



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	P.K. ROY MEMORIAL COLLEGE, DHANBAD
• Name of the Head of the institution	Nasim Ahmad
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9297971921
• Mobile no	9263070406
• Registered e-mail	principalpkrmc@gmail.com
• Alternate e-mail	naseemahmaad@gmail.com
• Address	Saraidhela, PO: IIT ISM Campus
• City/Town	Dhanbad
• State/UT	Jharkhand
• Pin Code	826004
2.Institutional status	
• Affiliated /Constituent	Constituent
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Binod Bihari Mahto Koyalanchal University, Dhanbad				
• Name of the IQAC Coordinator	Mrs. Kiroom Rashmi Topno				
• Phone No.	9840922271				
• Alternate phone No.	9840922271				
• Mobile	9840922271				
• IQAC e-mail address	pkrmciqac@gmail.com				
• Alternate Email address	krtopno@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://pkrmc.ac.in/pdf/AQAR%2020-21-updated.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.pkrmc.ac.in/academic_calendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.58	2014	10/12/2014	09/12/2019
Cycle 2	B	2.28	2021	20/10/2021	19/10/2026
6.Date of Establishment of IQAC			02/11/2012		
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	
Institution	State	UGC	2020, 365	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	6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>*Academic audit of the College. *Green Audit of the College. *NAAC second cycle Accreditation. *Tactile Pathways of the Buildings. *Digitisation of the College documents.</p>		
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	
Academic audit of the College	Implemented	
Green Audit of the College	Implemented	
Gender Audit of the College	Implemented	
Tactile Pathways of the Buildings	Implemented	
Digitalisations of the College documents.	Implemented	
NAAC second cycle Accreditation.	Implemented	
Hybrid Classroom of the College	Implemented	
13.Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	24/02/2022

15. Multidisciplinary / interdisciplinary

The College has a Multidisciplinary curriculum where stakeholders pursue the various programs belonging to the different streams, especially in light of NEP-2020. The UGC-drafted NEP-2020 has been adopted and the Multidisciplinary curriculum is in force in our college. Under this, stakeholders are expected to study major, minor and vocational programs of independent choices. A student of the faculty of Arts can pursue the subjects relating science. The vocational programs aimed at skill development and employability are made for one and all cutting across the restrain of stream specific.

16. Academic bank of credits (ABC):

Academic bank of credits is in the pipeline and is to be implemented as per NEP-2020, where the stakeholders are to be given multiple entry and exit options. National Academy Depository (NAD) is the base where students' academic data are held and stored.

17. Skill development:

The college has launched the skill development programs such as vocational courses such as BCA, BBA, German language (certificate course), Atal skill development center, Kalam center for innovation, incubation & entrepreneurship, Nature club, and photography club are also in function in the college.

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

NEP-2020 makes provision for the integration of Indian Knowledge systems. The Sem-1 curriculum has a compulsory program like understanding India and facilitate the study understanding of Indian culture & through regional languages.

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

Outcome-based education (OBE) is the crux of NEP-2020. The college has also adopted a curriculum which aims at acquisition of real knowledge and insight making education socially useful. The stereotype teaching and learning, making it an examination centric is discouraged in the larger interest of students committed to self-reliance.

20.Distance education/online education:

The college has LSCS of two distance education programs IGNOU & NOU facilitating the academic need of the students failing to final admissions as day scholars in regular course mode.

Extended Profile

1.Programme

1.1	24
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1	7264
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2	3402
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	1764
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	44
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	18
4.2 Total expenditure excluding salary during the year (INR in lakhs)	74.22
4.3 Total number of computers on campus for academic purposes	71

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution adopts the curriculum provided by the Binod Bihari Mahto Koyalanchal University. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. The College runs four conventional faculties (Humanities, 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 microplanned by each department and the classes are run accordingly after approval of the College Administration. 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. 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. 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.

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)

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.

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

1.1.3 - Teachers of the Institution participate in A. All of the above 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

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

24

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)	No File Uploaded

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)

01

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)	No File Uploaded

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

198

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

1.3 - Curriculum Enrichment

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

There is co-education in our institution. Boys and Girls have equal rights and opportunities in all areas in relation to sustainable development to be achieved. Gender equality is nurtured at every step of policy and activities, with the aim of avoiding reproducing discrimination on the grounds of gender to promote equality between men and women. B.A., B.Sc. & B.Com. Curriculum address the Gender issues through particular Essays, Magazine, Newsletters and the institution insists to inculcate the gender issues through curriculum amongst students.

Environmental and Sustainability: NSS and NCC promote environmental awareness through tree plantation, water conservation, blood donation, plastic-free drives etc. The college observes No Vehicle Day and also takes efforts for a plastic free campus. The college has taken initiatives in e-waste, solid waste, and liquid waste management. The college has installed a few solar street lights and LED bulbs to save energy and minimize environmental pollution. The college conducts green audits from an external experts. **Gender sensitivity:** The college organizes various gender sensitivity programs such as Poster Making Competition on Women Empowerment Celebration of International Women's Day, personality development,

yoga training etc. The college organizes various activities such as workshops, seminars, expert lectures on gender sensitivity. Human values and Professional Ethics: The college organizes various extension activities through NSS and NCC for the inculcation of the values like national integrity, patriotism, equality, peace, brotherhood, etc. Blood donation camps are periodically organized.

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

4

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
Institutional Data in Prescribed Format	No File Uploaded

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

125

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

1.4 - Feedback System

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

A. All of the above

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

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

B. Feedback collected, analyzed and action has been taken

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 students admitted during the year

2493

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

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

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

1217

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

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

Students enrolled in various disciplines are identified as Slow and Quick learners based on their +2 marks and test conducted by the department. This test is to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and quick learners. The tutors of the respective classes of UG support them in classifying the students with reports based on observation of class tests. Strategies adopted for Slow Learners: For every 10 students, 2 to 3 students are usually found to be slow learners. The student counselor assesses the nature of their problems and then motivates them in a friendly way to reach their academic goals. Extra classes are organized to clarify the problems. Strategies adopted for Quick Learners: Quick learners are identified through their performance in examinations, interaction in class and laboratory. The Institution promotes independent learning that contributes them to their academic and personal growth.

Strategies adopted for student improvement: Extra classes are organized to clarify their doubts, re-explaining of topics for improving performance. Appropriate counseling with helps the students to attend classes regularly. All staff members maintain good relation with students and deal with their problems in a gentle

manner. Each class is divided into two batches and separate tutorial classes are conducted to all slow learner students for all departments of Undergraduate courses.

File Description	Documents
Paste 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
7264	29

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 institution ensures the students centric methodology such as experiential, Participative learning and problem solving methodologies are used for enhancing learning process. The following activities are conducted by the institution to make teaching learning process more students centric. 1. **Experiential Learning:** An opportunity is provided to all students to play a role as a teacher and having an experience to teach in classroom. Students are also continuously encouraged to organize programmes at departmental level. This helps student to improve their knowledge, presentation skills and personality development. 2. **Participative Learning:** College uses Participative Learning to encourage students to actively involve them in learning process. The college adopts methods for participative learning like - Group Discussions, Assignments, Quiz, and Project etc. WhatsApp Group is created for UG First, Second and Third year students to discuss their issues with teachers about various subjects. 3. **Problem Solving Methodologies:** To improve critical thinking problem solving skills among students they are provided and asked to prepare project reports. Institution is on its path to bring overall development of students. These activities not only provide opportunity for participatory learning but also provide experiences.

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

ICT use by faculty The college understands the utility of IT in higher education and keep pace with the changing technology in education. Our faculty members are trained in using modern ICT tools and impart education in the classroom. The college has 07 smart boards in different classrooms and laboratories, there is LCD projector enabled classrooms and a virtual classroom. The teachers use not only the ppt for their lecture but uses smart pens and projections of the text. The Botany and Zoology department have dry lab and they have dry dissections through software. The college has video conferencing facilities and uses it for virtual classes. We have introduced Swayam Prabha in the class and it is in the class routine of some of the vocational courses. A faculty looks after Swayam Prabha enabled classroom. The campus of the college is WiFi enabled with ≥ 50 MBPS speed internet. College has introduced flipped classroom for fast learned and reaching to the students through technology enabled classrooms. The college library has video conferencing facilities, Swayam Prabha and state-of the art computer lab to access information super highway. The facilities have been enabled with the introduction of INFLIBNET and INDL facilities.

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

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

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

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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

18

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)	No File Uploaded

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

38

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

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.

Transparency initiatives at institute level: Institute display notice on the college notice board as well as on college website. Continuous assessment report for all courses is displayed in respective laboratories. Staff meetings are conducted periodically to review the evaluation process. Solving grievances of students if any.

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

At institutional level, an examination committee, comprising of a senior teacher as convener and other teaching staff as members, is constituted to handle the issues regarding evaluation process.

The institute follows the guidelines published by the university while conducting internals and semester-end examinations. Three internal tests are given during each semester. Seating plan is followed for internal tests and it is displayed on the notice board along with the timetable. After evaluation of internal text answer scripts are given to students to have an idea of their performance in the test. If they have any doubt, clarification is given which enables them to fare better in future. As per the direction of University, complete transparency is maintained in internal tests. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. After preparing the assessment report it is shown to the students. The re-evaluation is applied for answer scripts in which the re-evaluated marks can be obtained during the announcement of re-evaluation results of the

same semester. In order to maintain transparency, students can apply for photocopy of their answer script and they may decide to re-valuate/re-totaling.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The teaching-learning process is the backbone 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. 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:

- 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.

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

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

The process for the evaluation of the students in different courses are followed as per the University rules, Board of Examinations and University Heads. The implementation of the syllabi with changes the process of evaluation, by the consent of the University Heads. Institution promotes to the teachers to organize Workshops, Seminars, Symposium and Conferences. Institution promotes to present and publish research papers to achieve the Course Outcomes (Cos) and Programme Outcomes (Pos) successfully. The committee initiates a few steps such as Internal Tests, Field Survey, Practical Work, Seminars, Study Tour etc. Institution also tries to attain the Course Outcomes (Cos) and Program Outcomes (Pos) by conducting the activities such as Cultural, N.S.S. NCC Activities, Career Counseling, Personality Development Program, and Communication Skills, Various collegiate and inter-collegiate competitions, Life Skills Development Program, and Youth Festival etc. In addition to this, students are promoted for the creativity in Literature in the form of writing Articles, Poems and Essays etc. for college Magazine. Institution has introduced Career Oriented Courses such as English Language Lab, TISS Excel Programme and STTP. Sportive skills are inculcated among the students through these competitions. Course Outcomes (COs) and Program Outcomes (POs) are fulfilled through such activities.

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

1764

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

2.7 - Student Satisfaction Survey

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

http://www.naac.gov.in/docs/Apply%20now/SSS-Questinnaire_Students.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

11

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

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

3.1.3.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Research and Development Cell (R&D) to monitor and address the issues of research by a senior professor. Functions of the Committee: Creating research culture among faculty members and students. Motivating to undertake minor and major research projects from various funding agencies. Identification and assisting for finance from UGC, ICPR, ICSSR and etc. Guidance for publication of papers/articles in reputed journals. Recommend funds for major and minor research from various funding agencies.

Impact of Recommendations: Increase in the publication rate by the faculty members. Faculty members took initiation to enroll themselves in more number of professional societies. Institution invites eminent personalities from small, large industries &

institution for organizing Seminars and Workshops with them. Institution visits nearby villages and promotes entrepreneurial education to the backward students.

Motto of the Institution: To create employment opportunities for unemployed youth, increase individual savings which indeed will increase the per capita income, standard of living and thus revenue to the government.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

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)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

04

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

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

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

0

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

3.4 - Extension Activities

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

Institution has formed NSS/NCC unit, which takes the responsibility of community-based activities. NSS/NCC unit organizes programs such as Tree Plantation, Swachh Bharat, Cleanliness drive, blood donation

camp, Plastic free campus, Visit to orphanages, matdan jagrati abhiyan in the nearby villages. Organizing such events create awareness about the society and their social responsibility. The institute organizes awareness programs on Gender equality, Environmental awareness, Cleanliness, Tree plantation and Plastic free campus in campus. NSS/NCC unit has organized programmes on topics like Gender issues, Women's security on different occasions. Institute promotes faculties to organize and conduct different extension activities and workshops in other institutes. For holistic development of the student tests, sports, cultural events, technical and nontechnical events are organized. For intellectual development sessions on competitive exams and tests are conducted. For social awareness and development, NSS/NCC programs are organized.

A systematic plan as well as event calendar is prepared every year to extend services in the neighborhood community and sensitize students towards social issues and holistic development. Celebrations of birth anniversaries of national heroes and various activities which have contributed towards patriotism, national services and etc. such as: Yoga Day Blood Donation Camp Republic Day and Independence Day Plastic Free Campus.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - 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

3.4.3.1 - 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

2

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 during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

115

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)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

01

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	No File Uploaded

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.

Institution has adequate physical facilities for teaching-learning activities. College premises are located at prime location on NH2 (Station and Govindpur road). Its eco-friendly campus which creates good learning environment. The infrastructure facilities are adequate according to the requirement of students. The college has following facilities for teachinglearning and equipment. Institution has 16 classrooms with optimum facilities. Institution has 10 class rooms which are fitted with LCD projector. Institution has 04 Seminar Hall along with Wi-Fi facilities. Institution has own laboratories for science students such as Physics, Chemistry, Botany, Zoology, Environmental Science and Biotechnology. Institution has own NSS/NCC unit to facilitate for visitors, guests and students Institution has Computer Lab for BCA, BBA, B.Sc.,

B.Com, Environmental Science, Biotechnology for Practical, having 71 computers with LAN connectivity, printers, Scanner. Institution Principal Chamber has computer & internet connection, telephone facility. IQAC Cell having computers with LAN facility. Separate Common Rooms for boys and girls. Separate wash rooms for boys, girls and staff members. RO drinking water facility. Suggestion Box/Complaint box/Feedback box Inverter/UPS facility for office.

Library having reference books, encyclopedia, newspapers, magazine for students and staff. First Aid Facility. Wi-Fi facility in office, library, classrooms, seminar halls.

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.

Institution provides playground for organizing events of InterCollege Athletic Meet, Cricket, Volleyball, Basketball etc. Institution provides sports facilities for outdoor games and indoor games like Badminton, Table- Tennis, Carom, Chess, Ludo, etc. Institution provides Track-suits, T-shirts, sports kit, etc. to students for practice. There is a provision for providing TA/DA to players for participation in Inter-College Meet, University Meet, State Meet and National events. Winners are felicitated with Mementos, Certificate, Medal. Felicitation during annual meet is arranged by the institution.

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.

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)	No File Uploaded

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)

74.22

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

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

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-

A. Any 4 or more of the above

books Databases Remote access toe-resources

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

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)**

0.20

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)	No File Uploaded

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**

185

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**

Institution has well developed system for providing IT facilities to the users. Some of the facilities are as mentioned below:

Institution has Wi-Fi facility with 100 MBPS speed. 04 Departments

and 06 Class rooms have LCD projectors, overhead projectors, printers and scanners Institution website is maintained and update time to time. Administrative block and computer lab are connected with LAN. Computers of the institution are connected with printers, scanners wherever required. Almost all Computers have internet facilities. Institute has OreliTel software installed in English Language Lab. Institution has 10 smart classrooms for teaching-learning process. Most of the departments have projector facilities for Power Point presentation of the students. Maintenance of the computers, up gradation of software and hardware is done by contract basis. Maintenance and upgradation is done from time to time.

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

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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)

50.10

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)	No File Uploaded

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.

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. To maintain and upkeep the infrastructure, Institute facilities and equipment, following activities are undertaken by college: - Stock Register is maintained. The maintenance of library and reading room is done regularly by library staff under the supervision of Prof. I/C Library. Computer/Xerox Machine/AC/Water Cooler/Water purifier and other electric and electronic equipment are maintained under annual maintenance contract (AMC). 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.

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**

1418

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)	No File Uploaded

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)	No File Uploaded

**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**

A. All 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)	No File Uploaded

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 benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

56

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

980

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	No File Uploaded

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

8

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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)	No File Uploaded

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 student council association actively participates in various activities. This association is monitored by Faculty members who are responsible for the smooth conduct of the association meetings and

events. They help in coordinating all events related to academics and other co-curricular & extracurricular activities such as Seminars, Workshops, Symposium, Conference and Inter-collegiate meet to develop their personality and skills of the student's ability as per the directives of Principals. They also do lot of academic as well as administrative work by taking the help of NCC students such as National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, Yoga Day, Teachers Day, Fresher's party, Farewell Party, World Literacy Day, World AIDS Day, etc. They also motivate other students to take part in the activities to conducted by the Institute. They work as a medium between faculty and students. Contribution of the Student Council in Academic Administration. It provides necessary support to the council members in organizing & coordinating the events. It encourages the students to develop their leadership skills through these activities.

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)	No File Uploaded

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

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. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture. To establish a healthy relationship between the students, alumni and all academic fraternities of the College. To help alma matter 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. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development. A tradition of inviting alumni for Annual Alumni Meet "Convergence". In this meet the alumni get chance to reconnect with the Alma mater and old friends. This is the best platform for networking and sharing new trends and current happenings in the corporate world. These inputs are helpful to academicians for moulding the aspiring students.

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

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

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 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 nontraditional 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 also aims. 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.

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.

Institution practices Decentralization and Participative Management. Decentralization is having a significant impact on our policy, planning and management of elementary education. Principal is the administrative and academic Head, followed by department heads. To promote quality of education to all sections in academic, social and political to develop a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of education. At various levels the college grooms leadership. Governing body, Principal, IQAC Members, Steering committee, teaching staff, nonteaching staff, students' union, Stakeholders, Alumni and various committees jointly have been empowered to execute their plans within the frame work of governance. The Academic, Administrative staff, NCC, NSS, IQAC-all are working together for the smooth running of the institution. Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal works in consultation with the Teachers of 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 of the college.

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 institution plan to promote research, culture and innovation through research committee, Research papers, Publications and participations in innovation based activities. The institution organize Seminars, Workshops and Conferences, through various departments. Strengthening the infrastructure Institution plans to renovate and develop parking stand for students, modernize existing Language Lab, Computer lab, Library and other science laboratories such as Physics, Chemistry, Botany, and Zoology. It plans to modify ICT enabled classrooms and Seminar Hall, Fire Extinguisher, etc. Strengthening skill development activities

Institution plans to increase participation of students in cultural and sports activities for the development of the students. Increasing Faculty / Staff development programme Institution proposes to increase Faculty as well as Staff development programmes such as Workshops, Seminars, Conferences, Computer Training, etc. Conducting green and energy audit of college campus Institution plans to conduct Green Audit, Energy Audit of the College Campus. Strengthening innovative pedagogical teaching Institution plans to strengthen innovative pedagogical teaching such as ICT enabled, interactive method, video conferencing , YouTube learning, experiential learning, Seminars, Workshop Group discussion, Mentormentee programme, Use of Language Lab, Industrial Visits, Excursion, etc.

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.

Governing Body has decided to form the following Committees for smooth running of the Academic and Administrative works such as Anti Ragging Cell, Grievance Redressal Cell for SC/ST, Library Committee Sports Committee, R&D Committee, Women's Grievance Cell, Discipline Committee, etc. P.K. Roy Memorial College has very good physical infrastructure with well-equipped laboratories, computing facilities with networking. Wi-Fi campus and committed faculty members who are young, dynamic and quality conscious. In-house placement and training programs, career guidance for students in getting good placements in industries. PKRMC willingness to recognize weaknesses and make improvement for atmosphere of success for students, faculty and staff is its uniqueness. Rojgar Mela may provide good employment potential to our college students. Challenges: Emerging competition from local, global area and others. Suggestion by the governing body members. Student's assessment and feedback should be taken into consideration. Feedback from students has to be maintained. To present the investments in R&D Cell. To identify the probable date for applying NAAC. To constitute all statutory committees as per the guidelines of University & UGC. To maintain records of all necessary committees. Maintaining good track record of placements especially for core jobs.

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 **A. All of the above**
areas of operation Administration Finance and

Accounts Student Admission and Support Examination

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)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The P.K. Roy Memorial College is a constituent unit of B.B.M.K. University, Dhanbad (a State University established by the Jharkhand State). The welfare schemes for the staff is implemented as the directives of the Jharkhand University Act 2000 (as amended up-to-date) and the State Welfare Schemes as and when implemented. Currently the College has following welfare schemes for its employees: • Employee Provident Fund Group Insurance for Teaching and Non-Teaching staff. • Employee Welfare Fund for Teaching and NonTeaching staff. • Gratuity. • Encashment of Earn leave at the end of service • Arrangement of Personal loans from Bank. Arrangement of O.D against salary from Bank. Festival advance for Non-Teaching Staff.

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)	No File Uploaded

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)	No File Uploaded

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

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

01

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

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

Institution Performance Appraisal System (PAS) provides feedback format to Faculty members and Staff, and help them in understanding the changing needs of students. The performance appraisal of all employees is essential for the achievement of quality educational experiences for all Faculty Members, Staff and Students. The performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement, and achievements of all employees. PAS system encourages the faculty members to make excellent performance in teaching-learning and research. The institution has performance based appraisal system for the Assessment of Teaching and Non-Teaching staff. The Appraisal report is based on the Annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The overall report is further reviewed by the chairman of the governing body and final performance functioning status is set up and confidentially recorded in the Office.

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

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.

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)	No File Uploaded

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

The Principal of the institution monitors the use of resources received from the State Government, UGC, RUSA, ICPR, ICSSR, etc. The allocated funds are utilized to purchase equipments, chemicals, renovation, research, organize seminars, workshops, conferences, etc. Administration and Finance Committee, review the use of resources including audit, budget and account. They make recommendations for better handling of resources and effective mobilization of available funds. For smooth running of the

institution various committees have been constituted, each committee studies its own field and analyses the requirements and then forwards it to Principal. The finance committee then looks into these requirements, adding the future aspects of planning. In case of any need where the financial support is required, proper demand in writing is made from the concerned Department. For e.g. in case of any requirement, the details of the requirement of the equipments, maintenance infrastructures etc are prepared and proper procedure for purchase is adopted. To make teaching-learning effective it is very important that the environment and campus of the institution should be clean. The college staff and students are always ready for it. There is always need for maintaining and upgrading the facilities provided by the college from time to time.

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

Various programs for quality improvement. Documents are prepared and maintained. Preparation of Academic Audit, Green energy audit and Gender audit.

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

The institution reviews its teaching Internal Quality Assurance Cell (IQAC) came into existence on 02-11-12. It adopts a participatory approach. The IQAC has become a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall

performance of the institution. The institutional policy is to maintain quality assurance and how it contributes in institutionalizing the quality assurance processes, students and alumni etc., institutional integrated framework for quality assurance of the academic and administrative activities, institutional training to its staff for effective implementation of the quality assurance procedures, Academic Audit of the academic provisions the outcomes used to improve the institutional activities, and institutional mechanisms to continuously review the teaching learning process. The Institute has developed several quality assurance mechanisms under Academic Monitoring Committee as under: To develop a system for conscious, consistent and catalytic action. To improve the academic and administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement. Preparation of Academic Calendar. Feedback reports are received from Students. Encourage and provide support for quality improvement in Teaching, Learning, and Research.

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)

B. Any 3 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)	No File Uploaded

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

a) **Safety and Security:** Precautions have been taken in the Campus, Library, Common Room area to monitor the movement of students and ensure safety of the students. Closed circuit cameras have been installed at various points to record the activities of the people moving in the campus. The institution has Women Grievances Cell. Women Grievance Cell and Anti-Sexual Harassment Cell is capable of dealing cases very confidently with its team of Principal, Head of the Cell and women faculty members. The Cell conducts various activities to encourage women to fight against any kind of injustice resulting from gender bias. The institution of Anti-Sexual harassment of women students are nil due to the discipline in the campus. b) **Counselling :** Women Grievance Cell and Anti-Sexual Harassment Cell carries out regular counseling to the female students in groups and at individual level. We organize workshops for stress free life by the selected resource persons. Faculty counselors are always available to counsel the girl students.

Counseling facility is also provided from Career Development Centre (CDC). This is initiated by the recommendation of any of the faculty or parents of the students. Common Room :- Separate common rooms for Boys and Girls.

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

B. Any 3 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

Solid Waste Management : In Solid Waste Management on three R's i.e. Reduce, Reuse and Recycle. Reduce: Reduction in use of raw materials Reuse: Reuse of waste materials and recycling. Recycle: Recycling of materials. There are two types of Solid wastes (i) Bio-degradable (ii) Non-bio degradable Bio-degradable waste is allowed to degrade or decompose of materials. Dustbins are provided throughout the campus. Liquid Waste Management: In Liquid Waste Management, there is a drainage system leading to the closed collection tanks. The tanks are regularly cleaned to avoid stagnation of water. E-Waste Management: E-waste (Electronic waste), broadly describes loosely discarded, surplus, broken, electrical or electronic devices. The problem of e-waste has become an immediate and long-term concern as it can lead to major environmental problems endangering human health.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	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 **A. Any 4 or all 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: A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	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 B. Any 3 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

B. Any 3 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).

Different Activities of the College: The College provides an

inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Various cultural and sports activities are organized in the College to promote harmony towards each other. Commemorative days like Women's Day, Aids Day, Yoga Day, Holi, Eid, Gurupurnima, Karma, Sarhul etc. are celebrated in the College. All these celebrations promote interaction among people of different cultural backgrounds. In the cultural programs organized in the college all students take an active part irrespective of their cultural and communal backgrounds. In Blood Donation Camps besides students, parents are also invited for donation of blood without any discrimination of caste, creed or culture. There are Students Grievance Cell, Women's Grievance Redressal Cell and Anti- Harassment Cell of the college address the issues related to students and staff.

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

P K Roy Memorial College undertakes initiatives by organizing various activities to sensitize its students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. On 26th November 2018, Constitution day was celebrated by the Department of Political Science and NSS unit of the college - Dr Praveen K Singh, HoD Political Science organised the programme. He narrated the fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India. He appealed to all students to remember the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The whole country is government on the basis of the rights and duties enshrined in the Constitution of India. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Similarly constitution day also would be celebrated on 26th Nov every year. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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** B. Any 3 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

Institution every year celebrates National Festivals and Birth Anniversaries of famous and great Indian Personalities. It creates a common platform to the students to know and share their views. The following list of the National festivals is celebrated every year in the college with the students.

YOUTH DAY CELEBRATIONS :National Youth Day is celebrated every year on 12th January in the college campus.

YOGA DAY CELEBRATIONS:International Yoga Day is observed on 21st June every year in the College Campus.

REPUBLIC DAY :Republic Day is annually celebrated on 26th January to commemorate the adoption of the constitution.

INDEPENDENCE DAY :Independence Day is annually celebrated on 15th August in India to commemorating the adoption of Nation's independence.

WOMEN'S DAY:International Women's Day is celebrated every year in the college campus on 8th March to highlight the achievements of women.

GANDHI JAYANTI: Gandhi Jayanti is a national holiday in India, which is celebrated every year in the College Campus on 2nd October.

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

Goal, Aims and Objectives: To improve footfall of students in the library:To restore connectedness to books and books reading habits among students:To earn while learning 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 caters to the needs of the PG students and teachers of respective departments. An initiative has been taken for student's participatory management of Library.

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 fast learners and to support slow

learners of a class, a flipped classroom has been introduced. Virtual classrooms and Swayam Prabha too have been introduced in 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.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

P K Roy Memorial College Dhanbad has vivid vision. We are promoting the core values of justice freedom, sincerity, truth and joy. Liberty, equality and fraternity are the main ideals from which students are made acquainted. Either Hindi or English it necessary for every student to opt degree sem I level . Great literature is simply language charged with meaning to the almost possible degree. Literature always anticipated life. We teach and boost literature in honors classes or General Classes as an artistic expression of the best that is known and thought in the world. Students study literature as a record on man's dreams and ideals, his hopes and aspirations, his failures and disappointments, his experiences and observations. It appeals to the widest interests and the simplest human emotions. Students are made aware with elementary passion and emotions - Love and Hatred, joy and sorrow, fear and faith - which are an essential part of our human nature. The more it reflects these emotions the more surely does it awaken a response in men of every race? Students know great literature spontaneously It is not so much labored as inspired. It does not so much teach as thrill.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution adopts the curriculum provided by the Binod Bihari Mahto Koyalanchal University. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. The College runs four conventional faculties (Humanities, 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 microplanned by each department and the classes are run accordingly after approval of the College Administration. 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. 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. 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.

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)

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.

File Description	Documents
Upload relevant supporting document	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

A. All 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

24

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)	No File Uploaded

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)

01

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)	No File Uploaded

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

198

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

1.3 - Curriculum Enrichment

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

There is co-education in our institution. Boys and Girls have equal rights and opportunities in all areas in relation to sustainable development to be achieved. Gender equality is nurtured at every step of policy and activities, with the aim of avoiding reproducing discrimination on the grounds of gender to promote equality between men and women. B.A., B.Sc. & B.Com.

Curriculum address the Gender issues through particular Essays, Magazine, Newsletters and the institution insists to inculcate the gender issues through curriculum amongst students.

Environmental and Sustainability: NSS and NCC promote environmental awareness through tree plantation, water conservation, blood donation, plastic-free drives etc. The college observes No Vehicle Day and also takes efforts for a plastic free campus. The college has taken initiatives in e-waste, solid waste, and liquid waste management. The college has installed a few solar street lights and LED bulbs to save energy and minimize environmental pollution. The college conducts green audits from an external experts. **Gender sensitivity:** The college organizes various gender sensitivity programs such as Poster Making Competition on Women Empowerment Celebration of International Women's Day, personality development, yoga training etc. The college organizes various activities such as workshops, seminars, expert lectures on gender sensitivity. **Human values and Professional Ethics:** The college organizes various extension activities through NSS and NCC for the inculcation of the values like national integrity, patriotism, equality, peace, brotherhood, etc. Blood donation camps are periodically organized.

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

4

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
Institutional Data in Prescribed Format	No File Uploaded

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

125

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

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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 students admitted during the year	
2493	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
1217	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded
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	
Students enrolled in various disciplines are identified as Slow and Quick learners based on their +2 marks and test conducted by the department. This test is to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge	

the gap between the slow learners and quick learners. The tutors of the respective classes of UG support them in classifying the students with reports based on observation of class tests. Strategies adopted for Slow Learners: For every 10 students, 2 to 3 students are usually found to be slow learners. The student counselor assesses the nature of their problems and then motivates them in a friendly way to reach their academic goals. Extra classes are organized to clarify the problems. Strategies adopted for Quick Learners: Quick learners are identified through their performance in examinations, interaction in class and laboratory. The Institution promotes independent learning that contributes them to their academic and personal growth.

Strategies adopted for student improvement: Extra classes are organized to clarify their doubts, re-explaining of topics for improving performance. Appropriate counseling with helps the students to attend classes regularly. All staff members maintain good relation with students and deal with their problems in a gentle manner. Each class is divided into two batches and separate tutorial classes are conducted to all slow learner students for all departments of Undergraduate courses.

File Description	Documents
Paste 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
7264	29

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 institution ensures the students centric methodology such as experiential, Participative learning and problem solving methodologies are used for enhancing learning process. The

following activities are conducted by the institution to make teaching learning process more students centric. 1. Experiential Learning: An opportunity is provided to all students to play a role as a teacher and having an experience to teach in classroom. Students are also continuously encouraged to organize programmes at departmental level. This helps student to improve their knowledge, presentation skills and personality development. 2. Participative Learning: College uses Participative Learning to encourage students to actively involve them in learning process. The college adopts methods for participative learning like - Group Discussions, Assignments, Quiz, and Project etc. WhatsApp Group is created for UG First, Second and Third year students to discuss their issues with teachers about various subjects. 3. Problem Solving Methodologies: To improve critical thinking problem solving skills among students they are provided and asked to prepare project reports. Institution is on its path to bring overall development of students. These activities not only provide opportunity for participatory learning but also provide experiences.

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

ICT use by faculty The college understands the utility of IT in higher education and keep pace with the changing technology in education. Our faculty members are trained in using modern ICT tools and impart education in the classroom. The college has 07 smart boards in different classrooms and laboratories, there is LCD projector enabled classrooms and a virtual classroom. The teachers use not only the ppt for their lecture but uses smart pens and projections of the text. The Botany and Zoology department have dry lab and they have dry dissections through software. The college has video conferencing facilities and uses it for virtual classes. We have introduced Swayam Prabha in the class and it is in the class routine of some of the vocational courses. A faculty looks after Swayam Prabha enabled classroom. The campus of the college is WiFi enabled with ≥ 50 MBPS speed internet. College has introduced flipped classroom for fast learned and reaching to the students through technology enabled

classrooms. The college library has video conferencing facilities, Swayam Prabha and state-of the art computer lab to access information super highway. The facilities have been enabled with the introduction of INFLIBNET and INDL facilities.

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

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

29

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

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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**

18

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)	No File Uploaded

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**

38

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

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.

Transparency initiatives at institute level: Institute display notice on the college notice board as well as on college website. Continuous assessment report for all courses is displayed in respective laboratories. Staff meetings are conducted periodically to review the evaluation process. Solving grievances of students if any.

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

At institutional level, an examination committee, comprising of a senior teacher as convener and other teaching staff as members, is constituted to handle the issues regarding evaluation process.

The institute follows the guidelines published by the university while conducting internals and semester-end examinations. Three internal tests are given during each semester. Seating plan is followed for internal tests and it is displayed on the notice board along with the timetable. After evaluation of internal text answer scripts are given to students to have an idea of their performance in the test. If they have any doubt, clarification is given which enables them to fare better in future. As per the direction of University, complete transparency is maintained in internal tests. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. After preparing the assessment report it is shown to the students. The re-evaluation is applied for answer scripts in which the re-evaluated marks can be obtained during the announcement of re-evaluation results of the same semester. In order to maintain transparency, students can apply for photocopy of their answer script and they may decide to re-valuate/re-totaling.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The teaching-learning process is the backbone 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. 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: • 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.

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

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

The process for the evaluation of the students in different courses are followed as per the University rules, Board of Examinations and University Heads. The implementation of the syllabi with changes the process of evaluation, by the consent of the University Heads. Institution promotes to the teachers to organize Workshops, Seminars, Symposium and Conferences. Institution promotes to present and publish research papers to achieve the Course Outcomes (Cos) and Programme Outcomes (Pos) successfully. The committee initiates a few steps such as Internal Tests, Field Survey, Practical Work, Seminars, Study Tour etc. Institution also tries to attain the Course Outcomes (Cos) and Program Outcomes (Pos) by conducting the activities such as Cultural, N.S.S. NCC Activities, Career Counseling, Personality Development Program, and Communication Skills, Various collegiate and inter-collegiate competitions, Life Skills Development Program, and Youth Festival etc. In addition to this, students are promoted for the creativity in Literature in the form of writing Articles, Poems and Essays etc. for college Magazine. Institution has introduced Career Oriented Courses such as English Language Lab, TISS Excel Programme and STTP. Sportive skills are inculcated among the students through these competitions. Course Outcomes (COs) and Program Outcomes (POs) are fulfilled through such activities.

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

1764

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

2.7 - Student Satisfaction Survey

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

http://www.naac.gov.in/docs/Apply%20now/SSS-Questinnaire_Students.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

11

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

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

3.1.3.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer

of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Research and Development Cell (R&D) to monitor and address the issues of research by a senior professor. Functions of the Committee: Creating research culture among faculty members and students. Motivating to undertake minor and major research projects from various funding agencies. Identification and assisting for finance from UGC, ICPR, ICSSR and etc. Guidance for publication of papers/articles in reputed journals. Recommend funds for major and minor research from various funding agencies.

Impact of Recommendations: Increase in the publication rate by the faculty members. Faculty members took initiation to enroll themselves in more number of professional societies. Institution invites eminent personalities from small, large industries & institution for organizing Seminars and Workshops with them. Institution visits nearby villages and promotes entrepreneurial education to the backward students.

Motto of the Institution: To create employment opportunities for unemployed youth, increase individual savings which indeed will increase the per capita income, standard of living and thus revenue to the government.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

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)	No File Uploaded

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
0	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
04	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
0	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

Institution has formed NSS/NCC unit, which takes the responsibility of community-based activities. NSS/NCC unit organizes programs such as Tree Plantation, Swachh Bharat, Cleanliness drive, blood donation camp, Plastic free campus, Visit to orphanages, matdan jagrati abhiyan in the nearby villages. Organizing such events create awareness about the society and their social responsibility. The institute organizes awareness programs on Gender equality, Environmental awareness, Cleanliness, Tree plantation and Plastic free campus in campus. NSS/NCC unit has organized programmes on topics like Gender issues, Women's security on different occasions. Institute promotes faculties to organize and conduct different extension activities and workshops in other institutes. For holistic development of the student tests, sports, cultural events, technical and nontechnical events are organized. For intellectual development sessions on competitive exams and tests are conducted. For social awareness and development, NSS/NCC programs are organized.

A systematic plan as well as event calendar is prepared every year to extend services in the neighborhood community and sensitize students towards social issues and holistic development. Celebrations of birth anniversaries of national heroes and various activities which have contributed towards patriotism, national services and etc. such as: Yoga Day Blood Donation Camp Republic Day and Independence Day Plastic Free Campus.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - 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

3.4.3.1 - 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

2

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 during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

115

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)	No File Uploaded

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
0	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
01	
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	No File Uploaded
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.	
Institution has adequate physical facilities for teaching-learning activities. College premises are located at prime location on NH2 (Station and Govindpur road). Its eco-friendly	

campus which creates good learning environment. The infrastructure facilities are adequate according to the requirement of students. The college has following facilities for teaching learning and equipment. Institution has 16 classrooms with optimum facilities. Institution has 10 class rooms which are fitted with LCD projector. Institution has 04 Seminar Hall along with Wi-Fi facilities. Institution has own laboratories for science students such as Physics, Chemistry, Botany, Zoology, Environmental Science and Biotechnology. Institution has own NSS/NCC unit to facilitate for visitors, guests and students Institution has Computer Lab for BCA, BBA, B.Sc., B.Com, Environmental Science, Biotechnology for Practical, having 71 computers with LAN connectivity, printers, Scanner. Institution Principal Chamber has computer & internet connection, telephone facility. IQAC Cell having computers with LAN facility. Separate Common Rooms for boys and girls. Separate wash rooms for boys, girls and staff members. RO drinking water facility. Suggestion Box/Complaint box/Feedback box Inverter/UPS facility for office.

Library having reference books, encyclopedia, newspapers, magazine for students and staff. First Aid Facility. Wi-Fi facility in office, library, classrooms, seminar halls.

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.

Institution provides playground for organizing events of InterCollege Athletic Meet, Cricket, Volleyball, Basketball etc. Institution provides sports facilities for outdoor games and indoor games like Badminton, Table- Tennis, Carom, Chess, Ludo, etc. Institution provides Track-suits, T-shirts, sports kit, etc. to students for practice. There is a provision for providing TA/DA to players for participation in Inter-College Meet, University Meet, State Meet and National events. Winners are felicitated with Mementos, Certificate, Medal. Felicitation during annual meet is arranged by the institution.

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.

18

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)	No File Uploaded

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)

74.22

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

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

tracking.

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

A. Any 4 or more 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)	No File Uploaded

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)

0.20

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)	No File Uploaded

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

185

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

Institution has well developed system for providing IT facilities to the users. Some of the facilities are as mentioned below: Institution has Wi-Fi facility with 100 MBPS speed. 04 Departments and 06 Class rooms have LCD projectors, overhead projectors, printers and scanners Institution website is maintained and update time to time. Administrative block and computer lab are connected with LAN. Computers of the institution are connected with printers, scanners wherever required. Almost all Computers have internet facilities. Institute has OreliTel software installed in English Language Lab. Institution has 10 smart classrooms for teaching-learning process. Most of the departments have projector facilities for Power Point presentation of the students. Maintenance of the computers, up gradation of software and hardware is done by contract basis. Maintenance and upgradation is done from time to time.

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

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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)

50.10

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)	No File Uploaded

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.

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. To maintain and upkeep the infrastructure, Institute facilities and equipment, following activities are undertaken by college: - Stock Register is maintained. The maintenance of library and reading room is done regularly by library staff under the supervision of Prof. I/C Library. Computer/Xerox Machine/AC/Water Cooler/Water purifier and other electric and electronic equipment are maintained under annual maintenance contract (AMC). 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.

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

1418

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)	No File Uploaded

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)	No File Uploaded
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	A. All 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)	No File Uploaded
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)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 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

56

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

980

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	No File Uploaded

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

8

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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)	No File Uploaded

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 student council association actively participates in various activities. This association is monitored by Faculty members who are responsible for the smooth conduct of the association meetings and events. They help in coordinating all events related to academics and other co-curricular & extracurricular activities such as Seminars, Workshops, Symposium, Conference and Inter-collegiate meet to develop their personality and skills of the student's ability as per the directives of Principals. They also do lot of academic as well as administrative work by taking the help of NCC students such as National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, Yoga Day, Teachers Day, Fresher's party, Farewell Party, World Literacy Day, World AIDS Day, etc. They also motivate other students to take part in the activities to conducted by the Institute. They work as a medium between faculty and students. Contribution of the Student Council in Academic Administration. It provides necessary support to the council members in organizing & coordinating the events. It encourages the students to develop their leadership skills through these activities.

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)	No File Uploaded

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

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. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture. To establish a healthy relationship between the students, alumni and all academic fraternities of the College. To help alma matter 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. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development. A tradition of inviting alumni for Annual Alumni Meet "Convergence". In this meet the alumni get chance to reconnect with the Alma mater and old friends. This is the best platform for networking and sharing new trends and current happenings in the corporate world. These inputs are helpful to academicians for moulding the aspiring students.

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 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 nontraditional 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 also aims. 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.

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.

Institution practices Decentralization and Participative Management. Decentralization is having a significant impact on our policy, planning and management of elementary education. Principal is the administrative and academic Head, followed by department heads. To promote quality of education to all sections in academic, social and political to develop a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of education. At various levels the college grooms leadership. Governing body, Principal, IQAC Members, Steering committee, teaching staff, nonteaching staff, students' union, Stakeholders, Alumni and various committees jointly have been empowered to execute their plans within the frame work of governance. The Academic, Administrative staff, NCC, NSS, IQAC-all are working together for the smooth running of the institution. Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal works in consultation with the Teachers of 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 of the college.

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 institution plan to promote research, culture and innovation through research committee, Research papers, Publications and participations in innovation based activities. The institution organize Seminars, Workshops and Conferences, through various

departments. Strengthening the infrastructure Institution plans to renovate and develop parking stand for students, modernize existing Language Lab, Computer lab, Library and other science laboratories such as Physics, Chemistry, Botany, and Zoology. It plans to modify ICT enabled classrooms and Seminar Hall, Fire Extinguisher, etc. Strengthening skill development activities

Institution plans to increase participation of students in cultural and sports activities for the development of the students. Increasing Faculty / Staff development programme Institution proposes to increase Faculty as well as Staff development programmes such as Workshops, Seminars, Conferences, Computer Training, etc. Conducting green and energy audit of college campus Institution plans to conduct Green Audit, Energy Audit of the College Campus. Strengthening innovative pedagogical teaching Institution plans to strengthen innovative pedagogical teaching such as ICT enabled, interactive method, video conferencing , YouTube learning, experiential learning, Seminars, Workshop Group discussion, Mentormentee programme, Use of Language Lab, Industrial Visits, Excursion, etc.

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.

Governing Body has decided to form the following Committees for smooth running of the Academic and Administrative works such as Anti Ragging Cell, Grievance Redressal Cell for SC/ST, Library Committee Sports Committee, R&D Committee, Women's Grievance Cell, Discipline Committee, etc. P.K. Roy Memorial College has very good physical infrastructure with well-equipped laboratories, computing facilities with networking. Wi-Fi campus and committed faculty members who are young, dynamic and quality conscious. In-house placement and training programs, career guidance for students in getting good placements in industries. PKRMC willingness to recognize weaknesses and make improvement for atmosphere of success for students, faculty and staff is its uniqueness. Rojgar Mela may provide good employment potential to

our college students. Challenges: Emerging competition from local, global area and others. Suggestion by the governing body members. Student's assessment and feedback should be taken into consideration. Feedback from students has to be maintained. To present the investments in R&D Cell. To identify the probable date for applying NAAC. To constitute all statutory committees as per the guidelines of University & UGC. To maintain records of all necessary committees. Maintaining good track record of placements especially for core jobs.

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The P.K. Roy Memorial College is a constituent unit of B.B.M.K. University, Dhanbad (a State University established by the Jharkhand State). The welfare schemes for the staff is implemented as the directives of the Jharkhand University Act 2000 (as amended up-to-date) and the State Welfare Schemes as and when implemented. Currently the College has following welfare

schemes for its employees: • Employee Provident Fund Group Insurance for Teaching and Non-Teaching staff. • Employee Welfare Fund for Teaching and NonTeaching staff. • Gratuity. • Encashment of Earn leave at the end of service • Arrangement of Personal loans from Bank. Arrangement of O.D against salary from Bank. Festival advance for Non-Teaching Staff.

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)	No File Uploaded

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)	No File Uploaded

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

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

01

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

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

Institution Performance Appraisal System (PAS) provides feedback format to Faculty members and Staff, and help them in understanding the changing needs of students. The performance appraisal of all employees is essential for the achievement of

quality educational experiences for all Faculty Members, Staff and Students. The performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement, and achievements of all employees. PAS system encourages the faculty members to make excellent performance in teaching-learning and research. The institution has performance based appraisal system for the Assessment of Teaching and Non-Teaching staff. The Appraisal report is based on the Annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The overall report is further reviewed by the chairman of the governing body and final performance functioning status is set up and confidentially recorded in the Office.

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

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.

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)	No File Uploaded

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

The Principal of the institution monitors the use of resources received from the State Government, UGC, RUSA, ICPR, ICSSR, etc. The allocated funds are utilized to purchase equipments, chemicals, renovation, research, organize seminars, workshops, conferences, etc. Administration and Finance Committee, review the use of resources including audit, budget and account. They make recommendations for better handling of resources and effective mobilization of available funds. For smooth running of the institution various committees have been constituted, each committee studies its own field and analyses the requirements and then forwards it to Principal. The finance committee then looks into these requirements, adding the future aspects of planning. In case of any need where the financial support is required, proper demand in writing is made from the concerned Department. For e.g. in case of any requirement, the details of the requirement of the equipments, maintenance infrastructures etc are prepared and proper procedure for purchase is adopted. To make teaching-learning effective it is very important that the environment and campus of the institution should be clean. The

college staff and students are always ready for it. There is always need for maintaining and upgrading the facilities provided by the college from time to time.

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

Various programs for quality improvement. Documents are prepared and maintained. Preparation of Academic Audit, Green energy audit and Gender audit.

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

The institution reviews its teaching Internal Quality Assurance Cell (IQAC) came into existence on 02-11-12. It adopts a participatory approach. The IQAC has become a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the institution. The institutional policy is to maintain quality assurance and how it contributes in institutionalizing the quality assurance processes, students and alumni etc., institutional integrated framework for quality assurance of the academic and administrative activities, institutional training to its staff for effective implementation of the quality assurance procedures, Academic Audit of the academic provisions the outcomes used to improve the institutional activities, and institutional mechanisms to continuously review the teaching learning process.

The Institute has developed several quality assurance mechanisms under Academic Monitoring Committee as under: To develop a system for conscious, consistent and catalytic action. To improve the academic and administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement. Preparation of Academic Calendar. Feedback reports are received from Students. Encourage and provide support for quality improvement in Teaching, Learning, and Research.

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)

B. Any 3 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)	No File Uploaded

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

a) Safety and Security: Precautions have been taken in the

Campus, Library, Common Room area to monitor the movement of students and ensure safety of the students. Closed circuit cameras have been installed at various points to record the activities of the people moving in the campus. The institution has Women Grievances Cell. Women Grievance Cell and Anti-Sexual Harassment Cell is capable of dealing cases very confidently with its team of Principal, Head of the Cell and women faculty members. The Cell conducts various activities to encourage women to fight against any kind of injustice resulting from gender bias. The institution of Anti-Sexual harassment of women students are nil due to the discipline in the campus. b) Counselling : Women Grievance Cell and Anti-Sexual Harassment Cell carries out regular counseling to the female students in groups and at individual level. We organize workshops for stress free life by the selected resource persons. Faculty counselors are always available to counsel the girl students.

Counseling facility is also provided from Career Development Centre (CDC). This is initiated by the recommendation of any of the faculty or parents of the students. Common Room :- Separate common rooms for Boys and Girls.

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

B. Any 3 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

Solid Waste Management : In Solid Waste Management on three R's i.e. Reduce, Reuse and Recycle. Reduce: Reduction in use of raw materials Reuse: Reuse of waste materials and recycling. Recycle: Recycling of materials. There are two types of Solid wastes (i) Bio-degradable (ii) Non-bio degradable Bio-degradable waste is allowed to degrade or decompose of materials. Dustbins are provided throughout the campus. Liquid Waste Management: In Liquid Waste Management, there is a drainage system leading to the closed collection tanks. The tanks are regularly cleaned to avoid stagnation of water. E-Waste Management: E-waste (Electronic waste), broadly describes loosely discarded, surplus, broken, electrical or electronic devices. The problem of e-waste has become an immediate and long-term concern as it can lead to major environmental problems endangering human health.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	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	A. Any 4 or all of the above
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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:	A. Any 4 or All of the above
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1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	
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File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	B. Any 3 of the above
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**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

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).

Different Activities of the College: The College provides an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Various cultural and sports activities are organized in the College to promote harmony towards each other. Commemorative days like Women's Day, Aids Day, Yoga Day, Holi, Eid, Gurupurnima, Karma, Sarhul etc. are celebrated in the College. All these celebrations promote interaction among people of different cultural backgrounds. In the cultural programs organized in the college all students take an active part irrespective of their cultural and communal backgrounds. In Blood Donation Camps besides students, parents are also invited for donation of blood without any discrimination of caste, creed or culture. There are Students Grievance Cell, Women's Grievance Redressal Cell and Anti- Harassment Cell of the college address the issues related to students and staff.

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

P K Roy Memorial College undertakes initiatives by organizing various activities to sensitize its students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. On 26th November 2018, Constitution day was celebrated by the Department of Political Science and NSS unit of the college - Dr Praveen K Singh, HoD Political Science organised the programme. He narrated the fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India. He appealed to all students to remember the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The whole country is government on the basis of the rights and duties enshrined in the Constitution of India. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Similarly constitution day also would be celebrated on 26th Nov every year. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

B. Any 3 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

Institution every year celebrates National Festivals and Birth Anniversaries of famous and great Indian Personalities. It creates a common platform to the students to know and share their views. The following list of the National festivals is celebrated every year in the college with the students.

YOUTH DAY CELEBRATIONS :National Youth Day is celebrated every year on 12th January in the college campus.

YOGA DAY CELEBRATIONS:International Yoga Day is observed on 21st June every year in the College Campus.

REPUBLIC DAY :Republic Day is annually celebrated on 26th January to commemorate the adoption of the constitution.

INDEPENDENCE DAY :Independence Day is annually celebrated on 15th August in India to commemorating the adoption of Nation's independence.

WOMEN'S DAY:International Women's Day is celebrated every year in the college campus on 8th March to highlight the achievements of women.

GANDHI JAYANTI: Gandhi Jayanti is a national holiday in India, which is celebrated every year in the College Campus on 2nd October.

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

Goal, Aims and Objectives: To improve footfall of students in the library: To restore connectedness to books and books reading habits among students: To earn while learning 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 caters to the needs of the PG students and teachers of respective departments. An initiative has been taken for student's participatory management of Library.

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 fast learners and to support slow learners of a class, a flipped classroom has been introduced. Virtual classrooms and Swayam Prabha too have been introduced in 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.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

P K Roy Memorial College Dhanbad has vivid vision. We are promoting the core values of justice freedom, sincerity, truth and joy. Liberty, equality and fraternity are the main ideals from which students are made acquainted. Either Hindi or English it necessary for every student to opt degree sem I level . Great literature is simply language charged with meaning to the almost possible degree. Literature always anticipated life. We teach and boost literature in honors classes or General Classes as an artistic expression of the best that is known and thought in the world. Students study literature as a record on man's dreams and ideals, his hopes and aspirations, his failures and disappointments, his experiences and observations. It appeals to the widest interests and the simplest human emotions. Students are made aware with elementary passion and emotions - Love and Hatred, joy and sorrow, fear and faith - which are an essential part of our human nature. The more it reflects these emotions the more surely does it awaken a response in men of every race? Students know great literature spontaneously It is not so much labored as inspired. It does not so much teach as thrill.

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

7.3.2 - Plan of action for the next academic year

The 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.13. Improvement of: a. Examination Department - Introduction of Central Announcement Facilities for examinations - an estimate has been prepared