YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	BHARTI MANDAN COLLEGE
• Name of the Head of the institution	Dr. Anil Kumar Mandal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9431632410
• Mobile No:	9431632410
• Registered e-mail	bmc71@rediffmail.com
• Alternate e-mail	bmcollegerahika@gmail.com
• Address	Rahika
• City/Town	Madhubani
• State/UT	Bihar
• Pin Code	847238
2.Institutional status	
• Affiliated / Constitution Colleges	Constituent
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Lalit Narayan Mithila University**
• Name of the IQAC Coordinator	**Dr. Kumar Baibhav**
• Phone No.	**6276222763**
• Alternate phone No.	**9431636092**
• Mobile	**9431636092**
• IQAC e-mail address	**bmc71@rediffmail.com**
• Alternate e-mail address	**bmcollegerahika@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://bmcollege.in/files/aqar_report_bmcollege_2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.13**	**2017**	**30/10/2017**	**29/10/2022**
Cycle 1	**C+**	**63.75**	**2005**	**21/09/2005**	**20/09/2010**

6.Date of Establishment of IQAC	**23/04/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

The teachers advised to use the ICT Methods for standardization of teaching works through Online Virtual Mode

Necessary initiatives have been made to expedite the NSS Activities to promote awareness about Corona Virus SOPs to follow

To discuss about the engagement of a staff to look into the matter of technical operations of computer and its work. Subsequently, the matter was discussed to take it up with the higher authorities or to engage a service technical hand to avoid unusual procrastination in the day to day affairs of the college

Upgradation of Geography Lab with installation of Projector with Smart-Board including Computer also among the many needed items.

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

Plan of Action	Achievements/Outcomes
To Promote optimum utilisation of ICT Methods for standardization of teaching works through Online Virtual Mode.	The teachers advised to use the ICT Methods for standardization of teaching works through Online Virtual Mode
To expedite engagement of NSS wings in activities to promote awareness	Necessary initiatives have been made to expedite the NSS Activities.
To discuss about the engagement of a staff to look into the matter of technical operations of computer and its work	Matter was discussed to take it up with the higher authorities or to engage a service technical hand to avoid unusual procrastination in the day to day affairs of the college
Upgradation of Geography Lab with installation of Projector with Smart-Board including Computer also among the many needed items.	Authority accorded to prepare a detailed charts of all the logistics requirements in setting up smart laboratory equipped with projector and smart board.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	13/02/2023

15.Multidisciplinary / interdisciplinary

Since our college is a constituent college of Lalit Narayan Mithila University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has not been implemented by the State or University, the same has not been implemented by the

College as well. Hence, Multidisciplinary and interdisciplinary system will be adopted only after receipt of necessary orders from the concerned authorities.

16.Academic bank of credits (ABC):

Since our college is a constituent college of Lalit Narayan Mithila University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has not been implemented by the State or University, the same has not been implemented by the College as well. Hence, Academic Bank of Credits (ABC)system will be adopted only after receipt of necessary orders from the concerned authorities.

17.Skill development:

Skill development courses such as Yoga, ICT learning etc. are being conducted for the students and teachers of the college frequently so as to enable them to keep update their knowledge.

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

Integration of Indian languages are being done presently at the college by incorporation of Hindi, Bengali, Urdu and Sanskrit as language subjects. Efforts will be made to incorporate more Indian Languages in the years to come.

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

Since our college is a constituent college of Lalit Narayan Mithila University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has not been implemented by the State or University, the same has not been implemented by the College as well. Hence, Outcome Based Education (OBE) system will be adopted only after receipt of necessary orders from the concerned authorities.

20.Distance education/online education:

The proposal for Distance education/online education is under consideration and are being incorporated in the Strategic plan of the college.

Extended Profile

1.Programme

1.1	**14**

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

File Description	Documents
Data Template	View File

2.Student

2.1

Number of students during the year

1185

File Description	Documents
Data Template	View File

2.2

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

1388

File Description	Documents
Data Template	View File

2.3

Number of outgoing/ final year students during the year

402

File Description	Documents
Data Template	View File

3.Academic

3.1

Number of full time teachers during the year

15

File Description	Documents
Data Template	View File

3.2

Number of Sanctioned posts during the year

29

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**10**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**23.89**
4.3 Total number of computers on campus for academic purposes	**23**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

B.M. College, Rahika, Madhubani is a constituent college of Lalit Narayan Mithila Univesity, Darbhanga. The responsibilities of processes, system and structure for curriculum design and development is on University. The college adopts the curriculum provided by University, taken from models of UGC curriculum. With the commencement of each academic session the college IQAC, academic committee and other committees in consultation with heads of different departments under the Chairmanship of Principal / Professor In-charge charts the academic calendar of the college in line with the academic calendar of the University. The college takes it as a challenge to ensure effective delivery of curriculum within a limited time frame of academic calendar. The class routine is prepared in consultation with the departmental heads. The departmental heads operationalize the curriculum by distributing the topics and chapters among the available resource potential of the teachers and fixed the responsibilities as who, how and when to be carried out. Teachers are also encourage to attend workshop on new teaching learning techniques and styles organized by an Institution. The teachers are encouraged to participate in the orientation / refresher courses / workshops and other training programmes for updating their knowledge and improving teaching skill. The college encourages the teachers to conduct seminars / symposium / workshops

/ lecturer series and other interactive programmes in their respective departments.

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

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

Being a constituent college of the Lalit Narayan Mithila University, this College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly explains a schedule for teaching, examination, semester break and vacations, which is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the college academic calendars are placed on the college website.

The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations. They are encouraged to seek guidance from teachers during the designated tutorial slots or the latter's free time. The mentor-ward periods are created specially to supplement this kind of academic framework with the extra-academic support that the students might require.

So as to enable our students to enthusiastically contribute and excel in diverse arenas, equal importance is given to provide a space for collegiate events like, Sports Day, Arts Day, Cultural Day etc., as the qualitative impact of an inclusive and balanced education allows for all-round development of the students.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	`E. None of the above`

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

So as to contribute towards the values like compassion and commitment to development of self and society, the college has student societies, which regularly organize socially relevant events and outreach programmes so that students learn to engage with socio-cultural issues in a constructive manner. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics.

As a part of rigorous implementation of professional ethics, proper awareness is given to the students regarding the significance of appropriate referencing in assignments, intellectual property rights issues, consequently discouraging any kind of plagiarism.

The infrastructure of this is ensured so as to prioritize

conservation of the environment. There has been a conscious effort to preserve rock base to a large extent. The building is well provisioned for students with disability.

The institution believes in the holistic development of students who are not only intellectually ready to face the world but are also empathetic human beings striving for an egalitarian and sustainable society.

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

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

0

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

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

0

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

1.4 - Feedback System

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

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

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

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2402

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

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

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

928

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

2.2 - Catering to Student Diversity

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

Slow Learners:

Additional tutorials and remedial classes are conducted to give special coaching in areas where they need support.

Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject. Bilingual explanations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

Personal, academic and career-related counselling is given from time to time. Home assignments are given and evaluated on a regular basis. Additional tests are conducted outside the curriculum to assess the learning ability of students.

Advanced Learners:

During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the caliber of the students and identify the advanced learners.

Departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter college competitions.

They are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations.

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

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

Number of Students	Number of Teachers
1185	15

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are:

Rural/undeveloped area visits are organised by several departments to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in rural/undeveloped areas.

Extensive use of Case Studies to improve the problem-solving ability of the students.

Use of ICT & E-resources by students is encouraged.

The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation

and interactive learning.

Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge

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

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

Teachers of the College try to make the best use of the technology in their teaching process. Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database.

The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, Laptops, Projectors which helps in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are handy and saves the cost of buying the physical books.

The college has an Automated Library which enables the students to find the location of the books easily. The college has well equipped Computer Labs. The curriculum of these courses has practical components which require the use of computer labs.

Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms.

Teachers most often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record keeping and so on). Faculty is adapting to the usage of ICT tools to provide quality education to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

15

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

39

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

2.5 - Evaluation Process and Reforms

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

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted, and students are given multiple opportunities to improve their performance. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports, Classroom presentations, individual and group projects are employed. The College encourages the teachers to adopt innovative methods such as Open Book Tests, MCQs and Analytical Tests, etc. on a continuous basis before annual examinations held by the University. Teachers also bridge the knowledge gap of the students through innovative pedagogical practices employed in tutorials.

According to individual needs of the students, sometimes personalized and individual evaluation methods are evolved. Remedial classes are also offered in various subjects to provide additional help. Students are given the opportunity to improve upon their performance through re-tests and one to one discussion in tutorials. Teachers are given free hand to design their own evaluation methods in this category, whereby students are encouraged to participate in interactive sessions, group discussions, power-point presentations and assignments.

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

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

Since this College is aconstituent college of Lalit Narayan Mithila University, it follows the guidelines set by the University for the conduct of examinations. At the end of each academic year, there is a final exam which is uniformly conducted for students across all the colleges of this University.The institution has a well-defined system in place to deal with examination related grievances.The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

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

2.6 - Student Performance and Learning Outcomes

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

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "Lalit Narayan Mithila University" guidelines.

The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars, informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses. Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals. Teachers are also well communicated about the outcomes.

The college deputes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.

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

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

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Evaluation Process: The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, home assignments, unit tests, surprise tests, open book tests, etc,.

Throughout the year the faculty records the performance of each

student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression.Observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

The Methods of measuring attainment:

1. Annual and End Semester University Examination: The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

2. Institutional Examination and Tests: Students are assessed and evaluated throughout the year at institutional level through unit test, surprise test, terminal examination and the performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

402

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLScynJrnyR6TNJ_vSDhLTlDx0wJYGte-2dy3powSfUk1aXoS5Q/viewform

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

0

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

0

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

NIL

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

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

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

0

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

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

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

0

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

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

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

0

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

It always has been an endeavour of this college to provide quality education and ensure all round development of the students in order to create awareness and responsibility. The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students. The Teaching Block has well-appointed and spacious classrooms, tutorial rooms, department rooms and Laboratories. There are classrooms equipped with projectors so that ICT can be used for strengthening academic discourse. There is a computer lab available for the students with adequate computer equipment, internet connectivity and projectors to support practical sessions. The campus is Wi-Fi enabled for the benefit of students and faculty. The College Library is fully automated so as to enable the benefeciaries to have an easy access to its vast contents. The college has two Conference halls, Health Centre, an Indoor Stadium, one Cafeteria and a Gymnasium inside the campus area.

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

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

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for

cultural activities, indoor and outdoor sports as well as other student and faculty support amenities.The college is prospered with a Playground, two Conference halls and two Common Rooms available for the students to organize and participate in co-curricular, recreational and cultural activities.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

6.80

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

4.2 - Library as a Learning Resource

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

The College Library is well-stocked with 12742 books and 7 journals. Full automation of the Library is under consideration and has been incorporated in the agenda of IQAC for the academic year 2021-22. The Library is fully automated so as to enable the benefeciaries to have an easy access to its vast contents.The library subscribes Newspapers and Magazines which are made available to the readers in the reading room. Books have been bar-coded and updated in digital catalogue. Library is strengthened by computer system, high speed Wi - Fi internet and LCD screen.

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

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

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

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

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

0

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

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

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

20

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

4.3 - IT Infrastructure

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

The institution provides access to desktop systems and laptops to both faculty and students which allows them to use computer aid for academic projects, practical sessions and for learning. To make the learning process more effective various innovative methods are used by the teachers. This includes giving group assignments and having power point presentations, where students can discuss and explore their knowledge together. Learning combined with visual presentations or working on certain software is much more enjoyable and comprehensive for the students.

The College Campus is WiFi enabled and available for use by its stakeholders. The college has 23computers for academic purpose.These desktops are running on windows 7, windows 7 pro, windows10 and windows 10 pro operating systems. These computers areequipped with course related softwaress.

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

4.3.2 - Number of Computers

23

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

4.3.3 - Bandwidth of internet connection in the Institution	**D. 10 - 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

18.81

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

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

Maintenance

Cleaning and general maintenance of the classrooms and other physical spaces are done by dedicated staff on a regular basis. The requirement for repair, maintenance, troubleshooting of equipment/ facilities are reported to the IQAC Coordinator by the concerned departments. The IQAC Coordinator, in turn, will compile all such requirements and place before the IQAC members in the committee meeting for further deliberations and financial approval. Once approved, the competent authority verifies the same and assigns the tasks to the concerned facility management department.

Utilization of Extraordinary Infrastructure

To avail and utilise special physical facility/infrastructure like seminar halls, auditoriums, conference halls, a request cum proposal is placed to the Principal for approval, through the Administrative Office.

Library

List of new books requested by the Head of the Department in consultation with the Department Council and the Department Faculty is submitted to the Principal. The use of library and its facilities is governed by the rules of the Library.

ICT Facilities

The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.

Laboratory

Laboratories in various departments are directly under the custodianship of respective Departments and its heads.

Sports Complex

The use and training of sports facilities regularly takes place in the sports complex under the supervision of Physical Education Director with the association of Physical Education Instructors andcoaches, to ensure efficient utilization of sports

infrastructure.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1327

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

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

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

0

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

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

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

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**E. None of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The college believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Student Council of the college is an elected body and always joinshands with faculty members and college administration to ensure overall development of the college. Student Council organizes different cultural programmes to observe important days such as "Swami Vivekananda's birthday", "Republic Day", "Rabindra Jayanti", "Independence Day"etc. in the college campus.

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

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

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

0

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

5.4 - Alumni Engagement

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

Presently the College does not have a registered Alumni Association. However, suggestions and feedbacks are being obtained from the old

students of this college wherever possible.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1.Principal Level Principal is the Head of the Institution and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers council.

2.Faculty level Faculty members are given representation in various committees/cells nominated by the Teachers council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Teachers' Council:

a.IQAC Committee b.NAAC Steering Committee c. Career Counselling Cell d. Grievances Redressal Cell e. Feedback Committee f.Purchase Committee g.Anti Ragging Prevention of Sexual Harassment Committee h. NSS i.Sports j.Women's Cell k.Academic committee l. Admission

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committee m.Examination Committee n. Development/Building Committee
o.Magazine Committee p.Cultural Committee q. Library Committee
r.Internal Compliant Committee
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File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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The College follows the practice of decentralisation in its true
sense, in all the three important pillars of the institution, viz.
academics, administration and extra-curricular activities. The
practice of decentralisation and participatory management is
reflected in all the activities of the College through a strong and
efficient Organogram of Committees which includes the IQAC, the
Staff Council, Student Council etc. All the major stakeholders of
the College including the Principal, Teaching and Non-Teaching
Staff, Parents and Students work in a democratic way of governance
following the tacit rules of accountability in execution of their
duties and responsibilities.

The primary objective of decentralisation is to reorient
organisational culture, thin out the official hierarchy, extend
opportunities for teachers as well as students to contribute
profoundly, enrich the decision-making process, and nurture greater
democratic professionalism, together with proficient event
management. The decision to hold the events are taken by the Staff
Council and then the Student Council of the College is entrusted
with the task of organizing the event.

Decentralisation of administration in Montage refers primarily to a
process, in which students are given a free hand to take decisions
about the judicious use of resources, financial management,
execution of programmes, security arrangements, and so on. This sort
of decentralisation allows the students to be more responsible,
responsive, sensitive and pro- active to exercise their own
discretion for planning and execution in a participatory and
democratic environment.
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File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation 2. Teaching- Learning Processes 3. Academic infrastructural facilities 4. Student Support Activities and Student Progression 5. Internal Quality Assurance System 6. Institutional Values and Best Practices 7. Governance, Leadership and Management

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution, chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented is that of Teaching and Learning.

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

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

The Organizational Structure of the College consists of the Principal, the teaching staff, the non-teaching staff and the students.

The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff. The TIC oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. Staff Council meetings are held periodically for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extra- curricular activities.

The College also has Internal Quality Assurance Cell (IQAC) which works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution.

Student Council meetings are held to address the student related issues and organizing extra-curricular activitiesthrough various cultural societies.

The Library organization includes Librarian and library attendants.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members.

The Anti Ragging Cell, Grievance Redressal Committee, Anti-Drug Cell and the Internal Complaints Committee: The objective of these committees is to ensure that no violation of rules takes place within the College and work towards addressing and settling grievances, if any.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

The Teaching and Non-Teaching staff are privileged with Leave Benefits as per the University rules.Duty leaves are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules.

Faculty Enhancement programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.

Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ Short- Term Courses to the teaching staff for professional development.

Computer Training Courses are provided for teachers to help them hone their e-skills and the non- teaching staff is sent to attend computer training courses organized by the University.

ICT Facilities-The College is fully Wi-Fi enabled.Laptop/Desktop facilities are provided in the library and staff room.

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

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

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

0

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

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

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

0

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

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

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

12

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

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

Teacher's Self Appraisal

The College requires that the teachers furnish a self-evaluation form every year. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students. It highlights how the teacher handles different situations that affect the learning progress of the students. It also makes known the involvement of the teacher in both academic and administrative activities.

The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. The performance appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level.

Non-Teaching Appraisal

Each employee fills and submits online the Annual Performance Appraisal Report (APAR). This Document is then Certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer.

Both Reviewing and Reporting Officers accord points to the concerned employee on a scale of 10 after a careful insight into the self-appraisal report filled . A constructive feedback is given to the

employee so that they can further enhance their performance level and efficiency.

As per the procedures outlined by the IQAC, the feedback forms are available online on college website and the Teacher-in-Charge (TIC) ensures that the students of the department fill the feedback questionnaire.

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

6.4 - Financial Management and Resource Mobilization

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

nternal Audit:

Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.

In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.Income/Expenditure is closely monitored by the Bursar and the Principal.Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.

The audit wing of the UGC visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college.

They, in turn, submit the audit report to the college authorities.

Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply.

For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.

The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College.The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.The Utilisation Grant Certificates are audited by the external auditor.

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

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

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

0

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

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

The college mobilizes funds for its regular activities and development. The mobilized fund is optimally used by the college.The College has a Governing Body, Planning and Purchase Committee, Library and various associated bodies which help in the preparation, division, allocation and utilization of funds. Fees received from students are used for development of the college.Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased.The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. All purchases are done through a tender system. Each and

every transaction is supported by the vouchers.For each and every financial transaction proper permission is taken from the Principal of the College.

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

6.5 - Internal Quality Assurance System

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

The College has a rich culture of institutional functioning through participation among all stakeholders especially faculty, students and the non-teaching staff. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. In order to make the students aware of the current and futuristic challenges and opportunities, the teaching faculty is encouraged and motivated to develop a scientific temper so as to propagate a research culture amongst the students. This is achieved by constantly sharing new research findings in their respective fields with the students.

IQAC takes care of the needs of the administrative staff to improve their work atmosphere, both at the professional and emotional fronts. The IQAC proposes a number of best practices in various aspects of functioning of the administrative branch.

IQAC believes in establishing a democratic pattern of administration. The IQAC ensures that equal opportunities are given to staff members who are best suited for a particular department and also, they are provided with opportunities to hone their skills.

The IQAC has developed a Non-teaching Self Evaluation & Feedback Form for the personal improvement of the staff members and to take suggestions for betterment of their performance, thus providing encouragement for growth and improvement.

In order to encourage a harmonious work atmosphere amongst the administrative staff, workshops/seminars in Work Ethics, Stress Management and Emotional Well-being are conducted on regular intervals.

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

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

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavours of the College in keeping with its vision and mission.

IQAC achieves this through mainly two practices, viz.,

1. Conducting Academic Audits annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students.

Based on the information received due to implementation of the above two practices, IQAC, post accreditation, has been able to develop a system for conscious, consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**E. None of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equality is not only a fundamental human right, but anecessary foundation for a peaceful, prosperous and sustainableworld.This college strictly ensures full and effective participation offemale students thus providing equal opportunities in leadership atall levels of planning, decision making, character development etc.This helps these students to excel as an independent and successfulhuman being in the present cultural society.To ensure this feat, many seminars and workshops are being conductedat the college at regular intervals.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**E. None of the above**

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

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

The school management and the teachers have reported they haveadvised the student community to deposit their food waste into thebio-bins and waste food management was thus effectively carried outin especially those schools where space is a limiting factor. Theplastic and e-wastes that are quite difficult to be managed werecollected and distributed to agencies that deal with e-wastemanagement. The skill enhancement course on plastic reuse hasenabled the student community to make beautiful products out of wornout plastics thus promoting plastic recycling.Several saplings are planted at regular intervals by students andstaff in 'tree plantation programmes organized by the college andthese plants are taken care by gardener. The college campus has beendeclared as 'Plastic free Zone' so use of plastic bag is avoided andusage of jute bags and cotton bags are motivated. Water conservationis done through rain water harvesting.

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

E. None of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

E. None of the above

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

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

The sprawling College campus accommodates UndergraduatesDepartments, Playground, Seminar hall and a big Library. The campusprovides an

adequate infrastructure that consists of a wellfurnished Laboratory, Library, hostel and spacious Classrooms. As anInstitution of learning, College has a commanding presence in theUniversity. The College while maintaining its exemplary records inuniversity examinations has also emerged as a major contender inInter university competitions wining large number of prizes.

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

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

The College while maintaining its exemplary records in universityexaminations has also emerged as a major contender in Interuniversity competitions. College while fostering a stimulatingacademic environment, attempts at instilling in the student valuesand attitudes which recognized the human imperatives of a strifefree community. Various seminars onvalues, rights, duties and responsibilities of citizensare conducted at this college to make aware the staff and students of the college to exercise the constitutional obligations towards the Society.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	E. None of the above

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

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

NIL

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

7.2 - Best Practices

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

Best Practices: I 1. Title of the Practice "To develop DownTrodden students through polite and Practical knowledge".

2. Goal Khutauna is noted for extremely backward Block in the Madhubani District where our College is situated is on its top. Students taken admission here are not in responsible awareness to make themselves employable or job oriented. Having felt so we decided to provide them the learning of spoken English and computer literacy, the demand in the present economic and professional era. As a result, they succeeded in developing their numbers in education.

3. The Context - Since the region where our Institution is situated, is extremely miniority primitive, lacking awareness, it was very difficult to attend their classes regularly and to join the extra

classes, obtaining the knowledge of spoken English and computer education. To make the students more practical and sensitized for job orientation, we needed some more out door teachers. we hired some professional Computer teachers to design and dazzle the mass of the students in whole.

4. Evidence of Success The Computer Education and Spoken English were provided to the students totally free during their U.G. Classes. As a result numerous students and even Girl Students got success in getting Government and Private jobs in various sectors such as in Defence, Administration, Banks ETC.

5. Practice:We started to Facilitate them Spoken English, Computer education and Communication skills, Signifying their justification and importance.

6. Problems Encountered and Resources Required : lack of financial assistance,

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

7.3 - Institutional Distinctiveness

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

Being a constituent College, it follows the vision of the University/Government. The mission of the college is to impart quality education, with a stress on inculcating moral and cultural values in addition to scientific temper in student, so that employability of students may be enhanced in changing global scenario. Avowed goal of the College can be enumerated as follows: • To provide value based quality education to develop citizenship behavior in students. • Provide updated knowledge in the subjects. • To ensure access of higher education by all sections of society. • To protect, preserve and promote the cultural values/heritage. • To sensitize students towards social concerns like Human Rights, Right to Information, gender equality and also toward environmental issues.

The following points are stressed upon : • to provide quality based education to all- especially the disadvantaged groups of the society. • to provide equal opportunity to both the genders and to

all communities. • to develop skills in students for better employment prospects etc.

Our aim is to actively involve all sections of society apart from the college staff in achieving ours goals. We try to develop awareness among disadvantaged group through NSS Unit of the college. These objectives are communicated to the students, teachers and staff through a. College Prospectus b. Organizing various programmes. c. The Print Media and Electronic media.

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

7.3.2 - Plan of action for the next academic year

1. Preparation for NAAC Cycle 2 Accreditation2. Upgradation of Smart Class Room 3.Upgradation of Class Rooms 4. To maintain a Green and Clean Campus 5. Sports infrastructure development 6. Regularisation of Feedback Mechanism 7. Review of work done at adoptedarea.