



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**ANNADA COLLEGE**

**COURT ROAD (GURU GOVIND SINGH ROAD)**

**825301**

**annadacollege.ac.in**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Annada College, Hazaribag is situated in the district headquarter of North Chotanagpur region, Jharkhand. It is the only **Co-educational Permanently Affiliated Linguistic Minority Degree College** in the area which is run and managed by a linguistic (Bangla) minority community. The journey of the college started with 64 students in 1979 and within a year the college made an outstanding mark in the education sector.

On January 04, 1989, the Bihar Government recognized the college as a Linguistic Minority College vide its Letter/memo no.- 13/A6-052/82.

On March 15, 1985, the State Government vide its letter no. 285 granted temporary affiliation up to degree standard in B.A., B.Com. & B.Sc. Later on, February 26, 1993, the college was given permanent affiliation by Ranchi University, Ranchi to run Degree Courses of Honours level. In the year 1992, the college was included in Vinoba Bhave University, Hazaribag.

The college is also registered under the section of College Clause 2(f) and 12-b by the University Grant Commission Act of 1956.

Annada College, Hazaribag is known for its prudence and farsightedness in the field of higher education. It has been moving and developing incessantly to keep pace with the ever-changing educational behaviour of the time. It has relentlessly developed its teaching methods to make its students updated, self-reliant and educated in the real sense. Its incessant efforts to introduce quality teaching-learning experience in the region is evident from the award of Grade B from NAAC in the year 2005. Later the college was Re-accredited with Grade B from NAAC in the year 2011.

During the session 2008-09, the college introduced an audio-visual teaching-learning method to improve teaching-learning experience. Overhead projectors and LCD projectors were installed to ensure the quality of education. In the later years, the College Management also introduced Vocational Degree Courses like Bio-Technology (2009), Bachelor of Computer Applications (2009), Bachelor of Business Administration (2010) and B. Voc. Programme in Software Development (2020).

The college is registered under Society Registration Act in Bihar and Jharkhand. The college is managed by a Governing Body the members of which are eminent persons of Local Bengali Community.

### **Vision**

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 down-trodden students at an affordable cost, especially to 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**

The mission of Annada College, Hazaribag is:

- 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 stake holders for quality assessment, quality up-gradation and sustenance.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

1. Minority Institution
2. Permanently Affiliated to Vinoba Bhave University, Hazaribag
3. Co-educational Degree College
4. Streams: Science, Arts, Commerce, Vocational (BBA, BCA, Bio-Technology and B Voc. in Software Development)
5. Registered u/s 2(f) and 12(B) of UGC Act
6. NAAC Accreditation: a) 2005 with Grade B, Score 73  
b) 2011 with Grade B, CGPA 2.39
7. Accreditation by AISHE annually
8. Successfully participated in Baseline Survey of Jharkhand State Higher Education Council
9. Participated in NIRF
10. Consistent good academic results
11. Reasonably good performance in extra-curricular activities
12. The institution runs a company of NCC
13. The college has a unit of NSS
14. Holding classroom seminars on regular basis

15. Faculty Development Programmes/Training Programmes/Field Work/Project Work/ Classroom Seminars are held for reskilling the staff members and the students
16. Charging fee in instalments for poor students
17. Faculty members are actively involved in research work
18. 36 faculty members hold Ph.D. Degree/NET
19. Faculty members are engaged in question paper setting, evaluation of answer books, syllabi designing, revision of syllabi, etc. at the University level
20. The college has 5.63 acres of land
21. A reasonably good infrastructure including 22 classrooms, library, well equipped laboratories, two computer laboratories, boys' common room, girls' common room, teachers' common room, well developed playground, college canteen, cycle shed, etc.
22. 09 classrooms are fitted with flat interactive panels, 03 with overhead projectors and two with LCD projectors aid to ICT enabled teaching-learning experience
23. A reasonably spacious and rich library with a small reading room and access to INFLIBNET
24. A students' corner with an information centre and water cooler for safe drinking water gives necessary support to the students
25. The sports equipment felicitate the sports persons to prepare for their activities
26. Conduct of extension activities
27. The college has committees like Campus Up keep Committee, Budget Committee, Career Counselling and Placement Cell, Library Committee, etc. for decentralisation and participative management
28. The college has committees like EOC, Grievance Redressal Cell, Women's Empowerment Cell, Anti Ragging Cell, ICC, etc. for creating the environment of equality and inclusivity

### **Institutional Weakness**

1. Paucity and irregular flow of fund
2. Delay in implementation of ERP management system
3. Lack of initiative to conduct exchange programmes, sign MoUs and collaborations with other national and international institutions
4. Snail-pace speed to fill vacant posts on priority basis
5. Lack of regular publication of research papers/works in refereed peer reviewed journals of repute
6. Need to initiate sports/cultural activities in organised manner
7. Inordinate delay in the registration of Alumni Association
8. Non implementation of 7th pay commission for the staff

9. Need to construct an auditorium for seminars/workshops/literary/cultural activities
10. Resistance to adopt ICT for teaching

### **Institutional Opportunity**

1. Effective utilisation of the capabilities of rich pool of more than 9000 students
2. Signing MoUs/Collaborations with national and international institutions for the benefits of students and teachers
3. Approaching industries and Alumni for the employment opportunities of the students
4. Improving computer-student ratio
5. Improving teacher-student ratio

### **Institutional Challenge**

1. Generating adequate and regular flow of funds
2. Creating a reasonable corpus of fund for the college
3. Expediting filling up of vacant posts
4. Initiating approval and introduction of new full time/short term courses
5. Maintaining cleanliness and hygiene on the campus
6. Providing sufficient number of drinking water points, washrooms, surfing points, etc.
7. Constructing a decent reading room
8. Improving documentation

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The prime objective of Annada College, Hazaribag, a Permanently Affiliated Co-education Minority (Bangla) is to create optimum teaching-learning experience. This can be achieved only through timely completion of syllabi of all subjects. Previously the course was based on CBCS system but from the current academic session 2022, the University has introduced LOCF syllabus as suggested in NEP. The college is trying its best to implement the NEP in its letter and spirit. It devices ways to complete the course as prescribed by the affiliating University in time. In this regard, the institution follows the following methods:

1. Timely implementation of academic calendar
2. Timely publication of Time-Table by the Time-table committee
3. Allotting the portions of syllabus to the teachers after a thorough discussion in the department meeting
4. Uploading the syllabus on the website and explaining the learning outcomes to the learners
5. The conduct of classes as per the schedule
6. Promoting students to make use of laboratories/library/experiential learning
7. Creating more and more ICT enabled classrooms for effective learning process
8. Conducting classroom seminars to support the learning of the students

The college conducts CIE to assess the learning of the students. Apart from observation, internal examinations are conducted by the college administration. As mandated by the University, such internal examinations are

conducted in off line mode.

The institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. The professional ethics is posted on the college website. The college administration takes utmost care of the fact that these are followed religiously. Sensitisation of students pertaining to gender equality, environmental issues, women safety, women empowerment, etc. are done through dedicated cells/committees. Activities of NCC, NSS and social extension activities like blood donation, celebrating the anniversaries of eminent personalities, carrying out awareness rallies, etc. are seamlessly incorporated in the learning programmes of students.

### **Teaching-learning and Evaluation**

The admission in Annada College, Hazaribag is done through the centralised admission portal launched by the State Government. It is known as Chancellors' Portal. The admission portal, however, takes into account the seats reserved for various categories (SC,ST,OBC, Divyangjan, etc. as per applicable reservation policy of the State Government). Hence the institution has a diverse students' community. Sincere efforts are made to cater to student diversity. Their learning levels are assessed through internal exams, viva-voce, presentations, quizzes, classroom seminars, etc. and suitable remedial methods are adopted to provide special attention to the advance and slow learners.

The college uses student centric method such as experimental and experiential learning, participative learning and problem solving methodologies. Field projects, on the job training, etc. are conducted whenever and wherever necessary.

The teachers of the college are motivated to use ICT enabled tools for effective teaching-learning experience. A total number 09 flat interactive panels, 03 OHPs, 02 LCD projectors and other ICT tools are used to empower learning. The college has subscribed to INFLIBNET and has enrolled a large number of students to it so that the learning materials available on this platform can be used.

Annada College, Hazaribag has a transparent robust internal assessment system. The examination department has a well-defined hierarchical system which makes the system of evaluation process and reforms easy. The timely conduct and evaluation of internal examination motivates the students towards learning. The mechanism to deal with internal examination related grievances is transparent, time bound and efficient. Any discrepancy brought out in this regard are immediately addressed.

The college follows the clearly stated programme and course outcomes as prescribed by the affiliating University. These have been posted on the college website and the students are motivated to go through them. The attainment of programme outcomes are evaluated by the institution with the help of internal evaluation, analysis of result, etc.

The institution has recently introduced Students' Satisfaction Survey on overall institutional performance.

### **Research, Innovations and Extension**

Annada College, Hazaribag, an undergraduate college has nothing much to offer with regard to research and innovation. However, 36 teachers of the institution are Ph.D. Degree/NET holders and they have been

publishing their research papers/books regularly. Unfortunately most of these papers are not published in the journals notified on UGC website. The college has failed to conduct any national level seminars/conferences/workshops but classroom seminars are regularly conducted.

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.

### **Infrastructure and Learning Resources**

Within the given limited financial resources the Annada College, Hazaribag ensures adequate infrastructure and physical facilities for teaching learning in the form of classrooms (22), laboratories (08), computing equipment etc. The students with practical papers are entitled to use the facilities of laboratory related to their subjects. All the students are allowed to use the computer laboratories after the regular classes of the said department. The number of classrooms with ICT enabled facilities is 14. The movable LCD projectors are used wherever necessary. The library is automated. It uses Integrated Library Management System (ILMS: Koha). The footfall, however, in the library is poor.

The college believes in all round development of its students. They are encouraged to participate in sports and cultural activities and are suitably appreciated for their performances. The college has a well-developed playground and sufficient number of sports equipment. Since there is no auditorium/dedicated indoor sports complex, the students use Boys' Common Room or open spaces on the campus for the purpose.

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

### **Student Support and Progression**

Annada College, Hazaribag is committed for student support. It ensures that its students are benefited by scholarships and freeships provided by the government. It also takes skills enhancement initiatives such as ICT/Computing Skills.

Though Students Union elections are conducted on the orders of the affiliating university which are often delayed, the institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. Many of our students have been nominated as members on various cells/committees. The college also follows the culture of nominating class representative.

The college extended its support to the former students for the formation of Alumni Association. The Alumni Association has already been registered under Societies Registration Act.

## **Governance, Leadership and Management**

The governance of the institution is reflective of and in tuned with the vision and mission of the institution. These have been clearly stated and posted on the college website (annadacollege.ac.in). The college follows a democratic and participatory mode of governance in the administration. There is a governing body led by the Secretary works for a well organised administration and development of college. At the lower level the teaching and non-teaching staff, various committees work for the betterment of the college under the leadership of the Principal. The IQAC, HoDs and the Co-Ordinators of vocational courses also play vital role in determining the institutional policies and implementing the same.

The institution respects transparency in its administration. It follows participatory management by sharing responsibilities and accountability. All the new initiatives, proposals and reforms are examined by the GB, discussed in the meetings with Heads and Co-Ordinators and then these are implemented.

The college administration follows effective welfare measures for its employees.

## **Institutional Values and Best Practices**

The college has a well-established system in place to promote institutional vales and best practices. It has constituted various committees and cells in the last two or three years for participatory management and sharing responsibilities. The constitution of Internal Complaint Committee, Equal Opportunity Cell, Women Empowerment Cell, Grievance Redressal Cell etc. to support gender sensitisation and equity among the students and employees. These committees/cells promote awareness programmes to ensure gender equality as well as sensitising the stake holders regarding their constitutional rights. The college also celebrates anniversaries of important celebrities so that the students can inculcate right values in them. Informative lectures are also delivered to the students during the teaching hours and classroom seminars. These help the students in motivating them to be the good citizens of the country. The units of NSS and NCC instil in the students the sense of social service and nationalism. Recently, the college has constituted ELC which will look into and work for the aspects of electoral literacy and awareness.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANNADA COLLEGE
Address	Court Road (Guru Govind Singh Road)
City	Hazaribag
State	Jharkhand
Pin	825301
Website	<a href="http://annadacollege.ac.in">annadacollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Nilmani Mukherjee	06546-355700	7004386889	-	annadacollege@gmail.com
IQAC / CIQA coordinator	Barnango Banerjee	06546-298137	8986676751	-	achiqac09@gmail.com

Status of the Institution	
Institution Status	Private , Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority.PDF</a>
If Yes, Specify minority status	
Religious	
Linguistic	Bangla Linguistic Minority
Any Other	

<b>Establishment Details</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Jharkhand	Vinoba Bhave University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	18-10-1993	<a href="#">View Document</a>		
12B of UGC	18-10-1993	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Court Road (Guru Govind Singh Road)	Urban	5.63	7391.91

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	48	Plus Two Passed	English + Hindi	256	29
UG	BSc,Chemistry	48	Plus Two Passed	English + Hindi	256	23
UG	BSc,Mathematics	48	Plus Two Passed	English + Hindi	400	103
UG	BSc,Zoology	48	Plus Two Passed	English + Hindi	256	123
UG	BSc,Botany	48	Plus Two Passed	English + Hindi	128	6
UG	BA,Bengali	48	Plus Two Passed	Bengali	80	0
UG	BA,English	48	Plus Two Passed	English	500	412
UG	BA,Hindi	48	Plus Two Passed	Hindi	400	87
UG	BA,Urdu	48	Plus Two Passed	Urdu	128	3
UG	BA,Sanskrit	48	Plus Two Passed	Sanskrit	128	3
UG	BA,History	48	Plus Two Passed	English + Hindi	450	390
UG	BA,Economics	48	Plus Two Passed	English + Hindi	380	59

UG	BA,Sociology	48	Plus Two Passed	English + Hindi	400	47
UG	BA,Pol Science	48	Plus Two Passed	English + Hindi	450	329
UG	BA,Geography	48	Plus Two Passed	English + Hindi	500	288
UG	BA,Philosophy	48	Plus Two Passed	English + Hindi	128	3
UG	BCom,Commerce	48	Plus Two Passed	English + Hindi	512	207
UG	BSc,Biotechnology	36	Plus Two Passed	English + Hindi	50	27
UG	BCA,Computer Application	36	Plus Two Passed	English + Hindi	100	98
UG	BBA,Business Administration	36	Plus Two Passed	English + Hindi	100	74
UG	BVoc,Software Development	36	Plus Two Passed	English + Hindi	50	17

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				61			
Recruited	0	0	0	0	0	0	0	0	30	5	0	35
Yet to Recruit	0				0				26			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	5	4	0	9
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				45
Recruited	38	2	0	40
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				9
Recruited	6	0	0	6
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	24	5	0	29
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	2	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	4	0	10
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1210	142	0	0	1352
	Female	658	73	0	0	731
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	179	167	278	234
	Female	61	64	107	117
	Others	0	0	0	0
ST	Male	44	34	59	53
	Female	33	33	64	49
	Others	0	0	0	0
OBC	Male	1625	1608	1971	1830
	Female	780	636	1022	993
	Others	0	0	0	0
General	Male	294	315	345	379
	Female	173	172	262	285
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3189	3029	4108	3940

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Annada College, Hazaribag, a Linguistic Minority (Bangla) College, affiliated to Vinoba Bhave University, Hazaribag adheres to its guiding principles and norms religiously. The affiliating
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	<p>university and college realize that multidisciplinary and interdisciplinary education as suggested in NEP is integral to the holistic education. The college follows LOCF syllabi introduced by the University. Apart from the Major subjects, the students are free to opt for IRC leading to Minor papers from a wide range of options offered by the college. This improves the students' understanding of other subjects and enriches their learning. To follow the spirit of NEP, the students are given exposure to a number of issues and happenings taking place around the world through seminars and lectures. The teachers of this college participated actively in BoS for framing the syllabi of various subjects as per the requirements of NEP to be implemented from the academic year 2022-23. To support multidisciplinary and interdisciplinary holistic education the college runs degree courses in Humanities, Natural Sciences, Social Sciences, Commerce and Vocational degree courses in BBA, BCA, Bio-Technology and B.Voc. in Software Development.</p>
2. Academic bank of credits (ABC):	<p>Since the institution is bound by the rules and regulations of the affiliating university, it cannot take initiative regarding ABC. However, post implementation of NEP in the academic year 2022-23, the affiliating university has created an academic bank of credit which will be transferrable and interdisciplinary and multidisciplinary in nature. The affiliating university has provided the students multiple entry and exit options as per the recommendations of NEP.</p>
3. Skill development:	<p>Annada College, Hazaribag is one of the first colleges of the region to emphasize skill development of its students. For this purpose, the college introduced vocational courses (Office Management and Secretarial Practices) and Add On Courses in Functional English, IT and Computer Applications long ago. Unfortunately, the college failed to create right atmosphere to run these courses. Later on the college introduced vocational degree courses in BCA (2009), Bio-Technology (2009), BBA (2010) and B.Voc. in Software Development (2020) which are running successfully. After the introduction of NEP, the affiliating university has prescribed Entrepreneurship as Introductory Vocational Studies.</p>
4. Appropriate integration of Indian Knowledge	<p>The curriculum introduced by the affiliating</p>

system (teaching in Indian Language, culture, using online course):	university under LOCF gives ample opportunities to the students for understanding the rich cultural heritage of India. Beside providing an in-depth understanding of the rich cultural heritage, it encompasses provisions to promote local languages like Khortha, Santhali, Bangla, Kurukh, Kurmali, etc. The college at its own level promotes gender equity, equal opportunities, etc. Through its initiatives on Ek Bharat Shresth Bharat, Parakram Diwas, National Unity Day, Constitution Day, Celebrating anniversaries of Eminent Personalities, Swachhata Abhiyan, etc. the college promotes integral aspects of Indian culture and ethos. The participation in cultural programs such as Youth Festival also strengthens the Indian values and rich culture. The syllabi under NEP and the subscription to INFLIBNET promotes online learning, one of the important aspects of NEP.
5. Focus on Outcome based education (OBE):	The Learning Outcome Framework (LOCF) Syllabi prescribed by the affiliating university has been framed keeping in mind the learning outcome and course outcome of the programmes. These are framed in concurrence with the goals of the programmes and the need of developing desired skills and knowledge in the students. The syllabi define the outcomes clearly and the teaching is planned accordingly. The institution promotes online learning, the use of online resources to improve teaching-learning experience.
6. Distance education/online education:	Annada College, Hazaribag has contributed significantly in providing online education to its students. During the COVID period, the college developed Whats App groups for every batch of students. It also provided training to the students on how to use free versions of Zoom and Google classrooms, even the faculty members were made skilled to conduct the online tutorials. COVID has created an atmosphere of hybrid learning in our institution. Recently the college has been trying to use LMS for imparting education. The college has not made any effort to introduce distance education courses.

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been	It has been set up on 22/03/2023.
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set up in the College?	
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, students' co-ordinator (ambassador) and co-ordinating faculty members are appointed by the college. It is functional and representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Since the ELC has been set up recently, it has yet to take initiatives that will include voluntary contributions by the students in electoral processes and participation in voter registration of students and communities, etc. Even in the absence of a formal ELC, the students were contributing to this effect by creating awareness regarding the voting rights/election processes through rallies and awareness campaigns. In this regard, the institution celebrated National Voters' Day on 25-01-2021 (conducted by Committee for Social Extension and Cultural Activities), celebrated Constitution Day (Department of Political Science) and Electoral Awareness Programme on 02-03-2022 (Department of English), Yuva Matdata Mahotsav (painting competition, Rally, etc.) between 16-11-2022 to 20-11-2022 (NSS), etc.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	In the past years, the college has conducted rallies, painting competition, etc. for creating awareness among the voters. It has also made some efforts to register new voters. However, no formal record could be maintained.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	In this regard, the institution has not made any concerted and well documented initiative.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9359	9592	10717	10416	9953
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 52

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
45	42	44	43	42

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
150.79	103.93	134.59	178.14	271.48
File Description		Document		
Upload Supporting Document		<a href="#">View Document</a>		



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

##### Response:

Annada College, Hazaribag has made reasonably good efforts to promote effective and efficient working pattern on course-curriculum domain. The college acts on the curriculum as prescribed the University. The affiliating University usually frames the course curriculum inviting suggestions from senior faculty members of the college. Many of the senior faculty members are on the BoS of the affiliating University. Even if they are not the members of BoS, they proactively participate in the revision syllabus. This enables the faculty members to have a greater insights in effective curriculum delivery and creating a better environment for teaching-learning experience.

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

A) The publication of Academic Calendar ([https://annadacollege.ac.in/Uploads/Academic%20Calendar%202022-23\\_compressed%20\(1\)\\_7a3c.pdf](https://annadacollege.ac.in/Uploads/Academic%20Calendar%202022-23_compressed%20(1)_7a3c.pdf)) in advance and its timely implementation.

B) Formation of Time-Table Committee ( <https://annadacollege.ac.in/committee-details/8/time-table-committee> ) and following its recommendation regarding the conduct of classes.

C) Well publicizing the Time-Table.

D) The college administration ensures that all the classes are conducted as per given schedule and the Lesson Plans.

E) The institution promotes among the students the use of Laboratories, Library, Internet Surfing Facilities, Sports Facilities, etc.

F) Apart from holding regular classes in offline mode the institution ensures that teaching-learning assistance is provided to its students through various apps of online courses such as of WhatsApp and Telegram Group. These groups were created department-wise to deliver effective and efficient learning through free versions of Zoom, Google Meet, etc. during Covid-19 pandemic lockdown.

G) Library Usage and reading habits are promoted through seminars in all the departments so that the students acquire knowledge of their subjects.

H) For effective curriculum delivery, the college practices the system of teachers' support and guidance to the students after classes. For this purpose the contact numbers and email ids of the teachers' are available on the website ( <https://annadacollege.ac.in/teaching-staff> ). The interested students are free to seek guidance from their teachers.

I) The affiliating university introduced the Choice Based Credit System (CBCS) in 2015. It provided a wide range of choices of subject to the students enrolled after 2015. From the academic year 2022-23 the affiliating university has introduced LOCF as recommended in NEP. The institution effectively, successfully and satisfactorily delivering the curriculum through a well-planned and documented process.

J) For effective curriculum delivery, the institution uses ICT enabled classrooms fitted with fixtures like flat interactive panel, OHP, portable LCD projector, etc.

K) For proper planning, effective implementation and achieving the desired outcomes, the college counsels the students to opt subjects of their interest. The students are also counselled to opt from a wide range of Generic Elective subjects and Skill Enhancement Courses (Entrepreneurship, etc.) when they are expected to do so.

L) The faculty members of the college participate in FDPs/Workshops/Seminars for effective curriculum delivery.

M) Technical skills of the faculty members are improved through FDPs usually conducted by the Department of BCA.

N) To assess the effective delivery of curriculum and learning of students, the institution conducts continuous internal assessment through quizzes, Q&A sessions, classroom seminars, and participation in NSS, NCC, Sports activities, Cultural Activities and mid semester examinations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years**

**Response:** 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses

of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 *Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

##### Response:

Annada College, Hazaribag is a linguistic minority college affiliated to Vinoba Bhave University, Hazaribag. It follows the curriculum prescribed by the affiliating university. This curriculum amply reflects its concerns on issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability. It integrates these issues in the syllabi of different subjects to create a sense of awareness among the students as serious reflection on the part of the students on such issues is bound to make them sensitive and sensitized global citizen.

1. The curriculum (CBCS introduced in the year 2015 and LOCF based on NEP introduced in the academic year 2022-23) includes awareness of issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in core subjects. The Generic Elective papers, AECC, SEC, etc. also integrate these issues. A list of the papers that include these issues is shown in the link given in this regard.
2. It is obligatory for the students to study a paper on Environmental Studies at the undergraduate level, precisely in Semester II. This paper aims to make the students aware of the basics of ecology, biodiversity, natural resources, environmental problems and their management, important milestones in environmental studies and the aspects of sustainability. Apart from this compulsory paper, there are papers on Nature in various subjects such as Nature and Literature in English Core Course, Environmental Economics in Economics Core Course. The study of this paper in the given perspective helps the students to evolve into as responsible citizens who are ecologically, environmentally and socially informed. It also empowers the students to play their role to deal with environmental problems and their management.
3. To integrate professional ethics and human values among the students, the affiliating university has included in its curriculum papers most relevant to the issues. The compulsory papers in this regard are “Constitution of India and Human Rights and Indian History Culture and Diversity”. These compulsory papers promotes a greater sense of awareness of professional ethics and human values in students. In vocational degree course of BBA, the students study Business Ethics that leads to the development of better professional ethics and human values in the students. In degree course of Sociology Core, the students have to study “Indian Social System”. Apart from this, the college promotes professional ethics among its employees and students by hosting on its website (



<https://annadacollege.ac.in/college-policy> ) a list of values to be followed. All these efforts lead to holistic development of the students.

4. Removal of gender bias is integral to the overall growth and development of students. Sensitisation on this issue is bound to make them a responsible citizen. The curriculum includes papers like “Women’s Writing”, “Constitution of India and Human Rights”, “Media and Journalism”, “Cultural and Ethnic Diversity”, “Modern Social Reform Movements”, “Status of Tribal Women in Jharkhand”, etc. that highlight women’s struggles throughout the world and through different ages leading to greater sensitisation on gender bias.

Furthermore sincere efforts are made at the college level to augment the curriculum with respect to improving the students’ understanding of Professional Ethics, Gender, Human Values, Environment and Sustainability with the help of cultural, sports, NCC and NSS activities. Special seminars are also organised by Women Empowerment Cell to sensitise the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 1.6

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 150

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website**

**Response:** D. Feedback collected

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 77.66

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
3189	3033	4108	3940	3670

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5712	5672	4108	3940	3670

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

#### 2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
2722	2545	3501	3276	3122

##### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2722	2545	3501	3276	3122

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 207.98

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

**Response:**

Annada College, Hazaribag is focused on a well productive teaching-learning experience for its faculty members and students. All possible efforts are made in this regard. The basic methods used to deliver effective learning experience for the students, we adopt student centric lecture methods. Apart from this the teachers use the following methods for experiential learning participative learning and problem solving methodologies for enhanced learning experiences:

#### 1. Talk and Chalk Method

This is the most popular method used by the teachers while delivering student centric lectures. The teachers substantiate their lectures using black board. This makes the task of learning easier as the students comprehend data and technical terms in an effective way. It also helps them in long term retention of the topic taught.

#### 2. Use of ICT

The institution has equipped 09 classrooms with flat interactive panels and two classrooms with OHPs. It has also two well-equipped computer labs. These are used by the teachers to enhance the effectiveness of teaching-learning process. Apart from these the teachers and students use their laptops, tabs, and mobile phones to access learning materials/text books in the classrooms or at their homes. The use of mobile phones are promoted among the students so that the learning can take place with the help of youtube, online study materials, lectures by NPTEL, etc. as and when they require.

#### 3. Experiential Learning

To promote experiential learning, the students of science stream are motivated to use laboratory for direct experience of the scientific phenomenon. In these laboratories, the students of Chemistry, Physics, Botany,

Zoology, BCA, B.Voc. Software Development and Bio-Technology can test their hypotheses and experience established scientific learning. The students of Geography, Commerce and BBA have field work and project work in their syllabi. The students of other departments are also promoted for experiential learning through project works and site visits. For instance, the students of Political Science visited Jharkhand Legislative Assembly on 02/08/2022 to experience the functioning of the Legislative Assembly.

#### 4. Seminars

Almost all the departments organise classrooms seminars where students and teachers present their ideas on various topics and enrich their learning experience.

#### 5. Interactive Learning

The teachers of the institution promote interactive learning among the students by encouraging them to participate in Q & A activities, group discussion, quizzes, analysis of current topics, etc. The cadets of NCC and the volunteers of NSS also use interactive methods for learning social behaviour.

These are some of the ways through which the institution tries to promote enhanced learning experiences.

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 70.82

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
61	61	61	61	61

### 2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

**Response:** 80.56

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
36	35	34	34	35

File Description	Document
Institution data in the prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

#### Response:

Annada College, Hazaribag is a linguistic minority college affiliated to Vinoba Bhave University, Hazaribag. It follows the guidelines for internal assessment/external assessment as laid down by the affiliating university. As far as the external assessment is concerned, the college has no independent say in this regard. It follows the schedule of examination and the procedure of assessment as notified by the affiliating university from time to time. As far as internal assessment is concerned, the college follows the basic framework of internal assessment notified by the university. It has a dedicated internal examination department for conducting the internal assessment in transparent manner. The schedules of internal assessment examination are notified by the college well in advance. These are well publicised and even posted on the college website. These examinations are based on the pattern of external assessment examination. The question papers are set on the same pattern from the topics taught in the classroom. The evaluation system is transparent and robust and the grievance redressal system is time bound and efficient. The students are free to have a relook of their evaluated internal examination papers. Any discrepancies/grievances brought to the notice are rectified/redressed immediately. Assignments, quizzes and Q&A session, participation in sports in sports & cultural activities, NCC, NSS etc. are also considered for assessing the learning level of the students. These are considered during the moderation of the result of internal assessments. Marks for attendance, as mandated by the university are also added to the final internal assessment result of the students. The students who fail to take the examination as per the notified schedule, are allowed to take re-examination at a later date. The compiled marks are sent to the affiliating university when required. A soft copy of the same is maintained at the college.

The college/departments however, has failed to maintain duly framed minutes and signed assessment and moderation processes of internal assessment.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

#### Response:

Since Annada College, Hazaribag is an affiliated college, it has to follow the curriculum prescribed by the affiliating university. In the previous curriculum (CBCS introduced in the year 2015), the BoS has not clearly stated Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the University. Hence, the institution found it difficult to assess the POs and COs. However, the institution at

its own level assessed the POs and COs for the programmes offered after a thorough discussion among its teaching staff. It published the POs on the college website also. Hard copy of syllabi and POs also made available in all the departments so that the students can have a copy of these. The POs are also explained to the students in the classrooms. In the new curriculum (LOCF, NEP introduced in the year 2022), the affiliating university has clearly stated the POs and COs of most of the programmes. The new curriculum has been posted on the website of the university. The college has also posted the new curriculum with POs and COs on its website. Hard copies of these are also made available in the respective departments.

The attainment of POs and COs are evaluated through the results and feedback of the students. It is evaluated periodically in the meeting of the departments. However, these meetings are not well documented. The students who excel in different fields are awarded from time to time. These award ceremonies motivate other students.

### **2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words**

#### **Response:**

The institution has yet to develop a well-defined and well-structured methods to assess attainment of programme outcomes and course outcomes. However, the attainment of POs and COs are measured through the conventional methods like Q & A sessions, discussions, classroom seminars, semester end examination and final examination. Among these methods the structured ones are the evaluation system of semester end examination and final examination. The students' performance and attainment of POs and COs are evaluated with the help of a written test of 15 marks for the students of non-practical papers and 10 marks for the students of practical papers. The marks obtained in this internal examination is added to the result of final examination. This final examination is also designed to evaluate the attainment of POs and COs.

The attainment of POs and COs are evaluated centrally. A sample of the same is enclosed herewith.

### **2.6.3 Pass percentage of Students during last five years (excluding backlog students)**

**Response:** 79.69

#### **2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2568	2467	2156	2625	2454

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3460	3187	3023	3087	2641

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.16

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

**File Description**

**Document**

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

The institution has contributed nothing significant to create and ecosystem for innovations, initiatives for creating and transfer of knowledge. It, however, has well equipped laboratories (Bio-Technology, Chemistry, Physics, etc.) where the young minds can apply their skills creating a sense of research and innovation in them. The teachers however, are engaged in research works, publication, etc. Though there is no formal IPR Cell in the college, the college has conducted seminars on IPR to create awareness among the students regarding Intellectual Property Rights.

**File Description**

**Document**

Upload Additional information

[View Document](#)

**3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**Response:** 26



### 3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	04	02	01	01

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.1

#### 3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
01	01	02	01	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.21

#### 3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
01	06	02	02	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

##### Response:

Annada College, Hazaibag conducts a number of extension activities in the neighbourhood community, leading to sensitising students to social issues. These extension activities certainly help the students in their holistic development. In the year 2020, a dedicated committee named Committee for Social Extension and Cultural Activities was constituted. It is headed by a senior faculty member. The committee, through its efforts enhance the understanding of the students regarding extension activities. In this way the committee helps the students in becoming socially responsible citizens. Apart from Committee for Social Extension and Cultural Activities, the institution conducts extension activities through NCC, NSS, Women Empowerment Cell, Equal Opportunity Cell, etc.

The NCC (Coy 06, 22 Jharkhand Battalion, NCC) of the college has conducted several extension activities in the last five years. For instance, it has conducted several awareness rallies in the neighbouring areas. It has recruited a number of students (girls and boys) as cadets and inculcated in them sense of community service, discipline and patriotism. The participation of these cadets in Combined Annual Training Camps, National Integration Camps, Thal Sainik Camps, Republic Day Camps, etc. promote in them the sense of community living.

The NSS unit of the college promotes among the students the sense of social service, community living, experiential and participative learning. The NSS volunteers of this college have remained proactively engaged in extension activities. Be it organising camps in adopted villages, visiting nearby slums, collecting and distributing old cloths, crowd funding for flood relief and Pulwama Martyrs, contributing to PM Care Fund, conducting awareness rallies on various social issues, distributing masks and sanitizers during COVID – 19 lockdown period, the contributions of the volunteers of NSS are immense.

Extension activities are also conducted through Women Empowerment Cell (WEP) and Equal Opportunity Cell (EOC) of the college. The WEP has conducted several programmes for gender sensitisation, whereas the EOC has conducted awareness seminar on Post Matric Scholarships.

The Department of Bio-Technology has also conducted extension activity by demonstrating to its students the process of making Vermi-compost. It has also sensitised the students on sustainable and friendly lifestyle. Similarly, the Department of BBA conducted Legal Awareness Programme on as a part of

extension activities.

The students of the college also participate actively in blood donation camps, swachhata abhiyan, area cleaning, plantation, etc. The employees of the students also participate actively in extension activities leading to strengthening of democracy and nation building. They have participated actively in COVID – 19 related duties assigned to them by the local administration. The employees of the college have also contributed significantly in General Election 2019 (Lok Sabha), State Assembly 2019 and Panchayat Election 2022.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

Though the institution has been conducting a number of extension activities, it has not received any awards in this regard. It however, has received letters of appreciation from government and government recognised bodies. For instance, the institution has received letters of appreciation for its extension activities from PM Care Fund, Red Cross Society, Tourism Department, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.3 *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 21

#### 3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
02	05	03	11	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

<p><b>3.5.1</b> <i>Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.</i></p> <p><b>Response:</b> 00</p>	
File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

#### **Response:**

Situated in heart of the town and spread in 05.63 acres, Annada College, Hazaribag has a reasonably good infrastructure and physical facilities for teaching-learning.

The college has 03 independent blocks – Main Block, Commerce Block and Administrative Block. There is a small college canteen and a waiting shed (Dr. P S Mukherjee Memorial Students' Corner). The Administrative Block is sufficient to run the administrative work of the college. There is a total of 22 sufficiently large, well lit, well ventilated and furnished classrooms to provide comfortable teaching-learning experience. Of course, more number of classrooms are needed, but the institution manages a decent teaching-learning experience by judicious allotment of classrooms.

The college has 08 reasonably well equipped laboratories. These include Physics Laboratory, Chemistry Laboratory, Botany Laboratory, Zoology Laboratory, Bio-Technology Laboratory, Geography Laboratory and two Computer Laboratories. These laboratories are available to the students as and when needed.

The college has a rich library which is a key learning resource integral to the teaching-learning process. The books are stacked in safe bookshelves. It has a small reading room too.

The institution has a verdant well maintained large playground which has recently been redeveloped. It is an ideal venue to conduct outdoor sports activities.

The college has a Girls' Common Room and a Boys' Common Room. The institution has procured a sanitary pad vending machine and an incinerator recently. These have already been installed in the Girls' Common Room shortly. Some indoor sports equipment is also provided in these common rooms. Apart from the Department Cabins, the college has a Teachers' Common Room which has been renovated recently.

The institution has emphasised on creating ICT enabled classrooms. For this purpose Flat Interactive Panels have been installed in 09 classrooms and OHPs have been installed in 03 classrooms. 02 portable LCD projectors are also used wherever and whenever required.

Though the college has no auditorium, it provides safe and secured spaces for the practice of cultural and extracurricular activities like yoga. The college has provided two separate cabins for NCC and NSS office.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### **4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

**Response:** 1.61

##### **4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
11.37	0	0	0.99	1.14

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**

**4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students**

**Response:**

Annada College, Hazaribag is a reasonably reach library. It has more than 42100 and 378 journals. The college subscribes to INFLIBNET which enables the users to access a large number of study materials, e-journals and e-books through a login user name and password. The library has sufficient storage facility and a small reading room with computers for the users. It is automated using the following integrated library management system:

1. Name of ILMS Software: Koha (Free Version)
2. Nature of Automation: Partial
3. Version: 3.20.00.000
4. Year of Automation: 2016

There are sufficient number of staff to manage the library.

### 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection** *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

Annada College, Hazaribag is committed to provide a conducive environment to its faculty and students to improve the teaching-learning experience. In the modern context of teaching-learning experience IT and ICT facilities play important role. Though the financial resources of the college are meagre, it tries its best to upgrade the IT and ICT facilities on the college campus. The college has both LAN and Wi-Fi internet facility with 300 mbps speed for the college staff, students, library, computer laboratories and office work.

The college has recently restructured its website. It has dynamic panels, necessary ERPs etc. to facilitate better dissemination of information and administration. For Accounts Section, the college uses Tally. During the COVID lockdown period the college used free versions of Zoom, Google Meet, etc. for teaching and interacting with the students.

The college has a total of 127 desktops (10 desktops have been added recently), 05 laptops for college staff and students. There are 02 ICT enabled Computer Laboratories. The college has also 03 Over Head Projectors, 02 portable LCD Projectors and 09 classrooms fitted with flat interactive panels. For electricity backup the college has 02 silent generators of 40 KVA and 10 KVA. The college has also 08 online UPS.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**4.3.2 Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 103.99

**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

**Response:** 90

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)**

**Response:** 17.68

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
30.03	27.21	31.54	32.67	26.89

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

**5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

**Response:** 36.92

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3870	3933	3864	4005	2800

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** E. None of the above

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 0

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.2 Student Progression

**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 0

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

**5.2.1.2 Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2568	2467	2156	2625	2454

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years****Response:** 0.05**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	03	01	00

**File Description****Document**

Institutional data in the prescribed format

[View Document](#)**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 last five years****Response:** 17**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
09	01	04	02	01

**File Description****Document**

Institutional data in the prescribed format

[View Document](#)**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)****Response:** 4.6**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated**

**year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	00	03	07	03

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

**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****Response:**

Annada College, Hazaribag has a registered alumni association (Society Registration Act 21, 1860) with the name “Alumni Association of Annada College”. This alumni association in its nascent stage even then it’s trying to contribute to the development of the institution.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1** *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

**Response:**

The governance of the institution is reflective of and in tune with the Vision and Mission of the institution. The vision of the college is 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. It's readiness to implement the NEP, plans for sustained institutional growth, policy of decentralization through creating various committees enabling participative governance, etc. show it's sincerity and commitment for excellence. Similarly, the mission of the college is to preserve and promote Bangla language, literature and culture. It also wishes to inspire the academic environment for promotion of quality teaching learning activities for the students. The college is committed to promote scientific temper among the students so that they can develop the ability to change the society. It is worth mentioning that the college aims to provide quality education in the fields of Arts, Science, Commerce, Technology, Management, Vocational education at an affordable cost. Finally, the mission of the college is to promote the participation of the stake holders for quality assessment, quality up gradation and sustenance.

The institution fulfils its vision statements by imparting a liberal, modern, sound and quality education at an affordable cost. In this context, it is remarkable that the college receives only 60 lakhs as annual grant from the state government under Snatak Stariya Vitt Rahit Saikshnik Sansthan (Anudan) Adhinyam, 2004. Rest of the expenses of the college are managed through the fees collected from the students. Even then, the fees of the college is on a lower side in comparison to the other institutions of similar nature. Apart from the fundamental streams of Science, Arts and Commerce, the college equally emphasises quality education in vocational streams such as BBA, BCA, Bio-Technology and BVoc. In Software Development. 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 well-informed responsible citizen so that they can work for the welfare of society. In this regard, the students are compulsorily taught subjects like Environmental Science, Constitution of India and Human Rights, Indian History, Culture and Diversity, Entrepreneurship, etc. 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, decentralised and participatory in nature. All stake holders play a vital role in determining the institutional policies and implementing the same.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

**6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

### Response:

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 the quality of teaching-learning experience of the institution. The top-level position of the administrative body 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. Apart from the HoDs and Co-ordinators (Vocational Courses) this middle level administrative pyramid consists of the following committees:

1. Anti -Ragging Cell
2. Library Committee
3. Women Empowerment Cell
4. Committee for Time-Table
5. Career Counselling and Placement Cell
6. Committee for Campus Upkeep and Green initiatives
7. Equal Opportunity Cell
8. Literary Society
9. Committee for Promoting Research and Seminar Activities
10. Committee for Social Extension and Cultural Activities
11. Website Committee
12. Alumni Association
13. Internal Complaint Committee
14. Grievance Redressal Cell

These committees are headed by senior faculty members of the college. The third-level consists of teaching and non-teaching members deployed under HoDs, Head Clerk and Accounts Clerk. The members of this level are laboratory assistants and demonstrators too.

All the new initiatives and proposals are discussed in GB meetings/Principal-HoDs meetings and then these are implemented. These initiatives and proposals are usually related to:

1. Approval of the new courses.
2. Considering budgetary recommendations.

3. Examining and evaluating the time-table proposals.
4. Approval of changes in course fees.
5. Constituting new cells/committees to delegate necessary activities.

The HoDs and Coordinators of various cells/committees help in making pedagogy students-centric. They also help in organizing co-curricular and extra-curricular activities as per academic calendar. They also help in implementing the time-table planned by time-table committee from time to time.

The appointments, service rules and procedures, etc. are followed by the Governing Body as per the UGC statutes, recommendations of Affiliating University and the State Government.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

**Response:**

The Administrative Body of Annada College, Hazaribag firmly believes that the teaching and non-teaching staff are the main pillars of the institution. Hence, the college administration proactively works to ensure their wellbeing with the help of possible welfare measures. Some of the important welfare measures for the teaching and non-teaching staff are:

1. Employees Provident Fund as per EPF rules: Keeping in view, the need of promoting savings tendency among its employees and ensuring their dignified living post retirement, the institution contributes specific amounts towards EPF of its employee.
2. Fully paid maternity leave (as per the recommendations of affiliating university) is granted to the women employees of the college.
3. Advance salary is given to the employees in case of their financial emergency or medical exigencies or for any other valid reason.
4. Salary is credited to the staff (teaching/non-teaching) in their respective bank accounts. The college administration tries to ensure that the salary is credited to the account of the employees within the

first week of the month.

5. The college administration has ensured that the employees of the college get banking facility at a convenient location. For this, the college has let out a portion of its building to Union Bank of India where almost all the accounts of the college and its employees are located.
6. The employees are given Dearness Allowance as approved by the Governing Body. The percentage of DA, however, is approved keeping in mind the financial viability of the college.
7. The institution has multicultural environment. The college administration ensures the celebration of all festivals together like Saraswati Puja, Poila Baishak, Holi Milan, etc.
8. Apart from separate cabins for the departments, the college administration has provided a Teachers' Common Room with washrooms. It, however, needs a facelift which will be done shortly.
9. The college provides safe drinking water facility to its employees and students. There are water coolers fitted with UV water purifiers at various points on the campus.
10. The college administration ensures speedy and timely grant of various types of leaves to its employees.
11. There is an exclusive parking facility for two wheelers.
12. The college administration encourages its faculty members to improve their skills and qualifications like Ph.D. It also encourages the faculty members to attend seminars. For such activities, necessary leaves are granted in time.
13. The college administration guarantees that all teaching and non-teaching members are treated at par in obtaining benefits from the institution.
14. The college administration has made a provision for giving a suitable job to one member of deceased employees' family on compassionate ground.
15. The college administration exempts the tuition fee of the wards of its employees.

The institution, did not practice the performance appraisal system in the past as mandated by UGC regulations of July 2018, for its employees but it has introduced the same from the academic session 2021-22. It, however, is facing the teething problem.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00



File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

**Response:** 8.03

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	37	00	00	00

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
48	47	51	47	52

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

Annada College, Hazaribag is a permanently affiliated minority college. It receives an annual meagre grant of Rs. 60 lakhs from the state government under Snatak Stariya Vitt Rahit Saikshnik Sansthan (Anudan) Adhinyam, 2004. Apart from this, it receives grants from RUSA for Infrastructural Development. The college also generates some revenue by letting out portions of its building. The institution meets rest of its expenses – salary, other than salary (recurring expenses) and capital expenses from the revenue generated through the college fees. For the optimal utilisation of these resources the college, with the help of budget committee prepares a budget. After due approval and sanction of this budget, the college conducts its

financial activities. Regular interaction with the budget committee and Bursar are done to ensure that the funds are being utilised optimally.

The college conducts regular annual external financial audit with the help of a certified CA. The Bursar of the institution scrutinises the financial transactions meticulously throughout the financial year.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

### Response:

Annada College, Hazaribag sincerely attempts to carve out academic excellence and quality education within the given setup. Internal Quality Assurance Cell (IQAC) plans and tries to implement activities that has improved the working culture of the institution particularly in the last three years.

The IQAC of the institution 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 college year after year. The IQAC has been working incessantly to enhance quality of pedagogy, co-curricular activities through formation of cells and committees, introducing best practices, ensuring welfare measures for teaching and non-teaching staff, campus upkeep, receiving feedback from students and suggestions from stakeholders. It conducts meetings regularly to monitor the positive changes in teaching-learning experience.

The IQAC of the college prepares, analyses and submits reports to the following legal bodies:

1. Preparation and submission of Annual Quality Assurance Report (AQAR) for NAAC.
2. Preparation and submission of Self Study Reports (SSR) for NAAC.
3. Preparation and submission of reports to All India Survey on Higher Education (AISHE).
4. Preparation and submission of reports to National Institutional Ranking Framework (NIRF).
5. Preparation and submission of reports to Rashtriya Uchchatar Siksha Abhiyan (RUSA).
6. Preparation and submission of reports to Jharkhand State Higher Education Council
7. Preparation and submission of reports to various state and central government bodies.

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.
2. Helping the college administration in the constitution of various committees such as:
  1. Anti -Ragging Cell
  2. Library Committee
  3. Women Empowerment Cell
  4. Committee for Time-Table
  5. Career Counselling and Placement Cell
  6. Committee for Campus Upkeep and Green initiatives
  7. Equal Opportunity Cell
  8. Literary Society
  9. Committee for Promoting Research and Seminar Activities
  10. Committee for Social Extension and Cultural Activities
  11. Website Committee
  12. Alumni Association
  13. Internal Complaint Committee
  14. Grievance Redressal Cell
  15. Electoral Literacy Club

These committees have been constituted for the purpose of decentralising the college administration, participative management and effective qualitative changes.

1. IQAC has been doing job of compiling results of the institution after declaration of results at the end of the session. It tabulates the final results, calculate the pass percentage of each department, etc.
2. IQAC has been promoting ICT based teaching-learning experience. In the last five years, IQAC conducted FDP programs for ICT based learning. The institution has a reasonable number well equipped class rooms with overhead projectors, flat interactive screens. The IQAC motivates that pedagogy is done through interactive session based on PPT, Videos etc. using ICT infrastructure.

IQAC has helped in introducing the culture of preparing lesson plans, mentor-mentee system, SAMVAAD (Parent-Teacher Meeting) restructuring of the college website, developing better students' support system, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 6.5.2 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2. Academic and Administrative Audit (AAA) and follow-up action taken**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Participation in NIRF and other recognized rankings**

**5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** C. Any 2 of the above

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words**

**Response:**

Annada College, Hazaribag is committed to provide a safe and secure environment for its girl-students and women-staff. Though no formal Gender Audit has been initiated yet but during the last five years, the college administration and IQAC have taken several initiatives to promote gender equity and empowerment of women in general and on the college campus in particular.

The college has constituted 06 committees during the last three years which look into the issue of providing a safe and secure environment for its girl-students and women-staff. These committees also work to promote gender equity and sensitisation on the campus.

**Women Empowerment Cell:** Constituted on 19/07/2020 ( <https://annadacollege.ac.in/committee-details/6/women-empowerment-cell> ), the cell is headed by a senior faculty member. It has conducted programmes on gender equity and sensitisation such as holding seminars, legal awareness drive, etc. Some of these are celebration of International Women's Day on 08/03/2021, seminar on Role of Education in Women Empowerment on 08-03-2021, lecture on Rules Against Sexual Harassment on 12/09/2022, etc.

**Internal Complaint Committee:** As mandated by UGC, the college administration has constituted this committee on 21/06/2022 ( <https://annadacollege.ac.in/committee-details/17/internal-complaint-committee> ) with an aim to sensitising the students and staff to work diligently to prevent sexual harassment and promote gender equity in college. Its duty is also to probe complaints of sexual harassment and initiate disciplinary action if needed.

**Equal Opportunity Cell:** Constituted on 19/07/2020 ( <https://annadacollege.ac.in/committee-details/9/equal-opportunity-cell> ), this cell is trying to achieve equal opportunities for the target group particularly the girl-students.

**Anti-Ragging Cell:** Constituted on 19/07/2020 ( <https://annadacollege.ac.in/committee-details/5/anti-ragging-cell> ), it keeps an eye on the campus to prevent the cases of ragging and harassment against the enrolled students particularly the girls.

**Committee for Campus Upkeep and Green Initiative:** Constituted on 19/07/2020 ( <https://annadacollege.ac.in/committee-details/11/committee-for-campus-upkeep-and-green-initiative> ), this committee identifies locations for fixing CCTV cameras on the campus, providing safe space for girl-students and women-staff so that there are no cases of gender discrimination and sexual harassment.

**Grievance Redressal Cell:** Constituted on 17/04/2022 ( <https://annadacollege.ac.in/committee-details/14/grievance-redressal-cell> ), this redressal cell functions as per the latest UGC regulations and amendments to look into the cases of grievances including the cases of gender discrimination and sexual harassment.

Apart from these cells the college promotes gender equity and sensitisation through its wings of NCC and NSS. Both of the wings recruit girl-students as cadets/volunteers. The activities of NCC and NSS are conducted in such a manner as to promote gender equity. The cultural activities of the college in which the girls participate actively also promote the sense of equity among the students. The college has also a girls' common room fitted with sanitary pad vending machine and incinerator. A rest room for women-staff, with furniture, fixtures and washroom has also been provided. The college canteen and Dr P S Mukherjee Memorial Students' Corner also provide safe and secure sitting arrangement for the girl students.

The curriculum of the programmes taught in the college also include papers/portions/topics on gender equity and gender sensitisation. For instance, Paper: English: H CC – XI (BA English Core Semester V), Name of the Paper: "Women's Writing" includes topics on Feminism, Gender Equity and Gender Sensitisation.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

#### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** D. Any 1 of the above

#### 7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

**Response:**

Annada College, Hazaribag is whole heartedly committed to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities as it believes in holistic growth of its students. It also promotes the inclusive environment which

makes its students sensitive and sensitised citizens of the country. This commitment of the college is evident in its Vision and Mission (<https://annadacollege.ac.in/mission-vision> ). It has taken a number of steps to enhance the understanding of the issues among its students and employees.

The syllabi of different courses are designed in such a manner that these promote tolerance and harmony. For instance the syllabus of English Honours includes topics like feminism, post colonialism, translations, etc. which promote tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. Similarly there are two compulsory paper for the students titled Constitution of India and Human Rights and Indian History, Culture and Diversity which promotes among the students and employees the sense of the constitutional obligations: values, rights, duties and responsibilities of citizens.

Apart from these the cultural activities of the college promotes the sense of tolerance and harmony towards diversities. The National Service Scheme and National Cadet Corps also contribute in this regard. These wings of the college engage in community outreach activities throughout the year which foster the sense of communal harmony and cultural understanding. These outreach activities include blood donation, area cleaning, tree plantation, crowd funding, old cloth distribution to the needy, etc. The NSS unit of the college has adopted a nearby village and works there for the uplift of its residents. The volunteers take immense pride in this task and learn understanding of different culture and communities. The Equal Opportunity Cell, Women Empowerment Cell, etc. also work to foster inclusivity and enhance awareness of related issues. Owing to the efforts of EOC, railings have been fitted along the staircases to facilitate the divyangjans. The college celebrates festivals like Poila Baisakh, Holi Milan, Saraswati Puja, etc. to foster healthy cultural and social environment among the students and the employees.

To sensitise the students and employees of the college to their constitutional obligations such as constitutional values, rights, duties and responsibilities of citizens, the Department of Political Science and Committee for Social Extension and Cultural Activities celebrate Constitution Day every year. To fulfil their constitutional obligations and safeguard the democracy, the employees of the college discharge duties as Sector Magistrates, Presiding Officers, Polling Officers and so on in General Election/State Legislative Election/Panchayat Election with zeal and commitment. The students are also motivated to enrol as voters and use their voting rights judiciously by conducting awareness programmes.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

BEST PRACTICE: I

Title of the Practice: “DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT”

Objectives of the practice:

- 1.To promote the culture of participative management through constitution of various cells and committees.
- 2.To involve the Principal, Governing Body, Teachers and IQAC in defining policies & procedures, forming guidelines & rules & regulations.
- 3.To make faculty members aware of the need to share knowledge among themselves, students and staff members.
- 4.To promote the interaction of the cells/committees along with Principal with Government and external agencies for execution of extra-curricular activities.
- 5.To facilitate administrative decentralization through various Cells/Committees.

The Context (Challenging Features):

Though constitution of Cells and Committees have advantages of increased participation of talent, improved loyalty and happier environment in the college, the challenges are to make faculty members realise their responsibilities towards the stakeholders. It is also of utmost importance to cultivate a sense of willingness among the faculty members to adjust to new process of participative management and responsibilities.

The Practice:

Following Cells/Committees were constituted:

1. Anti-Ragging Cell
2. Women Empowerment Cell
3. Career Counselling & 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

## 14. Grievance Redressal Cell

## 15. Internal Complaint 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 nominated whenever/wherever required. Financial decisions are taken by the Principal and the Budget Committee.

## Evidence of Success:

The newly constituted Cells and Committees have shown marked improvement in the work culture and teaching-learning experience of the college. A sense of motivation can be perceived among the faculty members and the students. These cells and committees have facilitated quick and effective decision making process, efficient communication within the system, better supervision and control on administration and activities, increase in creativity and a sense of satisfaction to the college administration. The Cells and Committees have conducted events and activities involving good number of participation. The Budget Committee prepared the Budget of the college. These are some of the significant evidences of success.

## Problems Encountered and Resource Required:

The institution had been in a state of inertia for a long time and it was difficult for the faculty members and the working system of the college to adjust to the new mode of functioning. The paucity of space, financial crunch, the need of necessary equipment and apparatus also posed certain difficulties. The lockdown owing to the spread of COVID-19 caused great problems to the institution – the flow of revenue stopped, lack of preparedness for conducting online tests and classes, stopping of the regular maintenance of college infrastructure, the demise of two staff, etc. The lockdown situation also dislocated the implementation of the events academic calendar, cells and committees.

However, the college overcome these problems successfully.

## BEST PRACTICES (II)

Title of the Practice: “ORGANIZING DEPARTMENTAL SEMINARS”

## Objectives of the practice:

The objective of “Organising Departmental Seminars” on regular basis is to provide quality education. This activity also bound to create awareness regarding the importance of formal and informal interactions and seminars.

## The Context (Challenging Features):

The institution failed to introduce significant qualitative changes in its academic activities. It had been neglecting the conduct of seminars for the students, even at the level of department what to talk of

conducting national and international seminars. Hence, the college wanted to introduce the atmosphere of conducting seminars at the level of department by involving the students and teachers.

#### The Practice:

The institution first directed the HoDs and Co-Ordinators (vocational courses) to conduct formal seminars on the level of department by involving students. The teachers identified some probable relevant topics and discussed with the students regarding the conduct of seminars. After a consensus was reached about the topic of seminar, the day and time of the seminar was fixed. Local resource persons from the affiliating university and nearby colleges were invited for these seminars. In one or two cases, the resource persons came from the other universities. The institution granted a reasonable fund for the purpose. Major parts of the task of organizing the seminars were in the hands of the students. The teachers, however, kept them guiding throughout the events.

#### Evidence of Success:

The initiative of organising departmental seminars yielded good results. This activity made the participants proficient in communicating their ideas to the audience without any inhibition which is an important employability skill. The students also developed the art of researching a given topic and in this way they acquired special knowledge in that particular field. They learnt about the latest information related to the concerned topic. Similarly, the question and answer session developed confidence among the students. These activities made the students feel motivated and encouraged and learn new topics. These seminars changed the teaching-learning environment of the classroom benefiting both – the teachers and the learners.

#### Problems Encountered and Resource Required:

The major obstacle was to initiate an academic activity. Once the students understood the purpose of the activity, the institution faced no problems. Finding the good resource persons locally was also a difficult task. Paucity of fund was also a problem.

The resources required for the conduct of the seminars were the availability of large classrooms as the college has no seminar hall. The e- tools like LCD projectors, etc. were available in the college. Hence, the institution did face any significant problems in this regard.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

As already mentioned in AQAR of academic year of 2019-20, Annada College, Hazaribag prioritises and thrusts its working in the area of “sensitising individuals towards social welfare”. This is one of the priorities of the college already mentioned in its core values. The founders of the college wanted to “make its students a good informed citizen so that they can work for the welfare of society”.

To realize the dream of the founders of the college, all the activities of the college are prioritized in such a manner that the students are sensitized towards the pains and sufferings of the poor, downtrodden and deprived sections of the society. The students are sensitised and made realise of the fact that all are a part of the society and environment we live in. Hence, they have to take care of those also who are marginalized members of society and those who are suffering.

During the unprecedented times of COVID – 19 lockdown, the Institution came forward with enthusiasm to serve the needy people. This responsibility was reasonably fulfilled by the students particularly by NCC cadets and volunteers of NSS. The NCC cadets along with the Associate NCC Officer of the college participated in social welfare measures related to COVID – 19 through the NCC Exercise Yogdan (15/04/2020 to 17/05/2020). The ANO and NCC cadets of the institution were deputed to help the administration in distributing masks and sanitizers and maintaining social distancing particularly in places of crowd such as banks, milk booths and vegetable markets. The cadets performed their best in helping the administration by discharging duties assigned to them and in this way they developed the sense of their responsibilities towards social welfare. The volunteers of NSS of the college also contributed their best by making hand stitched face masks and distributing them to the needy people in a nearby village from 22.04.2020 to 28.04.2020. The NCC cadets and the volunteers of NSS also helped in transporting the people to the nearby hospitals who were suffering from COVID – 19 or other ailments. During all these activities, the Principal with his team ensured that the students involved in these social welfare measures follow all protocols regarding social distancing, hygiene, sanitisation, etc. It is imperative to mention here that the college lost two of its worthy employees during the period. Since one of them was out of station, the institution could not render any significant help to him. But for the other employee, the Principal with his team ensured that he finds a bed in the local hospital, gets necessary ICU support, gets medicines on time, etc. The college provided financial help to him during this time crisis. After his unfortunate death, the college provided job to one of his family members on compassionate ground.

Apart from these activities, the college has made it a part of its system that the students are always sensitised towards the needs of the downtrodden and the marginalised people. To fulfil this obligation, the institution continuously makes efforts through its outreach programmes like blood donation, old clothes distribution among the needy, crowd funding, fee exemption, area cleaning, etc.

These are the ways through which the institution tries to achieve its objectives of sensitising its students towards social welfare.

## 5. CONCLUSION

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### **Additional Information :**

Annada College, Hazaribag is trying its best to make up for the loss of opportunities during the last twelve years. For the last two years, it has been trying incessantly to improve the system of working and delivering quality education. It has been emphasising on the students' support system which has started showing results. The work on online support through a well-developed website and ERPs is also going on. We are sure of the success of these efforts. The lapses in administrative functioning, procedures and documentation are also a matter of concern. The institution is working sincerely in this regard too. But the complexity of the problem needs time. The feeling of resistance to change is a big hurdle for the growth of the college. But we are trying to address this too.

### **Concluding Remarks :**

The institution is well aware of its vision and mission. It is working continuously to achieve these. We are also aware of our strength, weakness, opportunity and challenges. Keeping these in mind we are determined to improve.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.2.1. <b>Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 150            Answer after DVV Verification: 150</p>																																								
5.2.1	<p><b>Percentage of placement of outgoing students and students progressing to higher education during the last five years</b></p> <p>5.2.1.1. <b>Number of outgoing students placed and / or progressed to higher education year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>5.2.1.2. <b>Number of outgoing students year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>3460</td> <td>3187</td> <td>3023</td> <td>3087</td> <td>2641</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2568</td> <td>2467</td> <td>2156</td> <td>2625</td> <td>2454</td> </tr> </tbody> </table> <p>Remark : as per the documents</p>	2021-22	2020-21	2019-20	2018-19	2017-18	00	00	00	00	00	2021-22	2020-21	2019-20	2018-19	2017-18	00	00	00	00	00	2021-22	2020-21	2019-20	2018-19	2017-18	3460	3187	3023	3087	2641	2021-22	2020-21	2019-20	2018-19	2017-18	2568	2467	2156	2625	2454
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7.1.3	<p><b>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit / Environment audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Clean and green campus initiatives</b></li> <li>4. <b>Beyond the campus environmental promotion activities</b></li> </ol>																																								

Answer before DVV Verification : C. Any 2 of the above  
 Answer After DVV Verification: D. Any 1 of the above  
 Remark : As per provided document.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of students year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>9439</td> <td>9715</td> <td>10805</td> <td>10554</td> <td>9957</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>9359</td> <td>9592</td> <td>10717</td> <td>10416</td> <td>9953</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	9439	9715	10805	10554	9957	2021-22	2020-21	2019-20	2018-19	2017-18	9359	9592	10717	10416	9953
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2.1	<p><b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b></p> <p>Answer before DVV Verification : 54            Answer after DVV Verification : 52</p>																				
2.2	<p><b>Number of teaching staff / full time teachers year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>47</td> <td>45</td> <td>44</td> <td>43</td> <td>46</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>45</td> <td>42</td> <td>44</td> <td>43</td> <td>42</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	47	45	44	43	46	2021-22	2020-21	2019-20	2018-19	2017-18	45	42	44	43	42
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3.1	<p><b>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>455.84</td> <td>237.66</td> <td>249.47</td> <td>327.73</td> <td>367.86</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>150.79</td> <td>103.93</td> <td>134.59</td> <td>178.14</td> <td>271.48</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	455.84	237.66	249.47	327.73	367.86	2021-22	2020-21	2019-20	2018-19	2017-18	150.79	103.93	134.59	178.14	271.48
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