

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution : **P.K.ROY MEMORIAL COLLEGE, DHANBAD**
- Name of the Head of the institution : **DR. BRAJ KISHORE SINHA**
 - Designation : **PRINCIPAL**
 - Does the institution function from own campus: **YES**
 - Phone no./Alternate phone no. : **9431588089/878902290**
 - Mobile no. : **9431588089**
 - Registered e-mail : principalpkrmc@gmail.com
 - Alternate e-mail : **brajkishore58ranchi@gmail.com**
 - Address : **Saraidhela, Post: ISM Campus, Dist: Dhanbad**
 - City/Town : **Dhanbad**
 - State/UT : **Jharkhand**
 - Pin Code : **826004**
2. Institutional status:
- Affiliated / Constituent : **Constituent**
 - Type of Institution: Co-education/Men/Women : **Co-education**
 - Location : Rural/Semi-urban/Urban: **Urban**
 - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing Grants-in aid

(please specify) - :UGC 2f and 12 (B)

- Name of the Affiliating University: BINOD BIHARI MAHATO KOYALANCHAL UNIVERSITY,
DHANBAD

- Name of the IQAC Co-ordinator :**DR. RAJEEV PRADHAN**
- Phone no. ` : **9939100281**

Alternate phone no. Mobile: **9608854358**

- IQAC e-mail address : **pkrmciqac@gmail.com**
- Alternate Email address : **rajivvbu@gmail.com**

3. Website address : **www.pkrmc.ac.in**

Web-link of the AQAR: (Previous Academic Year): **www.pkrmc.ac.in/AQAR2017-18.doc**

4. Whether Academic Calendar prepared during the year?

Yes/No....Y, if yes, whether it is uploaded in the Institutional website:www.pkrmc.ac.in YES

Weblink: http://www.pkrmc.ac.in/academic_calendar.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.58	2014	from: 10/12/2014 to: 09/12/2019
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: **02/11/2012**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meeting of IQAC	05-06-2018	10
	15-12-2018	10
AQAR submitted timely to NAAC	15-06-2018	All stakeholders of the college

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<i>Philosophy</i>	<i>Major Research Project</i>	<i>ICSSR</i>	<i>2018-21</i>	<i>7,80,000</i>

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year:02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No - **YES**

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?No

If yes, mention the amount:

Year:

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

*Implemented and introduced Swayamprabha, National Digital Library, Computer with internet facilities, Video conferencing facilities and library hours in class routine.

*Introduction of two new Vocational Courses (BCA and BBA) from Session 2019-2022.

* Sanitary Vending machine in Girls Common Room.

*Preparation of Academic Calendar.

*Preparation and Implementation of IQAC vision document 2019

*Green and Clean Campus (Plastic free campus) – campaign organized by – *Putus* cultural society of the College.

13. 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

S.N.	Plan of Action	Achievements/Outcomes
1.	Implementation and introduction of Swayam Prabha.	Implemented
2	Library a) National Digital Library of India b) Computer with internet facilities, c) Video conferencing facilities d) Library hours in class routine	(a), (b), (c), (d) all Implemented
3	Introduction of new Vocational Courses and Skill Development Courses a) BCA b) BBA c) Certificate in Automotive Skills. d) Certificate and Diploma Course in Office Administration Skill.	(a), (b), (c), (d) all Implemented
4	Implementation of Academic Calendar for the session 2019-2022.	Implemented
5	Implementation of Student Satisfaction Survey.	Implemented
6	Digitalization of College Logo and its explanation. Display of College Logo with explanation at different places where the students and other stakeholders can see.	Implemented
7	Revision of 'Vision & Mission' of the College in the light of global paradigm shift in higher education system and its display at different places in the campus.	Implemented
8	Time line for issuance of certificates, testimonials, and other documents to students.	Implemented
9	Online verification of certificate/marksheet of students.	Implemented
10	Establishment of Smart/Flipped/Virtual Class rooms.	Implemented

11	Introduction of Smart Identity Card (with QR code) for Students, Faculty Members and Support Staff of the College.	Implemented
12	Repair and renovation of Chemistry Laboratory.	Implemented
13	Green and Clean Campus	Implemented
14	In-house training programme for the faculty members on modern/latest education technology to enable them to efficiently use the technology and to reach out of reach students through ICT.	Implemented
15	Preparation of Institutional Development Plan- 3, 5, 15 years.	Prepared
16	Improvement of Examination Department a. Installation of Central announcement System. b. Installation of CCTV cameras for better surveillance. c. Digitalization of Examination Department.	Proposal submitted to University for release of grant.
17	Development of Central Data Processing Cell, e-Learning Centre and e-Café.	Proposal submitted to competent authority for funding (University/HRD Jharkhand)
18	Development of Education Technology Training Centre (ETTC) for training of the teachers on modern education technology & tools to make the Digital India Programme of HRD successful and subsequently to reach out of reach students of Jharkhand.	Proposal submitted to competent authority for funding (HRD Jharkhand)
19	Encourage faculty members to prepare research proposals and submit to competent authority for funding.	Research proposals under preparation
20	Establishment of State-of-the Art Computer Laboratory for Vocational Courses- BCA, BBA, Biotechnology and Environmental Science.	Under progress
21	Office Automation and computer training of Grade-III Staffs of the College.	Under progress

14. Whether the AQAR was placed before statutory body? Yes /No: **Yes-IQAC**

Name of the Statutory body: Staff Council of P.K. Roy Memorial College, Dhanbad

Date of meeting(s): 15/05/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2019

Date of Submission: 28/02/2019

17. Does the Institution have Management Information System?

Yes

No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The college office is computerized and the admission, registration and fee collection are online. Office uses MS Office software for all official work. Notices and other relevant information are disseminated through College website, social media and email.

Library of the college is being managed by the library management software – SOUL procured from INFLIBNET. Books are RFID for tracking.

CRITERION I–CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Effective implementation of the curriculum is one of the top priorities of our College and the action taken to ensure this includes:

- The College runs four conventional faculties (Social Science, Humanities, Science and Commerce) along with four Self- Financing Vocational Courses (Biotechnology, Environmental Science, B.Sc. (Hons.) in Computer Science and B.Com (Hons.) in Business Administration).
- A Master Routine and Academic Calendar are prepared well before the onset of the Academic session and is approved by the competent body – IQAC and subsequently it is implemented.
- Master Routine is further micro-planned by each department and the classes are run accordingly after approval of the College Administration.
- The Examination Department of the college manages the internal and external examinations.
- Department wise special classes are organized during holidays and vacations to compensate the losses of classes due to different examinations and other unforeseen situations.
- To evaluate the progress of the curriculum and performance of the students at least one Internal test in each semester has been implemented at the UG as well as PG level including vocational Courses.
- The evaluated answer sheets of internal examination are shown to students. It helps the student to assess their progress.
- For slow learners the departments organize special classes.
- ICT tools (PPT, Swayam Prabha, YouTube Tutorials) are used by the faculty members for effective teaching in classroom.
- Audiovisual devices and Internet facilities are made available to students and teacher

- Edmodo platform has been introduced in Vocational courses – Department of Biotechnology, Department of Environmental Science.
- Video conferencing has been introduced for Computer Science Course where faculties of IIT-Bombay under Spoken Tutorial Project Program (STPP).
- Above mentioned efforts address resource (faculty) crunch.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year 2019

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
<i>STPP</i>	<i>IIT Bombay (MHRD) Certificate Course in Open Source Software</i>	<i>June-2018</i>	<i>Employability</i>	<i>Computer and Soft Skill development.</i>

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Spoken Tutorial Programme of IIT Bombay (MHRD)	July 2018	STPP	July 2018
TISS EXCEL Programme	July 2018	TISS	July 2018
Soft Skill Development-Orell Digital Language Lab Programme	July 2018	LL	July 2018

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Social Science Humanities Science Commerce Self-Finance Courses	2015	2015	Social Science Humanities Science Commerce Vocational courses	1st July 2015	1st July 2015
Already adopted (mention the year) - 2015					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students (STPP-IIT Bombay) Physics	08	Nil

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
STPP, IIT Bombay (MHRD) Certificate Course in Open Source Softwares	July 2018	08

TISS EXCEL Programme - soft skill development programme	July 2018	120
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1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Zoology : On different projects as prescribed in course	201
Geology :On different projects as prescribed in course	10
Environmental Science: On different projects as prescribed in course	11
Biotechnology :	14

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)

- Students' feedback is obtained on structured feedback form developed and adopted by IQAC
- Filled in Students' feedback forms - department wise and semester wise- are analysed department wise and a comprehensive report is prepared for final presentation in the Staff Council meeting. Suggestions of staff council is incorporated for further course of action.
- Teachers feedback is obtained in staff council meeting, which makes the benches for planning of the IQAC and the suggestions are implemented accordingly
- The placement cell of the college organises time to time Placement Drive/s and Rojgar Mela sponsored by Government of Jharkhand (Higher Technical and Skill Development Department) obtains feedback from the different employers visiting on the occasion. The placement cell I/c prepares report, which is submitted to IQAC. Subsequently the suggestions are implemented through organs.
- Suggestions are obtained through Alumni too, which helps in the improvements of class room transaction, students support system etc
- Teacher- parent meet is organised at the start of the academic session department wise.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
UG			
English	160	235	180
Hindi	120	195	121
Urdu	40	10	07
History	240	325	282

Political Science	240	245	195
Economics	240	136	95
Psychology	48	28	15
Philosophy	40	05	01
Physics	128	165	139
Chemistry	128	142	105
Mathematics	240	235	193
Botany	64	26	14
Zoology	64	78	61
Geology	64	28	22
Commerce	480	595	535
Arts (General)	320	88	48
Science (General)	240	6	02
Commerce (General)	80	84	61
Environmental Science	32	11	07
Bio-Technology	32	25	18
PG			
	1st Shift	2nd Shift	
English	80	80	
Hindi	110	110	
Bengali	40		
History	160	160	
Political Science	110	110	
Economics	140	140	
Psychology	64		
Physics	56	56	
Chemistry	48	48	
Mathematics	110	110	
Botany	56		
Zoology	56	56	
Commerce	160	160	

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	6,545	2010	41+1 (Principal)	Nil	41+1 (Principal)

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) -

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
41+1(Principal)	36	Yes-	10	10	Yes –

		<ul style="list-style-type: none"> • Offline tools- <ul style="list-style-type: none"> • Local teachers' PPT customised for different semesters and topics. • DTH tutorials of Swayamprabha • Downloaded teaching materials (YouTube) • Online tools and recourses <ul style="list-style-type: none"> • NDL, Spoken Tutorial, INFLIBNET, Swayam, YouTube, Google search engines and other e-learning materials, etc. 			<ul style="list-style-type: none"> • Online tools and resources <ul style="list-style-type: none"> • NDL, Spoken Tutorial, INFLIBNET, Swayam, YouTube, Google search engines and other e-learning materials, etc.
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2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)- Yes

The faculty members of the college are not only meant for transactions of course materials in the classroom but they also see that students are supported according to their socio-economic background and are mentored accordingly. This helps them to achieve their goals.

The results of the students, their vertical and horizontal movements in academic and placements in different organizations are the testimony of the mentoring system of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
8,555	41+1(Principal)	208.66

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45+1(Principal)	41+1(Principal)	04	Nil	35

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2017	Dr. Braj Kishore Sinha (Principal)	Principal	ESA, AIENA
2018	Dr. S.K.L. Das	Associate Professor	1. LEADING EDUCATIONIST OF INDIA AWARD 2. DR. APJ ABDUL KALAM AWARD 3. GLOBAL EDUCATION AWARD IN ASIA

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Social Science Humanities Science Commerce Self- Finance	B.A B.A B.Sc. B.Com Vocational	Semester	Term End (As per University Academic Calendar)	As per University Academic Calendar

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

With the passage of time the college developed an internal evaluation system for students. It prepares students not only for university examinations but take into consideration the overall development of the personality.

All Departmental Heads along with the respective faculty members develop mentor-mentee relationship with the students. The Departments organizes freshers and farewell programmes of incoming and outgoing students to orient and sensitize them with the course curriculum and culture of the Department and college. Structured students' feedback and students' satisfaction survey outcomes has helped in departmental and institutional overall functioning to oriented towards its Vision and Mission.

Institution has intervention at many places, such as soft skill development, spoken English for the represent the quality of the institution. Their means in life and good placement is testimony of our successful CIE. interview (Language Lab), e-learning support, Vocational skill development support, for personality development of the students, Students are ambassadors of the institution and they have to be successful in their life.

Finally, the success story of the college reflects in its popularity among the students as first choice for higher education in Dhanbad. Therefore, P.K. Roy Memorial College has been identified to be elevated to the status of one of the Premier colleges by the Government of Jharkhand.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares its Academic Calendar, by the IQAC, at the onset of every academic session and is shared among all departmental Heads and faculty members in staff council meeting. The academic calendar is put on the notice board, website of the College and is shared with the local print and electronic media. The College adheres to the Academic Calendar prepared according to the calendar provided by Binod Bihari Mahto Koyalanchal University.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

The teaching learning process is the back bone of our institution. Hence, college gives utmost care on teaching learning process so as the communication reaches all the students of different groups at grass root levels. The faculty members concentrate on teaching in addition to research and extension services and have evolved the best possible strategies and techniques of teaching to facilitate learning of students. The learning outcomes are clearly defined as per courses of the University. They are influential in achieving the mission and objectives of the University. While defining the learning outcomes, following are taken care of :

- They are articulated as complete declarative sentences that clearly describe the knowledge, skills, and competencies that students are expected to acquire as a result of completing their programme of study.
- The resources of faculty, library, labs, technology and pedagogy to be adopted for effective course delivery and student learning are determined in consonance with the learning outcomes to be achieved
- The outcomes are assessed and measured to identify the extent to which goals are accomplished.
- The gaps identified after the analysis are addressed through the properly laid action plan. The outcomes assessment plan also specifies the performance of the measurable objectives that are

used

by the domain to determine the extent to which the programme learning outcomes are being achieved.

The assessment of student learning outcomes is done by using direct and indirect measurement tools like viva, internal examination scheme. Assessment methodology is decided keeping in mind the learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
UG	English	78	76	97.4%
	Hindi	50	35	70%
	Urdu	1	Nil	
	History	121	103	85.1%
	Political Science	89	72	80.9%
	Economics	82	74	90.2%
	Psychology	05	05	100%
	Philosophy	03	03	100%

	Physics	106	103	97.2%
	Chemistry	86	81	94.2%
	Mathematics	147	137	93.2%
	Botany	5	5	100%
	Zoology	39	37	94.9%
	Geology	Nil	Nil	
	Commerce	342	327	95.6%
	Arts (General)	24	12	50%
	Science (General)	Nil	Nil	
	Commerce (General)	46	31	67.4%
	Bio-Technology	13	13	100%
	Environmental Science	05	05	100%
PG	English	107	99	92.5%
	Hindi	162	141	87%
	Bengali	14	13	92.9%
	History	225	221	98.2%
	Political Science	104	83	79.8%
	Economics	106	85	80.2%
	Psychology	33	25	75.8%
	Physics	167	147	88%
	Chemistry	78	57	73.1%
	Mathematics	125	119	95.2%
	Botany	20	14	70%
	Zoology	70	67	95.7%
	Commerce	345	323	93.6%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	2018-21	ICSSR	7,50,000.00	1,87,500.00
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				

International Projects				
Any other(Specify)				
Total			7,50,000.00	1,87,500.00

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

3.3.2 Ph. Ds awarded during the year (*applicable for PG College, Research Center*)

Name of the Department	No. of Ph.Ds Awarded
Zoology	02
Commerce	02

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National			
International			

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Zoology	01

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02	05/03	06/04	04/02
Presented papers	02	04/03	04	04
Resource Persons	04			

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Red Cross Society	NSS Unit I - IV	04	30
Blood Donation	NCC	02	26

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Swachh Bharat Abhiyan (Summer Internship)	State Level	State Government (Jharkhand)	18

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. During the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities

Swachh Bharat Abhiyan	NSS Unit I – IV	Summer Internship	04	18
Plantation	NSS Unit I – IV	Green Campus	12	42
Vivekanand Jayanti	NSS Unit I – IV	Orientation Programme	26	58
World Aids Day	NSS Unit I - IV	Aids Awareness	06	102
Gandhi Jayanti	NSS Unit I - IV	Orientation Programme	26	65
Women’s Day	NSS Unit I - IV	Awareness	14	135
Voters Day	NSS Unit I - IV	Awareness	08	195
Women Empowerment	NSS Unit I - IV	Awareness	02	53

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry/research lab with contact details	Duration (From-To)	participant
Project Training	Fish & Fisheries	CIFRE, Barrackpore (West Bengal)	18 th May to 28 th May 2018	35
Project Training	Entomology	IINRG, Namkum, Ranchi	18 th May to 28 th May 2018	35
Project Training	Medical Laboratory techniques	PMCH, Dhanbad	September 2018	38
Project Training	Eco-restoration site Gokul Park, Lodna Area	BCCL, Dhanbad	September 2018	90
Project Training	Collection of marine species& observation of marine ecosystem	Puri Beach (Odisha)	03-03-2018 to 07-03-2018	28

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
STTP IIT Bombay (MHRD)	July 2018	Training Open Source	75
TISS EXCEL PROG.	July 2017	Soft Skill Development	120

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
46,14,789.00	46,14,789.00

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	11 Acres	
Class rooms	16	
Laboratories	06	
Seminar Halls	04	
Classrooms with LCD facilities	10	
Classrooms with Wi-Fi/ LAN	16	
Seminar halls with ICT facilities	04	
Video Centre	02	
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	06	
Value of the equipment purchased during the year (Rs. in Lakhs)	4,66,971.00	
Others	3,145.00	

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2014

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1664		2052	6,52,000	3716	6,52,000
Reference Books	4580				4580	
e-Books(National Digital Library of India)			61000 00			
Journals	86		80	3000	166	3000
e-Journals			6000			
Digital Database						
CD & Video (Swayam Prabha 32 DTH Channels)						
Library automation	Central Library					
Weeding (Hard & Soft)						
Others (specify)	Encyclopedia (2 Sets)					

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	41	01	02	02	01	05	09	Broadband	Jio, Airtel
Added	08					01		80 MBPS	80 MBPS
Total	49	01	02	02	01	06	09		
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
Broadband \geq 80 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
ICT facilities available for development of e-content. One training programme on MOOCs was organised by NIEPA expert.									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module		Platform on which module is developed			Date of launching e - content		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 8,40,000.00	Rs. 8,40,000.00	Rs.28,34,196.70	Rs. 28,34,196.70
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>Institution makes budgetary provision under different heads for maintaining and utilizing the Campus infrastructure facilities. Institute Development Committee assigned enough funds for Renovation. The allocated funds are utilized under the observation of various monitoring Committees such as Purchase Committee, Renovation Committee, Sports Committee, Library Committee, Lab Maintenance Committee, Students Feedback Committee etc. of the College.</p> <p>To maintain and upkeep the infrastructure Institute facilities and equipment, following activities are undertaken by college: -</p> <ul style="list-style-type: none"> • Stock Register is maintained in each department by the concerned Head of the Department. All equipment/item purchased are entered in stock register prior payment to vendor. 			

- The maintenance of library and reading room is looked by Prof. I/C library is done regularly by library staff.
- Computer/Xerox Machine/AC/Water Cooler/Water purifier and other electric and electronic equipment are maintained under annual maintenance contract (AMC).
- Minor repairing work of physical infrastructure is done by college administration through various committees.
- The requirement of major infrastructure and civil work of the College is generated by IQAC on demand of institutional development council which after approval from Building Committee, requests JSBCCL to prepare a proposal, estimate for the project which is subsequently submitted to the State Government through University for grant.
- Routine cleaning of water tanks, disposal of garbage, pest control and other related activities are done by Grade - IV Employees.
- Maintenance of furniture and plumbing is done on a regular basis by outsourcing.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Tuition Fee of the College (For Girls student)	2856	62,931.00
Financial support from other sources			
a) National	National Scholarship Portal/e-Kalyan Welfare Fund	1767	Money sent directly to the students. College is not provided with any feedback about the monetary value.
b) International		Nil	Nil

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
1. TISS EXCEL Programme - Soft Skill development programme.	Academic Session 2018-19	120	• Career Counselling and Placement Cell.
2. Language Lab	Academic Session 2018-19	11	• Career Counselling and Placement Cell.
3. STTP Programme IIT Bombay (MHRD)	Academic Session 2018-19	08	

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	1. Competitive examination 2. Career counselling	1,115	6,574	785	3,674
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
Nil		Nil		Nil	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On Campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
1. Adani Brother	625	128	1. CIMFR	35	22
2. Rojgar Mela Mahindra Group	275	96	2. Railway	132	93
3. Bajaj Allianz	464	247	3. Master Trainer	12	07
4. Bhilwara Technologies	135	48	4. Adani Brother	131	105
5. C Core Techno solution Pvt Ltd.	108	58	5. Vodafone	132	82
6. Edge Telecom	65	47	6. Maruti	176	128
7. Godrej India	362	145	7. SBI Card	55	42
8. Just Dial	195	168	8. Reliance	165	121
9. Magnus International Ltd.	68	32	9. Star Health Insurance	67	48
10. Maruti Prerna Group	773	428	10. Airtel	12	05
11. Reliance Retail	935	632	11. Star Health Insurance	25	16
12. SBI Card	610	425	12. TCS	65	33
13. Sparsh Innovation Pvt. Ltd.	283	188	13. Jharkhand Police	45	31
14. Star Health Insurance	405	324	14. Air Force	38	23

15. Swati Managements Services Pvt. Ltd.	323	126	15. Army	65	29
16. Tata BSS	328	228			
17. Team Lease Aegis Ltd.	219	118			
18. Spatial Geotech Pvt. Ltd.	143	88			
19. Vodafone	258	148			

5.2.2 Student progression to higher education in percentage during the year :2018-19

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	03	P.K. Roy Memorial College	Environmental Sc. (P.K.R.M. College)	Ranchi University, Ranchi	M.Sc. in Environmental Science
		P.K. Roy Memorial College	Environmental Sc. (P.K.R.M. College)	Banaras Hindu University (U.P)	M.Sc. Tech in Environmental Science
		P.K. Roy Memorial College	Environmental Sc. (P.K.R.M. College)	Banaras Hindu University (U.P)	M.Sc. Tech in Environmental Science

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
32	First BBMKU Inter College Athletic Meet-2018	A large number of students participated in First BBMKU Inter College Athletic Meet-2018, Intra-College activities held during the academic session.

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018	Silver Medal	Zonal		Cultural		Ashwani Anand
2018	Gold Medal Men (Athletics)	BBMKU First Inter College Athletic Meet	Sports			
2018	Silver Medal Women (Athletics)					
2018	Gold Medal (Athletics)					
2018	Gold Medal (Volleyball)					

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' representation in college administration is ensured as they are members of different committees such as IQAC, Departmental Council, Library Committee, Placement Cell, Cultural Committee, Sports Committee etc.
After Students' election Students' Council is formed. And, the members of the council are given the opportunity in the management of Academic and Administrative bodies of the college.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **Yes**

Alumni association was established in the year 2014 with a view that the Alumnus will contribute in the progression of the college. The memorandum of the alumni association of the college is with the following objectives:

- To guide the students' in their personality development.
- To establish a healthy relationship between the students, alumni and all academic fraternities of the College.
- To help alma mater in organising Seminars, Symposium, Workshop and other activities in shaping the personality and career of fellow students.
- To help in academic, infrastructure and development programmes.
- To help in career counselling and placement.

5.3.2 No. of ~~registered~~ enrolled Alumni: 23

Till date 23 students are registered with the Alumni Association.

5.3.3 Alumni contribution during the year (in Rupees) :

Nil

5.3.4 Meetings/activities organized by Alumni Association : **02**

- Motivational Classes,
- Cultural Programs and
- Recreational activities

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The vision of the institution is to render our College into a centre of quality learning and our mission is to shape our students into smart, responsible and sincere citizens by imparting both material and moral

education. Considering the changing scenario and the growing needs of the day, we are also very keen to introduce different types of traditional and non-traditional courses, different job-oriented courses and vocational training in our institution to ensure their future and make them free from poverty, unemployment and social injustice. We have also our dream to save our students from any kind of material and moral degradation through both moral and ethical education. There have been great deals of probability of prosperity of our institution because it holds all sorts of necessary potency for rendering itself into a leading academic institution and a centre of quality learning. Moreover, it is also aim.

- To impart higher education among the students of the locality.
- To provide traditional, modern and vocational education for the students.
- To make our students self-sufficient and self-reliant.
- To create smart, sincere and responsible citizen of India.
- To emancipate students from all social evils and injustice.
- To serve the locality by inculcating general awareness.
- To make aware of the health and hygiene consciousness from the adolescent to students hood onwards.
- We have open door policy.
- Every department prepares a roadmap for the upcoming semester in terms of infrastructural and academic growth. Departmental budget is prepared by taking suggestions from Head of Department, and faculty members.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: Yes

The college office is computerized and the admission, registration and fee collection are online. Office uses MS Office software for all official work. Notices and other relevant information are disseminated through College website, social media and email.

Library of the college is being managed by the library management software – SOUL procured from INFLIBNET. Books are RFID for tracking.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

- The College implements the curricular set by the University, as it is affiliated to Binod Bihari Mahto Koyalanchal University, (BBMKU) Dhanbad.
- Inclusion of Field work, Industrial visit and Educational excursion in both Under-Graduate, Post-Graduate levels and Vocational courses.
- It has structured its internal evaluative system in a vital, need-based manner with reference to the broad guidelines of the University. It organizes class tests regularly, examining the receptivity of the students in terms of setting unit based questions.
- Compulsory language tests are held so that basic language skills are instilled.
- Senior Faculty members are included on various Academic Bodies like Board of Studies (BoS) and actively involved in framing the syllabus.
- Teachers are encouraged and deputed to attend workshops on discussion of syllabus and curriculum development organized by the Bindo Bihari Mahto Koyalanchal University.

❖ Teaching and Learning

- Teaching-Learning as a thrust area have been focused for this academic session field studies, Project works etc. are frequently organized to make the learning more participatory for our students.
- Wide access to internet facility to inculcate online learning management resources.
- Different Departments organized class seminars and debates to enhance the teaching learning process.
- Systematic monitoring, planning and regular evaluation of students are given special attention.
- Workshops, participative learning, conference and Departmental seminars are organized.
- Tutorial classes and Remedial coaching are provided to week students in the respective subjects.
- Learning through Field Work, Industrial visit, etc.
- Our college provides PG Course in 13 subjects.
- Vocational Courses are done here.

❖ Examination and Evaluation

- Practical and Final Examination are conducted as per Binod Bihari Mahto Koyalanchal University guidelines and Academic Calendar.
- Internal Assessment (Test) held on regular basis.
- With clarity, transparency and authority we organize Examination and Evaluation.
- ICT is used for evaluation of results.

❖ Research and Development

- All the departments of the College have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects.
- For promoting research College has purchased subscription for various online research journals and libraries to provide latest resources for the faculty members.
- The College Central library facilitates research-oriented books, journals & e-journals for research reference.
- Almost all faculty members are provided with personal computer which helps them carry out their research work.
- The College has Wi-Fi enabled internet facilities for the fast access to online resources.

- The College has encouraged them to present papers in International/National/State Level Seminars, workshops and to act as resource persons.
- The College encourages the research scholars by providing on-duty leave to focus on their research.
- The College motivates the faculty members to attend research-oriented Seminars/Workshops/Conference sand etc., by providing special duty leave.
- The College encourages faculty members to pursue Ph.D programmes in reputed Universities.
- College explores various funding agencies for sponsoring Major/Minor projects. (UGC, ICPR, ICSSR, etc.)
- The College supports the researchers by providing high end computing facility with necessary software and with modern equipment.

❖ Library, ICT and Physical Infrastructure / Instrumentation

- Central Library provides reading room to our members. The other facilities are searching OPAC (Online Public Access Catalogue), searching e-resources through NLIST programme of INFLIBNET, NDL, INDICATE, PK Roy YouTube lecture series browsing the Internet etc. There is Book Bank facility for the economically backward students. The Library Stock is computerized with the help of SOUL software.
- Our College library is enriched more than 8,000 books, current and back volumes of 164 renowned journals and 02 Encyclopaedia sets. Besides serving the students and staff members of the college, it provides books to the departmental libraries also.
- Provision for Wi-Fi facility in both the campuses for use of the e-learning resources.
- Provision for access of e-book facility through Oxford Publication and other publication online resource.
- Separate internet connection in the library to access the e-resources.
- Library is having reprographic facility within the College Campus.
- The College has a library Committee for monitoring the activities of the library.
- Instrument purchased for modernization and up-gradation of laboratory to make it equipped with up to date latest equipment commensurate with changing syllabus.

❖ Human Resource Management

- Motivating and facilitating to the faculty members to participate in Refresher & Orientation courses.
- Arrangement of computer training programmes related to MS-Office for Non-teaching staffs.
- The College organizes various Orientation and Enrichment programmes for both Teaching and Non-Teaching staff members for upgrading their skills in the latest technology.
- Salary, Pay-Scale along with Increments are given to Staff members as per Government norms which leads to employee satisfaction.
- The management contributes an amount equal to the employee share for PF along with Pension scheme and Group Insurance.
- College grants Medical Leave, Casual Leave, Duty Leave and Special Leave to its faculty

<p>members. And Non-Teaching staffs gets Medical Leave, Causal Leave and Earned Leave as per the norms of University. It also provides Maternity Leave according to norms to its female members.</p> <ul style="list-style-type: none"> • College provide Special Leave for pursuing higher studies, attending Enrichment courses/ Seminars/Conferences/Workshops and Exam duties. • The faculty and staff members are entitled to avail summer and winter vacations as per guidelines of the University. • College has Biometric, CCTV facility which are used for human resource management.
<p>❖ Industry Interaction / Collaboration</p> <ul style="list-style-type: none"> • The College has active collaborations with academic institutions like Indian School of Mines (ISM) Dhanbad, Central Institute of Mining and Fuel Research(CIMFR) Dhanbad (CSIR-laboratory), BIT Sindri, which is leading Engineering College of the State, P.M.C.H. Dhanbad, Birsa Agriculture University Ranchi, Baliapur and etc. • Our industrial collaboration are with Bharat Cooking Coal Limited(BCCL) and Steel Authority of India (SAIL), TISCO, Jamshedpur etc.
<p>❖ Admission of Students</p> <ul style="list-style-type: none"> • Online Admission including online payment facility in both UG &PG levels along with Vocational courses. • Online admission is made strictly on the basis of merit. • Strict observance of Govt. Rules for Reserved Categories.
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ Planning and Development</p> <ul style="list-style-type: none"> • We have our old campus to run many contemporary courses. • We wish to open PG Course in Urdu, Sociology, Philosophy, Sanskrit and other Vocational Courses such as Environmental Science & Biotechnology. • Start many B. Voc. Courses (BCA, BBA, etc). • We wish to open many short-term courses as certificate and Diploma.
<p>❖ Administration</p> <ul style="list-style-type: none"> • We wish to follow strong, smart promising and progressive administration. • Paperless ICT enabled and transparent administration.
<p>❖ Finance and Accounts</p> <ul style="list-style-type: none"> • Fully computerized Office and Accounts section. • Maintenance the College accounts through Tally/Excel Software.
<p>❖ Student Admission and Support</p> <ul style="list-style-type: none"> • Rules and Regulations for admission as laid by the constituent Colleges/University and State Government of Jharkhand are strictly followed by the College. • The entire admission procedure is On-line with the help of very user-friendly software developed by our Govt./University (Chancellor Portal). • The College announces its admission process on the University/College website. • Prospectus is published with detailed information on various courses, rules and regulations etc. along with fees structure and facilities available for the students. Strict observance of Govt. rules for reserved categories is maintained properly. • We always support the low income group students through fee concession, scholarship etc.
<p>❖ Examination</p>

Internal Examinations are organized through Departments and students are continuously evaluated on their learning outcomes. The marks obtained add in the final examination and the results are the cumulative outcome of internal and external examination marks.

External examination is conducted by the University at the end of every semester on the prescribed syllabus.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Mukund Ravidas	Two days Workshop on Fieldwork Practicum for Field Supervisors of BSW/MSW Programme.	IGNOU	4,500.00
2018	Dr Braj Kishore Sinha	Conference of AICP held at Shimla	AICP	20,000.00
2018	Dr Braj Kishore Sinha	Workshop on scale up project on students' satisfaction survey (SSS)	NIEPA	20,000.00

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	MOOCs	Two Day Orientation Programme on SWAYAM MOOCs, Open Educational Resources and Moodle	05/05/2018 - 06/05/2018	40	

		Learning Management System			
2018	Staff Computer Training Programme	One Day Workshop on MS Excel and MS Word	04/02/2018		20
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Refresher Course (UGC HRDC)		01		6 th August 2018 to 26 th August 2018.	
Refresher Course (UGC HRDC)		02		4 th January 2019 to 24 th January, 2019.	
Orientation Programme (UGC HRDC)		01		28 th December 2017 to 25 th January 2018.	
6.3.4 Faculty and Staff recruitment (no. for permanent / fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
6.3.5 Welfare schemes for					
Teaching	GSLI & Welfare fund.				
Non-teaching	GSLI & Non-teaching welfare fund				
Students	Students e-Kalyan Welfare fund, National Scholarship Welfare fund				
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each): Yes There is a system of finance management and the college is governed by the Government financial rules. Funds and grants may available to college by different sources (Central Government, State Government, RUSA etc) are spent according to the approved budget of the proposal. All financial expenditures are approved by the purchase committee and bills and vouchers are generated accordingly. All payments are audited by CA for the purpose of utilisation certificates. The books of expenditure, stock register, asset registers are maintained centrally as well as department wise. There are external as well as internal audits to ensure strict financial rules.					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)					
Name of the non-government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose	
RUSA		46,14,789.00		For Infrastructure	
6.4.2 Total corpus fund generated					
6.5 Internal Quality Assurance System					
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?					
Audit Type	External			Internal	

	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- Parent – Teachers meeting held annually at the start of the Academic session.
- We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration.
- Communicating views which the students feel shy to communicate directly to the teachers about the College and the department

6.5.3 Development programmes for support staff (at least three)

- Periodical and Annual meeting of all support Staff.
- Workshop on memory enhancement techniques.
- Computer Training of the Office staff so that they are able to handle the online admission and registration of students.

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Some new courses have been introduced.
- Regular health check-up camps in the College Campus to ensure the well-being of the employees.
- More open interactive and progress oriented organizational culture.

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No) : Yes
b. Participation in NIRF : (Yes /No) : Yes
c. ISO Certification : (Yes /No) : No
d. NBA or any other quality audit : (Yes /No) : No

6.5.6 Number of Quality Initiatives undertaking during the year.

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	Status of activities			40
2018	Two Day Orientation Programme on SWAYAM MOOCs, Open Educational Resources and Moodle Learning Management System	05/05/2018-06/05/2018	02 Day (05/05/2018-06/05/2018)	
2018	Spoken Tutorial Programme of IIT Bombay (MHRD)	June 2018	4 weeks	08
2018	TISS EXCEL Programme	July 2018	6 months	120
2018	Soft Skill Development Programme in Spoken English- <i>OrelTel</i>	July 2018	3 months	11
2018	Rojgar Mela	December 2017	02 Day (21-22 Dec 17)	3600

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Poster Making Competition on Women Empowerment	25 th September	55	
Celebration of International Women’s day	8 th March	149	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

- Energy conservation.
- Rain water harvesting.
- Initiative taken for uses of LED lights and installation of BEE certified electrical gadgets.
- Tree Plantation programme by NSS are undertaken to ensure a Green Campus.
- Observation of “Swachh Bharat”, “Swachhta Pakhwada” on the College Campus.
- The College provides various means to educate or aware the students on Climate Change and Environmental Education.
- Dustbins are installed at various positions and cleanliness is maintained.
- Conscious efforts are made to switch off lights and fans when not in use, to save energy.
- Cleanliness drive is organized to create awareness and motivation among students to keep the environment clean.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	All physically challenged students
Provision for lift	No	
Ramp/ Rails	Yes	All differently abled students/Staffs
Braille Software/facilities	Yes	All visually impaired students
Rest Rooms	Yes	All Divyang Students
Scribes for examination	Yes	As and when required
Special skill development for differently abled students	Yes	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18		03	17 Nov 2017, 21-22 Dec, 2017, 15 Apr 2018	Campus Placement Drive	Employment to local students	3900

2018	01			Soft Skill Development Programme in English (Language Lab)		11
2018				Blood Donation camp	Public Health	62
			April	Swachhta Pakhwada	Clean Environment	18
			21 st March	Green Drive (Tree Plantation)	Plantation	54
			1 st December	World AIDS Day	Public Health	108
			21 st June	Yoga Day	Public Health	255

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

A handbook (Diary) containing a Code of conduct is distributed among the stakeholders/staffs of the College.

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus	July 2018	The prospectus of the college published every year and is distributed among the freshly admitted students

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Vivekanda Jayanti	10:00 am to 11:00 am	184
Celebration of Republic Day	9:00 am to 10:30 am	155
Celebration of Independence Day	9:00 am to 11:30 am	120
Celebration of Basanta Utsav	1:30 pm to 3:30 pm	152
Gandhi Jayanti	10:00 am to 12:00 pm	191
World AIDS Prevention Day	11:00 am to 12:30 pm	108

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Initiative taken for installation of LED.
- Tree Plantation programme by NSS/NCC cadets are undertaken to ensure a green campus.
- Campus made No Smoking Zone.
- Hazardous Waste Management is also on our agenda as well as we plan to introduce chemical treatment to render any toxic waste harmless.
- Single use plastic free Campus.
- Awareness about deforestation.
- E-waste management is also on our agenda.

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Best Practices – I

Goal, Aims and Objectives:

- To improve footfall of students in the library
- To restore connected ness to books and books reading habits among students
- To earn while learn scheme for students

The library hours are being introduced in the routine and are being made part of regular curricula. The departmental libraries are being maintained by the respective departments and are also rich. It is catering to the needs of the PG students and teachers of respective departments. An initiative has been taken for student’s participatory management of Library. This will mitigate human resource crunch for the management of the library books. Under this scheme a few students of each department have been encouraged to manage and maintain the departmental library and for that they will be paid a token amount – “Earn while learn scheme”, and finally will be awarded a certificate and marks in internal examinations.

Best Practices – II

Title of the Practice: Introduction of Virtual and Flipped Classrooms

Objectives of the Practice:

- To address fast learners
- To reach out of reach students
- To introduce students with the paradigm shift in higher education

There has been a paradigm shift in higher education system from teacher centric to student centric teaching. To address first learners and to support slow learners of a class flipped classroom has been introduced in a few programmes such as Biotechnology, Environmental Science and BCA virtual classroom and Swayam Prabha too has been introduced inn the classes. College is using the tools of ICT to reach out of reach students in this method. This will make the digital India programme successful.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Vision:

“To make this College a centre of excellence in higher education with inclusiveness of different sections of society to create an ecosystem for promoting innovative knowledge, while tapping the potentials of teachers and students”

Mission:

- To ensure quality education with equity, excellence in teaching and innovation in research.
- To reach unreached and empower youth of rural and backward areas by promoting skill-oriented education.
- To use ICT a tool to equip all stakeholders with career-oriented skills through vocational education and training to make them employable, accountable, useful in indispensable for society and nation.
- To impart education with a view to groom a philanthropic self and ensure holistic growth contributing to reformation of nation and mankind.

Web link: www.pkrmc.ac.in/IQAC.aspx#Lab

8. Future Plans of action for next academic year (500 words)

The College plans the following for implementation in future-

1. Creation and implementation of Academic calendar.
2. Implementation of new courses and programmes of self-financing vocational courses.
3. New Skill Development Courses through B. Voc. for the college for employment, proposed courses are:
 - i. Certificate in Automotive Skills,
 - ii. Certificate and Diploma Course in Office Administration Skills
4. Improvement of library for better utilization of e-library and digital library by the students & faculty.
5. Introduction charges for certificate verification online/offline.
6. Faculty for BCA/BBA.
7. Establishment of Computer Laboratory for the courses like BCA/BBA/Biotechnology/Environmental Science.
8. Courses of study of all programmes approved by the affiliating university and run by the college to be posted on college website/students Portal.
9. Improvement in office functioning with introduction of computers and training of Grade III staff of the college
10. Establishment of Smart classrooms for BCA & BBA with all modern facilities.
11. Introduction of Flipped classroom/virtual classrooms in phase wise manner to be started from vocational courses.
12. Plan for SOS improvement of the Homi Jahangir Bhaba Auditorium of college before NAAC visit.
13. Improvement of:
 - a. Examination Department – Introduction of Central Announcement Facilities for examinations – an estimate has been prepared with estimated cost of Rs eight lakh
 - b. Birsa Munda Conference Hall
 - c. LT4 for BBA/BCA
14. For better surveillance introduction of CCTV camera in Classrooms and other places on the campus.
15. Sick room facility.
16. Laboratory complex.
17. Smart classroom complex.
18. Outdoor sports complex.

19. Till LT4 is developed into a classroom for BCA/BBA these classes will run in Library and Language Laboratory respectively – A notice of this intent to be circulated among all concerned.
20. Development of Central Data Processing Cell of the College.



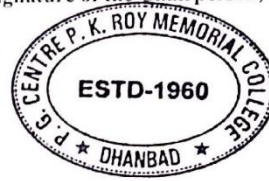
Dr. Rajeev Pradhan

Signature of the Coordinator, IQAC



Dr. Braj Kishore Sinha

Signature of the Chairperson, IQAC



Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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