the branches of learning such as humanities, natural sciences, social sciences and commerce. The draft policy also emphasises vocational education leading to developing employment skills among the students.

16.Academic bank of credits (ABC):

The affiliating university and the institution have not yet registered in Academic Bank of Credits. We will formally register in the ABC portal as soon as the newly drafted FYUGP is implemented and directions are received from the affiliating university in this regard. Right now credits have been assigned to each papers but these are not transfereable. The curriculum however, supports multiple entry and exit options as per the recommendations of NEP.

17.Skill development:

Though the institution has been running vocational courses like BBA, BCA, Bio-Technology over a decade but we also have introduced B.VOC Software Development program from year 2020 under National Skill Qualification Framework (NSQF) with multiple entry/exit scheme. Under NEP 2020, the institution has already proposed the affiliating university to provide variety of introductory vocational courses such as beautician, plumbing, plant bio-technology, repairing of electrical goods, banking, insurance, computer, financial services Tally, GST etc. realizing the importance of skill development and creation of trained manpower to make them employable. The response, however, is yet to be received from the affiliating university.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Gender sensitivity and human values have been incorporated in variours subjects of Humanities.

Upanishads, Introduction to Vedas, epics like Ramayana and Mahabharata are part of course in Sanskrit.

We at our institution have Urdu Language and Bangla Language Courses to propagate our rich Indian heritage and understanding of regional culture.

These factors will defenitely incorporate ethics and ethos of Indian knowledge and culture among the students.

All the above courses are offline presently.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The newly proposed Four Year Undergraduate Program (based on LOCF, NEP) for State Universities and Colleges of Jharkhand would help to develop all capacities of human beings-intellectual, aesthetic, social, physical, emotional, ethical and moral – in an integrated manner. Soft skills, such as complex problem solving, mathematical computation, critical thinking, creative thinking, communication skills; and rigorous specialization in a chosen field (s) of learning have also been incorporated in FYUGP.

All the courses offered as outcome based education and has been prepared keeping in view the international/national/regional requirements. Focus has been to keep up the spirit of NEP 2020, the course objectives is aligned to the program outcome and program specific outcome.

20.Distance education/online education:

The institution like all others has done a great job in providing ONLINE education. During the COVID - 19 Lockdown period, we started developing Whats App groups of every batch of students. We provided training to the students on how to use free versions of Zoom and Google Classrooms. Even the faculty members were imparted skills to conduct the online tutorials. COVID has created an atmosphere of hybrid learning in our institution.

As far as distance education is considered, our institution has not initiated this it till now.

Extended Profile

1.Programme

1.1   **21**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **9741**

Number of students during the year

File Description	Documents
Data Template	[View File]()

2.2   **8257**

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   **3460**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **48**

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	**21**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**9741**

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	**8257**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**3460**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**48**

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**36**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**206.74**
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

The college strives consistently for an effective and efficient working pattern on course-curriculum domain. However, we work with certain limitations as the course-curriculum is prescribed by the affiliating university.

A well-managed system of course-curriculum activities in the college is followed through:

a) Ensuring implementation of Academic Calendar.

b) Constituting Time-Table Committee and ensuring the implementation of its recommendations.

c) Preparation of teaching plan.

d) Administrative monitoring

e) Making it sure that the assets are optimally used by the stakeholders.

f) Apart from regular classes the implementation of course-curriculum is ensured through the use of free versions of Zoom, Google Meet, etc.

g) The usage of library is encouraged among students.

h) The college practices teachers' support and guidance to the students after regular college hours. The contact numbers of teachers are available for the students so that they may contact the teachers for academic needs.

i) The Choice Based Credit System (CBCS) provides a range of choices to the students enrolled since 2015.

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

k) For effective course-curriculum delivery, the college promotes extra-curricular activities through its wings like NCC, NSS and various committees.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The institution strives hard to adhere to the approved academic calendar including the conduct of Continuous Internal Evaluation (CIE). After a thorough discussion, the college prepares an Academic Calendar which is duly approved by the Secretary of the institution. This academic calendar notifying all the major events, activities is well publicised and posted on the website of the college.Barring a few dislocations, the academic calendar is followed in its letter and spirit. The actual implementation of the academic calendar is monitored through IQAC, various departments, cells and committees.

The college sincerely conducts Continuous Internal Evaluation (CIE) throughInternal Examination System prescribed by the affiliating university. The CIE includes class/unit tests, assignments, online tests,seminars, Q&A sessions (question and answer sessions), quizzes, and extra curricular activities. The CIE, however, has been adversely affected in the post COVID-19 situationas the university examinations have been dislocated and there is a rush to complete the syllabi in time.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

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 | **B. Any 3 of the above**

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

21

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

The institution gives utmost importance to the integration of Professional Ethics, Gender, Human Values, Environment and

Sustainability into the Curriculum. Professional Ethics is posted on the college website and is continuously disseminated among teaching, non-teaching staffs and students. The management ensures that all follow it religiously. Gender equity is promoted by the Women Empowerment Cell, Grievance Redressal Cell, Equal Opportunity Cell, etc. The institutionconducts programs to promote gender equality and women empowerment through the dedicated cells/committees. Human Values are being inculcated by organizing seminars on Human Rights, conducting social service activities by NCC and NSS. The NSS team arranges social and cultural activities within and outside college campus. Environment and sustainability are the prime issues and various programs are conducted under Committee for Campus Upkeep and Green Initiative, NSS and NCC. The affiliating University has also designed the syllabus in a way 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	No File Uploaded
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	**No File Uploaded**
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

150

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	**A. All 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   **D. Feedback 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

5712

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

2797

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 institution 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. Regular 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. Recently, the college has started the practice of tutorial classes to address the need advanced learners and slow learners.

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
9741	**48**

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 experiential 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 experiential and participative learning. Essay competitions, painting competitions, rangoli making and awareness rallies etc. are also student centric activities which are organised to inculcate experiential and participative learning among the students.

File Description	Documents
Upload any additional information	No File Uploaded
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

The teachers of the college use a number of ICT enabled tools such as Flat Interactive Panels, Laptops, Overhead Projectors, Projectors, Mobile Phones, Tabs, etc. for effective teaching-learning process. The teachers also use free versions of platforms like Zoom, Google Meet, etc. for effective teaching-learning process. Most of the communications with the students are made through WhatsApp/ Telegram apps.

File Description	Documents
Upload any additional information	No File Uploaded
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

00

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

38

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

34

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

1145

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 has increased. The institution, however, has failed to document the whole process in a well defined manner.

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 concerned 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 is posted on the college website.

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

3300

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)

<u>NA</u>

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

08

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

0

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

01

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 the institution'scontribution toneighbourhood 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. Activities like awareness rallies and community serviceare conducted under this committee. The college effectively runs National Service Scheme and National Cadet Corps units. The students actively participatein community service activities, swachh bharat abhiyan, tree plantation, etc. The celebration of Parakram Diwas, Yuva Diwas, National Unity Day, etc. also sensitize the students to

social issues for their holistic development.

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

02

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

94

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
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

0

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. Even with its meagre fund, the college managed to add to its infrastructure new Commerce Block (three class rooms, one office, wash rooms for boys and girls, etc.) and three more class rooms with a small office(with RUSA fund). The construction of college canteen and a waiting shed for the students have already been started. The college has also redeveloped its playground and purchased a number of sports equipment.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	**No File Uploaded**
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 indoor sports complex.However, the sports facilities available on the campus, sports equipment and playground can be availed by the students of the college. It is remarkable to add that the college redeveloped its playground during the present academic session to facilitate improved sports activities in the college. To practice for cultural activities, indoor games, yoga, etc. the students are allowed to use the boys' common room or some secured covered place within the campus. To promote social extension and cultural activities, the Committee for Social Extension and Cultural Activities is constituted. Various activities are conducted by 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.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

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

22.52

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 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)	View File

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)

0.07

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

03

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. The website of the college has been restructured recently.

File Description	Documents
Upload any additional information	View File
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)

14.21

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.

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

4009

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	<u>View File</u>

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	<u>View File</u>
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 have nominated/elected 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 organisingand managingcultural events and sports/games activities.

3. OrganisingSpecial Events:

Students take interests in celebration of special occasion in our institution like Teachers' Day, cultural activities on Independence Day, Republic Day, Saraswati Puja,etc. They have shown active and sincere participation in organising blood donation camps, Swachh 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]()

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 Alumni Association in the college name Annada College Alumni Association. The registration of this association under Society Registration Act 1860 has been initiated. Since the registration certificate of the association is has not been generated, it is not functioning freely. Apart from this, the former students of the college remain on their toes to support the college as and when needed.

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

The governance of the institution is reflective of and in tune with the Vision and Mission of the institution. The institution fulfils its vision statements by imparting a liberal, modern, sound and quality education at an affordable cost. Apart from the fundamental streams, the college equally emphasises quality education in vocational streams. It tries its best to preserve and promote Bangla language, literature and culture. The governance of the institution is also reflective of its efforts of making the students a good informed citizen so that they can work for welfare of society. The governance promotes necessary skills and confidence to the students for quality learning. By adopting the use of technology, it promotes the use of technology among its students. The governance of the college is democratic and participatory in nature. Every stake holder plays a vital role in determining the institutional policies and implementing the same.

File Description	Documents
Paste link for additional information	https://annadacollege.ac.in/mission-vision
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. The college is managed by a Governing Body consisting of eminant Bengalies of the region. This Governing Body is headed by the Secretary. At college the administrative responsibilities are discharged by the Principal in Charge. He is helped in discharging his duties by the HoDs, Professor in Charge, Bursar, Controller of Examinations, ANO (NCC), Programme Officer (NSS) and so on. The institution hasconstituted various cells/committees for better planning, administration and execution of high quality teaching and learning atmosphere, curricular and extra curricular activities. These committees are headed by senior faculty members.The institution is working hard 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 area of decision making process.The management provides freedom and flexibility to conduct various co-curriculum programs through cell/committees. The institution plays pivotal role in implementation of policies, programs, initiative and best practices which are conversant with mission and vision of the college.

File Description	Documents
Paste link for additional information	https://annadacollege.ac.in/committee-list
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the institutional strategic/perspective plan is effectively deployed. Such plans are discussed and decided in the begining of the Academic Session in committees such as IQAC, Budget Committee, etc. After taking a resolution regarding strategic/perspective plans, the college prioratises them keeping in mind its urgency,need and availability of fund. For instance, it was stratigagised by IQAC at the begining of the academic session that the college would seek membership of INFLIBNET and design implement and post on website the Code of Conduct and Professional Ethics for Staff and Students of the college. The task was completed sucessfully within the given time frame. Similarly the strategy of participating in NIRF was sucessfully acomplished. The college also planned to add Flat Interactive Panels for its class

rooms which was done with the help of fund from RUSA. The construction of college canteen and waiting shed for students were also started as per the strategic/perspective plan made in the begining of the year. However, these strategies and perspective plans are not well documented.

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, etc.

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.**
- **Implementing the time-table planned by time-table committee from time to time.**

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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

1. Employees Provident Fund as per EPF rules:

Keeping in view, the sense of promoting savings tendency among

employees, the institution contributes specific amounts towards EPF of itsemployee.

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 to the institution campus.

6. Dearness Allowance, as approved by the Governing Body.

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

8. Teachers Common Room.

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

10. Timely grant of various types of leaves.

11. Exclusive Parking facility for two wheelers.

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

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

14. Provision for job for one member of deceased employees' family on compassionate ground

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)	View File

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

00

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	**No File Uploaded**
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

00

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	**No File Uploaded**
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 formal performance appraisal system for teaching and non teaching staff except for maintaing service book. The IQAC, however, has suggested the implementation of the same to the Secretary and the Principal.

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	View File

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

Apart from the fees collection, grant from RUSA and the State Government (Snatak Stariya Vitt Rahit Saikshnik Sansthan (Anudan) Adhiniyam, 2004) the institution has no particular strategy for the mobilization of funds. It, however, takes particular care that whatever resources are at hand, can be used in the optimum manner. In the begining of the academic session the need is acertained in the meetings with different committees including that of Budget Committee and IQAC.On the basis of the the needs and due approvals, the funds are allocateted and utilized.

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 lagging behind in various aspects,it is trying its best to achieve better functioning of the collegeyear after 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 conductingmeetings 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.

File Description	Documents
Paste link for additional information	https://annadacollege.ac.in/about-iqac
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

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

1. Academic review in the beginning and at the 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 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)	C. Any 2 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	**No File Uploaded**
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 institution has a strong belief on gender equity. It has a decent number of women staff, both teaching and non-teaching. Some of the women staff are holding important positions in different cells/committees.

For ensuring safety and security CCTVs are installed all around campus and in the classrooms as well. There is Girls' Common Room (GCR) and the institution is trying to develop modern facilities within the Girls' Common Room which will be visible in a couple of months.

The Women Empowerment Cell of our institution regularly organizes activities including the celebration of International Women's Day to empower women and sensitize the staff/students on gender equity. Recently, the college has constituted Grievance Redressal Cell and Internal Complaint Committee to promote effective gender equity.

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	C. Any 2 of the above

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

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

In our institution we have facilities for Solid Waste Management, Liquid Waste Management and E Waste Management.

Solid Waste Management: Installed dustbins within the campus segregate the degradable and non-degradable waste. Vermicompost system has been installed in the campus to deal with biodegradable waste, when converted into manures, it is being utilized for fertilization of plants and garden soil in the campus.

Liquid Waste Management: A horizontal flow filter arrangement (underground sump) with a capacity to recycle 5,000 litre of grey water per/day is installed in the college campus. This particular system uses grey water generated from wash basins and rain water of the campus. The recycled water is channeled into garden, playgrounds for their maintenance.

E Waste Management: Electronic waste are stored in a particular room, periodically either it is reused or disposed off.

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	C. Any 2 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	B. Any 3 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 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

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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	**C. Any 2 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, Equal Opportunity 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 National Festivals (Independance Day, Republic Day), 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	**No File Uploaded**

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	D. Any 1 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 likeNational Festivals (Independance Day, Republic Day), 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 PRACTICES (I)

1. Title: "Restructuring of College Website"

2. Objectives:

i) Having a website which is informative.

ii) Create an Online presence.

iii) Cultivate relationship by engaging students, teachers etc.

3. The Context:

To clearly set our goals needed from the website. Building a user friendly and high performing web application and encapsulating the reactions, perceptions, and feelings that users experience.

4. The Practice:

It is the process of continuously improving the usability of the website to meet and exceed user's expectations. To create an information structure that supports institution goals, information security, etc.

5. Evidence of Success:

We expect creating online presence, easy information exchange, creating credibility, cost cutting, users' insights and advertising expansion.

6. Problems Encountered and Resources Required:

Resource crunch and lack of technical know-how.

BEST PRACTICES (II)

1. Title: "Redeveloping Playground"

2. Objectives: Improving student's support system.

3. The Context: A good playground must have surface that absorbs impacts and makes walking, jumping easier for students.

4. The Practice: A must for higher education institution.

Constraints / limitations: Resource crunch

5. Evidence of Success: Increase in the sports activities.

6. Problems Encountered: Poor financial resource.

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 vision of the founders of the college was to spread and disseminate 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.

Keeping in mind the vision statement of the founders, the college emphasizes providing quality education at an affordable cost. Hence the fees of almost all the courses of the college including the vocational courses are at a lower side. Since the COVID period, the college has also allowed the poor students to pay their fees in two installments. This policy has benefitted a large

number of poor students of the region. This is a distinctive feature of the institution which matches its vision statement.

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

1.Buying more computer sets for academic activities.

2. Completion of restructuring of website.

3. Reducing touch-points for students for office work.

4. Installation of water coolers.

5. Reintroduction of biometric attendance.

6. Installation of Sanitary Pad Vending Machine and Sanitary Incinerator.

7. Plantation along the path leading to Commerce Block.

8. Installation of Photocopy Machine for students' use.

9. Enforcing the preparation of lesson plans in all departments.

10. Capacity enhancement of Chemistry Lab.

11. Exploring the possibility of converting a classroom into a make-shift auditorium.

12. Increase in the number of solar lights and rain water harvesting facilities.

13. Organizing intra-college sports activities.

14. Laying of pavers near Gate No. 02 to facilitate parking.

15. Remodeling of cycle shed.

16. Remodeling and furnishing of Teachers' Common Room.

17. Remodeling and furnishing of Girls' Common Room and improving facilities.

18. Conduct of at least one National Seminar during the academic session of 2022-23.

19. Fresh appointments/renewal of contracts of teaching and non-teaching staff.

20. Covering of open rain water drain with RCC slabs.