

### YEARLY STATUS REPORT - 2020-2021

Part A		
Data of the Institution		
1.Name of the Institution	P.K. ROY MEMORIAL COLLEGE, DHANBAD	
• Name of the Head of the institution	Braj Kishore Sinha	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	09431588089	
Mobile no	8789029090	
Registered e-mail	principalpkrmc@gmail.com	
• Alternate e-mail	brajkishore58ranchi@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	

		Aiiiu	ai Quali	ty Assurance	e Report of I	<b></b> NU		IAL C	ULLEGE, DHANBAI
Financial Status			Grants	-in a	aid				
Name of the Affiliating University			Binod Bihari Mahto Koyalanchal University, Dhanbad						
• Name of	the	IQAC Coordi	nator		Dr Rajeev Pradhan				
• Phone N	0.				09939100281				
• Alternate	e pho	one No.			9608854358				
• Mobile					993910	0281			
• IQAC e-	mail	address			pkrmci	qac@g	mail.c	om	
• Alternate	e En	nail address			rajivv	bu@gn	mail.co	m	
3.Website addr (Previous Acad		•	the AQ	QAR	https://pkrmc.ac.in/pdf/AQAR%2020 19-2020-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_c alendar.pdf							
5.Accreditation	Det	tails							
Cycle	Gı	rade	CGPA	A	Year of Accredita	ation	Validity	from	Validity to
Cycle 2		В	2	.28	2021	1	20/10/	2021	19/10/2026
Cycle 1		В	2	.58	2014	4	10/12/	2014	09/12/2019
6.Date of Estab	lish	ment of IQA	С		02/11/	2012	•		·
7.Provide the lis UGC/CSIR/DB		•				C etc.,			
Institutional/De rtment /Faculty	_	Scheme Funding		Agency	Year of award with duration			Amount	
Institutio	n	State UC		łC	202	20, 365	;	0	
8.Whether composition of IQAC as per latest NAAC guidelines		Yes							
• Upload latest notification of formation of IQAC			View File	2					

9.No. of IQAC meetings held during the year	4			
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes			
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded			
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No			
• If yes, mention the amount	• •• • • • •	· · · · · · · · · · · · · · · · · · ·		
11.Significant contributions made by IQAC dur	ing the current year (max	ximum five bullets)		
*Preparation of Academic Calendar. *Preparation and Implementation of IQAC vision document 2019 *Introduction of one new Vocational Courses (Foreign Languages) from Session 2021-2024				
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			
Procurement to facilitate Physically Challenged persons in the campus	Implemo	ented		
Quality enhancement targets for online /virtual classes	Implemo	ented		
Best practices on the campus	Implemo	ented		
Functional help desk	Implemo	ented		
Digitalisation of office records	Implemo	ented		
Video tutorial of teachers for College You Tube Channel	Implemo	ented		
College e-magazine 2nd issue	Implemo	ented		
13.Whether the AQAR was placed before statutory body?	No			

• Name of the statutory body		
Name	Date of meeting(s)	
Nil	Nil	
14.Whether institutional data submitted to AIS	HE	
Year	Date of Submission	
2020	27/05/2020	
15.Multidisciplinary / interdisciplinary		
16.Academic bank of credits (ABC):		
17.Skill development:		
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)		
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):		
20.Distance education/online education:		
Extended Profile		

#### 1.Programme

1.1

23

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

File Description	Documents
Data Template	<u>View File</u>

#### 2.Student

#### 2.1

#### 6985

44

44

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.2	3402

2.2

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	2101

2.3

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

File Description	Documents
Data Template	No File Uploaded

3.2

Number of sanctioned posts during the year

Extended Profile		
1.Programme		
1.1		23
Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template		<u>View File</u>
2.Student		
2.1		6985
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	Ν	lo 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	2101	
Number of outgoing/ final year students during th	ne year	
File Description	Documents	
Data Template	No File Uploaded	
3.Academic		
3.1		44
Number of full time teachers during the year		
File Description	Documents	
Data Template	N	lo File Uploaded

3.2	44	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	No File Uploade	d
4.Institution		
4.1	18	
Total number of Classrooms and Seminar halls		
4.2	69.90	
Total expenditure excluding salary during the yea lakhs)	r (INR in	
4.3	71	
Total number of computers on campus for academic purposes		

#### 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 micro-planned by each department and the classes are run accordingly after approval of the College Administration. The Examination Department of the college manages the Internal and External examinations. Department wise special classes are organized during holidays and vacations to compensate the losses of classes due to different examinations and other unforeseen

situations. To evaluate the progress of the curriculum and performance of the students at least one Internal test in each semester has been implemented at the UG as well as PG level including vocational courses. The evaluated answer sheets of internal examination are shown to students. It helps students to assess their progress. For slow learners the departments organize special classes. ICT tools (PPT, Swayam Prabha, YouTube Tutorials) are used by the faculty members for effective teaching in classroom. Audiovisual devices and Internet facilities are made available to students and teachers Edmodo platform has been introduced in Vocational courses - Department of Biotechnology, Department of Environmental Science. Video conferencing has been introduced for Computer Science Course where faculties of IIT-Bombay under Spoken Tutorial Project Program (STPP). Above mentioned efforts address resource (faculty) crunch.

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 A. All of the above 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

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

23

File Description	Documents
Any additional information	<u>View File</u>
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)** 

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

215

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

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<br/>syllabus and its transaction at the institution<br/>from the following stakeholders Students<br/>Teachers Employers AlumniA. 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

#### 232<mark>9</mark>

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

#### 1130

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
6985	44

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. B.A. semester I to IV students are asked to read national level news and paste them in a notebook as study activity in Political Science subject. B.Com. semester I to IV students also undertake project works related to their subjects like income tax, general budget, co-operative accounting etc. Teachers provide required help to students to participate and present their research work. Students participate in various academic activities like Seminars/Workshops on assigned topics, power point presentations, model preparation, activities of various committees under student union, youth festivals, activities of departmental societies, national organizations like NCC/NSS, Sports activities and other competitions. 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

#### 44

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

#### 44

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

#### 29

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

#### 11 year

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 institution 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 time-table. 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 assessments report it is shown to the students. If any grievance is there it can be resolved immediately and submitted by the concerned faculty to the department. Any grievances related to university question paper like out of syllabus, repeated questions, wrong questions, marks missed during semester exams are addressed to the CS/CE, after making an analysis of university question papers by the subject handling faculties with Department Head in turn to the university immediately. University decision or information after resolving the grievances is intimated immediately to the concerned departments, once it is obtained through the CS/CE. It is also conveyed to the students through HoD. If a student has any grievance related to evaluation of university answer scripts are intimated to the subject handling faculty and head of the department if necessary. 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 photo copy of their answer script and they may decide on re-valuation/retotaling.

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 back bone of our institution. Hence, college gives utmost care on teaching learning process so as the communication reaches all the students of different groups at grass root levels. The faculty members concentrate on teaching in addition to research and extension services and have evolved the best possible strategies and techniques of teaching to facilitate learning of students. The learning outcomes are clearly defined as per courses of the University. They are influential in achieving the mission and objectives of the University. While defining the learning outcomes, following are taken care of: • They are articulated as complete declarative sentences that clearly describe the knowledge, skills, and competencies that students are expected to acquire as a result of completing their programme of study. • The resources of faculty, library, labs, technology and pedagogy to be adopted for effective course delivery and student learning are determined in consonance with the learning outcomes to be achieved • The outcomes are assessed and measured to identify the extent to which goals are accomplished. • The gaps identified after the analysis are addressed through the properly laid action plan. The outcomes assessment plan also specifies the performance of the measurable objectives that are used by the domain to determine the extent to which the programme learning outcomes are being achieved. The assessment of student learning outcomes is done by using direct and indirect measurement tools like viva, internal examination scheme. Assessment methodology is decided keeping in mind the learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

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 arefollowed 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. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the Course Outcomes (Cos) and Programme Outcomes (Pos). 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 collegiateand 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 to attain the COs and POs. Institution organized Inter-College Athletic Meet competitions (M/W). 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

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

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 nongovernment 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. Recommend to organize more number of Seminars, Workshops and Conferences.

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

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

5

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

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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,
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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. Under this, all departments have conducted many extension activities for society in vicinity and at different other locations. 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.

Sport events are organized for physical development of students. 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 and etc

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

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

-			
-	L		
-		-	

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

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

2

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, class rooms, 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 Inter-College 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)** 

#### 42.32

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 A. Any 4 or more of the above following e-resources e-journals e-

#### ShodhSindhu Shodhganga Membership e-

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/ejournals during the year (INR in Lakhs)

0

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

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 Oreli-Tel 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 up-gradation 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 A. ? 50MBPS the Institution**

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)** 

#### 27.58

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 in each department by the concerned Head of the Department. All equipment/items purchased are entered in stock register prior payment to vendor. 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 annul

maintenance contract (AMC). Minor repairing work of physical infrastructure is done by college administration through various committees. The requirement of major infrastructure and civil work of the College is generated by IQAC on demand of institutional development council which after approval from Building Committee, requests JSBCCL to prepare a proposal, estimate for the project which is subsequently submitted to the State Government through University for grant. Routine cleaning of water tanks, disposal of garbage, pest control and other related activities are done by Grade - IV Employees. Maintenance of furniture and plumbing is done on a regular basis by outsourcing.

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

#### 1754

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 DescriptionDocumentsLink to Institutional websiteNilAny additional informationNo File UploadedDetails of capability building<br/>and skills enhancement<br/>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

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 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

#### 39

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

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

5

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.

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

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

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 Intercollegiate 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

1

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 mater in organising Seminars, Symposium, Workshop and other activities in shaping the personality and career of fellow students. To help in academic, infrastructure and development programmes. To help in career counselling and placement. 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 in various domains. 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 selfsufficient and self-reliant. To create smart, sincere and responsible citizen of India. To emancipate students from all social evils and injustice. To serve the locality by inculcating general awareness. To make aware of the health and hygiene consciousness from the adolescent to students hood onwards. We have open door policy. Every department prepares a roadmap for the upcoming semester in terms of infrastructural and academic growth. Departmental budget is prepared by taking suggestions from Head of

### Department, and faculty members.

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, non-teaching 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.

- IQAC Committee
- Steering Committee
- Library Committee
- Purchasing Committee
- Building Maintenance Committee
- Finance Committee
- Prospectus Committee
- Magazine Committee
- Discipline Committee
- Website Development committee
- Anti-Raging Cell

- General Body
- NSS Unit ,
- NCC Unit
- U.G.C. Committee
- Alumni Association
- Students Grievance Redressal Committee

Participative Management:-

The Principal regularly undertakes the review of working of the college in its Staff Council meeting and Working committee meeting. The necessary guidance and directives are issued through these meetings. The institution promotes the culture of participative management at the strategic level, functional level and operational level.

Strategic level : The Principal, Governing body, Faculty Members and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, code of conductdiscipline, grievance, finance etc.

Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee.

Operational level: Students and Administrative staff join hands with the Principal and faculty for the execution of academic, administrative, co-curricular and extracurricular activities.

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

After visit of NAAC peer team from 24th to 26th November 2014, the college prepared a perspective / strategic plan by taking the following aspects: NAAC peer team's observations and recommendations for quality enhancement of the Institution. Vision and Mission of the Institution Feedback obtained from various stakeholders of the college Promote of higher education Strategic plan : The institution planned the following activities for the quality enhancement of the Institution: Introducing new courses There is a huge demand of the various stakeholders of the institution, the College plans to introduce new academic courses 2019 such as BBA & BCA. As per the demands of the stakeholders the college plans to start value aided and skill-based courses such as Certificate course 1.Soft Skill Development Programme in Spoken English OrelliTell for Language Lab. 2. Spoken Tutorial Programme of IIT Bombay (MHRD) and 3. TISS EXCEL Programme.

Strengthening feedback system Institution plans to strengthen the feedback system. It makes structured questionnaire to obtain feedback system from various stakeholders such as Students, Faculty Members, Alumni, Parents and etc. Increasing the numbers of computers and other ICT related equipments Institution plans to increase the number of computers and ICT enabled equipment for the betterment of academic and administrative activities. Strengthening curricular, co-curricular and extra-curricular activities For development of the students the institution proposes to strengthen curricular and extra-curricular activities through N.S.S., N.C.C., Cultural activities Promoting culture and innovation 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 For the personality development of the students, the college plans to strengthen skill development. Strengthening the ICT enabled teaching Institution plans to strengthen ICT enabled teaching through the use of Elearning resources and learning management systems. Increasing library learning resources Institution plans to increase Library Learning Resources for the development of students and staff. Strengthening the activities of

career counseling cell Institution proposes to strengthen the activities of career counseling cell. Increasing participation of students in cultural and sports 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 SportsCommittee, 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 Outcome should be good Results of the institute irrespective of the branch should be improved. 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 Non-Teaching 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

0

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)

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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 recommendation 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. 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.

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 realisation 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 the 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 B. Any 3 of the above

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, 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)

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 and Anti-Sexual Harassment Cell which looks after the issues pertaining to women in particular. 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<br/>alternate sources of energy and energy<br/>conservation measuresB. Any 3 of the aboveBiogas plant Wheeling to the Grid<br/>based energy conservation Use of LED bulbs/<br/>power efficient equipmentB. 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. Dust bins 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 A. Any 4 or all of the above 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

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 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, B. Any 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, screenreading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies

B. Any 3 of the above

### 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, Iid, Gurupurnima, Karma, Sarhul etc. are celebrated in the College. All these celebrations promote interaction among people of different cultural backgrounds. In the cultural programmes organized in the college all students take 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. As a part of strengthening the democratic values Dr Gagan Pathak has been nominated as Electoral Literacy Coordinator under whose guidance, Electoral Literacy Club and voters awareness forum are created to literate the students and the general public about the Democracy. A voters pledge programme was organized on 24th Jan 2020 for students and faculties at VTU, Belagavi. The national Voters day University level essay competition both in Kannada and English was organized on 17 th Dec 2019 .Awareness procession was also organized at Sati Bastwad Village in the second week of Jan 2020.Earlier activities relating to this task were undertaken by our NSS and YRC committee. 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 B. Any 3 of the above 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

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, with the aim of motivating the youth through the way of life and ideas of Swami Vivekananda. Various competitions are organized on this day in the College campus in which students participate with great enthusiasm.

#### YOGA DAY CELEBRATIONS:

International Yoga Day is observed on 21st June every year in the College Campus. The students and the staff members are

encouragedin this day to learn and practice Yoga.

#### **REPUBLIC DAY** :

Republic Day is annually celebrated on 26th January to commemorate the adoption of constitution. On this day, various formal events including flag-hoisting and march-past are organized. The Principal and all the teaching and non-teaching staff members, along with students participate in the celebrations. The Principal addresses the staff members and the students.

#### **INDEPENDENCE DAY** :

Independence Day is annually celebrated on 15th August in India to commemorating the adoption of nation's independence. On this day, various events are organize like flag-hoisting ceremonies, marchpast and cultural events are organized. The Principal and all the teaching and non-teaching staff members along with students participate in the celebrations. The Principal address the staff members and the students.

#### WOMEN'S DAY:

International Women's Day is celebrated every year in the college campus on 8th March to highlight the achievements of women. It is celebrated globally on 8th March every year in honour of their remarkable contribution to our society. The day also commemorates the inspiring role of women around the world to secure women's rights and build more equitable societies.

#### GANDHI JAYANTI:

Gandhi Jayanti is a national holiday in India which is celebrated every year in the College Campus on 2nd October. This day is celebrated in the honor of the birthday of the Father of the nation, Mohandas Karamchand Gandhi, popularly known as Mahatma Gandhi or Bapuji. Internationally this day is celebrated as the International Day of Non-Violence as Gandhiji was the preacher of non-violence. He is a symbol of peace and truth.

Gandhiji was a pioneer of truth and non-violence. He started the 'Satyagraha' (non-violence) movement for the Indian freedom struggle. He played a very significant role in achieving independence for India from British rule. He proved to the world that freedom can be achieved through the path of total nonviolence.

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 connected ness to books and books reading habits among students To earn while learn scheme for students The library hours are being introduced in the routine and are being made part of regular curricula. The departmental libraries are being maintained by the respective departments and are also rich. It 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. This will mitigate human resource crunch for the management of the library books. Under this scheme a few students of each department have been encouraged to manage and maintain the departmental library and for that they will be paid a token amount - "Earn while learn scheme", and finally will be awarded a certificate and marks in internal examinations.

Best Practices - II Title of the Practice: Introduction of Virtual and Flipped Classrooms Objectives of the Practice: To address fast learners. To reach out of reach students. To introduce students with the paradigm shift in higher education. There has been a paradigm shift in higher education system from teacher centric to student centric teaching. To address fast learners and to support slow learners of a class, a flipped classroom has been introduced in a few programmes such as Biotechnology, Environmental Science, BBA and BCA. 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 students to opt. at degree sem I level . Great literature is simple language charged with meaning to the almost possible degree. Literature always anticipated life. It does not copy it but mould it to its purpose. We teach and boost literature in Honours 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. It knows no nationality, nor any bounds save those of humanity. 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. It is not so much a lesson as a song. Literature students fundamental craving for: 1. Truth 2. Goodness and 3. Beauty The work of the scientist is to find out the truth. The office of the preacher is to discover and disseminate the mission of the students of literature is to seek for beauty. They are provided food for the intellectual, emotional, imagination and aesthetic

satisfaction. We organize different literary competitions and seminars in college campus. We organize poetry competition. This competition time to time develops poetic - talent of the students. They are made aware of the main elements of poetry. They know how we can recite a poem successfully. Students are made aware of the poetics -style of different poets age-wise as well as century wise. They also learn art of poetry writing. "Poetry is a spontaneous overflow of powerful feelings recollected in train quality" "Poetry is an art of uniting pleasure with the help of reason calling out the Truth." Poetry has thus a unique value in brightening and strengthen the mental horizon of the students poetry work as a tense that the withered soul of an individual in his unceasing struggle in this materials World as a balm that soothes the nerves, as a force that elevates the mind and soul, as a product of sheer beauty and as a beacon to what is transcendent. Poetry has a function which can be discharged by nothing else in the world. Without it students cannot learn the basic values of life. We organize speech competitions among students time to time. The main purpose of the competition is to develop literary expressions of the students. It also boosts language acquisition and language learning various topics is highlighted in the speech competitions. 1. Literature and its functions. 2. Literature reflects the spirit of the Age. 3. Art and morality 4. Art for Art's sake 5. Literature and science 6. Biography in literature 7. Poetry: its nature, power and functions. 8. Realism in poetry 9. Self -seeking in fiction 10. The images of mahatma Gandhi in India- English fiction 11. Satire in literature 12. The regional novel 13. The psychological novel 14. Historical novel 15. Science fiction 16. The gothic novel 17. Epic poetry 18. The balled in literature 19. The picaresque novel 20. Tragedy and the tragic hero 21. The comedy From these speech competitions, students get a perfect understanding of literature as well as the core values of life. "Is life worth issuing?

# 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 micro-planned by each department and the classes are run accordingly after approval of the College Administration. The Examination Department of the college manages the Internal and External examinations. Department wise special classes are organized during holidays and vacations to compensate the losses of classes due to different examinations and other unforeseen situations. To evaluate the progress of the curriculum and performance of the students at least one Internal test in each semester has been implemented at the UG as well as PG level including vocational courses. The evaluated answer sheets of internal examination are shown to students. It helps students to assess their progress. For slow learners the departments organize special classes. ICT tools (PPT, Swayam Prabha, YouTube Tutorials) are used by the faculty members for effective teaching in classroom. Audiovisual devices and Internet facilities are made available to students and teachers Edmodo platform has been introduced in Vocational courses -Department of Biotechnology, Department of Environmental Science. Video conferencing has been introduced for Computer Science Course where faculties of IIT-Bombay under Spoken Tutorial Project Program (STPP). Above mentioned efforts address resource (faculty) crunch.

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File	e Description	Documents
-	oad relevant supporting ument	No File Uploaded
	k for Additional ormation	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	A.	<b>All</b>	of	the	above
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					

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

23

File Description	Documents
Any additional information	<u>View File</u>
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)

0

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

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4	Т	Э

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 ewaste, 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

## 110

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	A.	<b>All</b>	of	the	above
syllabus and its transaction at the					
institution from the following stakeholders					
Students Teachers Employers Alumni					

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		
<b>1.4.2 - Feedback process of the may be classified as follows</b>	e Institution	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 Nu	mber of studer	ts admitted during the year		
2.1.1.1 - Number of students a	dmitted during	g the year		
2329				
File Description	Documents			
Any additional information		No File Uploaded		
Institutional data in prescribed format		No File Uploaded		
	0	served for various categories (SC, ST, OBC, n policy during the year (exclusive of		

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

# 1130

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
6985		44
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. B.A. semester I to IV students are asked to read national level news and paste them in a notebook as study activity in Political Science subject. B.Com. semester I to IV students also undertake project works related to their subjects like income tax, general budget, co-operative accounting etc. Teachers provide required help to students to participate and present their research work. Students participate in various academic activities like Seminars/Workshops on assigned topics, power point presentations, model preparation, activities of various committees under student union, youth festivals, activities of departmental societies, national organizations like NCC/NSS, Sports activities and other competitions. 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

44

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

44

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

29

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

# 11 year

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
	NII

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

At institution 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 time-table. 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 assessments report it is shown to the students. If any grievance is there it can be resolved immediately and submitted by the concerned faculty to the department. Any grievances related to university question paper like out of syllabus, repeated questions, wrong questions, marks missed during semester exams are addressed to the CS/CE, after making an analysis of university question papers by the subject handling faculties with Department Head in turn to the university immediately. University decision or information after resolving the grievances is intimated immediately to the concerned departments, once it is obtained through the CS/CE. It is also conveyed to the students through HoD. If a student has any grievance related to evaluation of university answer scripts are intimated to the subject handling faculty and head of the department if necessary. 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 photo copy of their answer script and they may decide on revaluation/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 back bone of our institution. Hence, college gives utmost care on teaching learning process so as the communication reaches all the students of different groups at grass root levels. The faculty members concentrate on teaching in addition to research and extension services and have evolved the best possible strategies and techniques of teaching to facilitate learning of students. The learning outcomes are clearly defined as per courses of the University. They are influential in achieving

the mission and objectives of the University. While defining the learning outcomes, following are taken care of: • They are articulated as complete declarative sentences that clearly describe the knowledge, skills, and competencies that students are expected to acquire as a result of completing their programme of study. • The resources of faculty, library, labs, technology and pedagogy to be adopted for effective course delivery and student learning are determined in consonance with the learning outcomes to be achieved . The outcomes are assessed and measured to identify the extent to which goals are accomplished. • The gaps identified after the analysis are addressed through the properly laid action plan. The outcomes assessment plan also specifies the performance of the measurable objectives that are used by the domain to determine the extent to which the programme learning outcomes are being achieved. The assessment of student learning outcomes is done by using direct and indirect measurement tools like viva, internal examination scheme. Assessment methodology is decided keeping in mind the learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

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 arefollowed 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. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the Course Outcomes (Cos) and Programme Outcomes (Pos). 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 collegiateand 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 to attain the COs and POs. Institution organized Inter-College Athletic Meet competitions (M/W). 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

### 1418

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

24

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

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. Recommend to organize more number of Seminars, Workshops and Conferences.

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

5

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

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. Under this, all departments have conducted many extension activities for society in vicinity and at different other locations. 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.

Sport events are organized for physical development of students. 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 and etc

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

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

#### 170

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

2	-		
4			
~		,	

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 teachinglearning 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, class rooms, 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 Inter-College 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.

1	Q
-	0

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)

## 42.32

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 subs the following e-resources e-jou ShodhSindhu Shodhganga Me books Databases Remote acce resources	ırnals e- embership e-	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/ejournals during the year (INR in Lakhs)

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

	1			
1		1		
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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

170

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 Oreli-Tel 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 up-gradation 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 of	connection in A. ? 50MBPS

the Institution

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)

## 27.58

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 in each department by the concerned Head of the Department. All equipment/items purchased are entered in stock register prior payment to vendor. 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 annul maintenance contract (AMC). Minor repairing work of physical infrastructure is done by college administration through various committees. The requirement of major infrastructure and civil work of the College is generated by IQAC on demand of institutional development council which after approval from Building Committee, requests JSBCCL to prepare a proposal, estimate for the project which is subsequently submitted to the State Government through University for grant. Routine cleaning of water tanks, disposal of garbage, pest control and other related activities are done by Grade - IV Employees. Maintenance of furniture and plumbing is done on a regular

#### basis by outsourcing.

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

#### 1754

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

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 s enhancement initiatives taken institution include the followin Language and communication skills (Yoga, physical fitness, h hygiene) ICT/computing skills	a by the ng: Soft skills n skills Life health and	
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 b career counseling offered by t	penefitted by guidance for competitive examinations and 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

## 39

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

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

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 uni versity/state/national/internatio nal 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 )

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

1

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 mater in organising Seminars, Symposium, Workshop and other activities in shaping the personality and career of fellow students. To help in academic, infrastructure and development programmes. To help in career counselling and placement. 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 in various domains. 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 ofprosperity 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 selfsufficient and self-reliant. To create smart, sincere and responsible citizen of India. To emancipate students from all social evils and injustice. To serve the locality by inculcating general awareness. To make aware of the health and hygiene consciousness from the adolescent to students hood onwards. We have open door policy. Every department prepares a roadmap for the upcoming semester in terms of infrastructural

and academic growth. Departmental budget is prepared by taking suggestions from Head of Department, and faculty members.

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, non-teaching 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.

- IQAC Committee
- Steering Committee
- Library Committee
- Purchasing Committee
- Building Maintenance Committee
- Finance Committee
- Prospectus Committee
- Magazine Committee

- Discipline Committee
- Website Development committee
- Anti-Raging Cell
- General Body
- NSS Unit ,
- NCC Unit
- U.G.C. Committee
- Alumni Association
- Students Grievance Redressal Committee

Participative Management: -

The Principal regularly undertakes the review of working of the college in its Staff Council meeting and Working committee meeting. The necessary guidance and directives are issued through these meetings. The institution promotes the culture of participative management at the strategic level, functional level and operational level.

Strategic level : The Principal, Governing body, Faculty Members and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, code of conductdiscipline, grievance, finance etc.

Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee.

Operational level: Students and Administrative staff join hands with the Principal and faculty for the execution of academic, administrative, co-curricular and extracurricular activities.

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

After visit of NAAC peer team from 24th to 26th November 2014, the college prepared a perspective / strategic plan by taking the following aspects: NAAC peer team's observations and recommendations for quality enhancement of the Institution. Vision and Mission of the Institution Feedback obtained from various stakeholders of the college Promote of higher education Strategic plan : The institution planned the following activities for the quality enhancement of the Institution: Introducing new courses There is a huge demand of the various stakeholders of the institution, the College plans to introduce new academic courses 2019 such as BBA & BCA. As per the demands of the stakeholders the college plans to start value aided and skill-based courses such as Certificate course 1.Soft Skill Development Programme in Spoken English OrelliTell for Language Lab. 2. Spoken Tutorial Programme of IIT Bombay (MHRD) and 3. TISS EXCEL Programme.

Strengthening feedback system Institution plans to strengthen the feedback system. It makes structured questionnaire to obtain feedback system from various stakeholders such as Students, Faculty Members, Alumni, Parents and etc. Increasing the numbers of computers and other ICT related equipments Institution plans to increase the number of computers and ICT enabled equipment for the betterment of academic and administrative activities. Strengthening curricular, cocurricular and extra-curricular activities For development of the students the institution proposes to strengthen curricular and extra-curricular activities through N.S.S., N.C.C., Cultural activities Promoting culture and innovation 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 For the personality development of the students, the college plans to strengthen skill development. Strengthening the ICT enabled teaching Institution plans to strengthen ICT

enabled teaching through the use of Elearning resources and learning management systems. Increasing library learning resources Institution plans to increase Library Learning Resources for the development of students and staff. Strengthening the activities of career counseling cell Institution proposes to strengthen the activities of career counseling cell. Increasing participation of students in cultural and sports 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 SportsCommittee, 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 Outcome should be good Results of the institute irrespective of the branch should be improved. 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 Non-Teaching 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

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

#### 0

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 recommendation 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. 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.

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 realisation 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 the 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, Research.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
6.5.3 - Quality assurance initial institution include: Regular mainstitution include: Regular mainstitution Quality Assurance Careedback collected, analyzed a improvements Collaborative of initiatives with other institution Participation in NIRF any other audit recognized by state, national agencies (ISO Careback)	neeting of ell (IQAC); and used for quality on(s) ner quality ional or

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 and Anti-Sexual Harassment Cell which looks after the issues pertaining to women in particular. 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 faci alternate sources of energy an conservation measures Solar	d energy			

energy Biogas plant Wheeling to the

# Use of LED bulbs/ power efficient equipment

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 Biodegradable waste is allowed to degrade or decompose of materials. Dust bins 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 fac available in the Institution: Ra harvesting Bore well /Open we Construction of tanks and bur water recycling Maintenance bodies and distribution system campus	ain water ell recharge nds Waste of water	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					
<ul><li>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</li><li>1. Restricted entry of automobiles</li></ul>		A. Any 4 or All of the above			
<ul> <li>2. Use of bicycles/ Battery vehicles</li> <li>3. Pedestrian-friendly pate</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ul>	-				
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 envi energy initiatives are confirme the following 1.Green audit 2. audit 3.Environment audit 4. green campus recognitions/aw	ed through Energy Clean and	B. Any 3 of the above			

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 disa barrier free environment Buil environment with ramps/lifts access to classrooms. Disabled washrooms Signage including lights, display boards and sign Assistive technology and facilit persons with disabilities (Divy accessible website, screen-read mechanized equipment 5.1 enquiry and information : Hu assistance, reader, scribe, soft reading material, screen	It for easy I-friendly tactile path, nposts ities for vangjan) ding software, Provision for uman			

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, Iid,Gurupurnima, Karma, Sarhul etc. are celebrated in the College. All these celebrations promote interaction among people of different cultural backgrounds. In the cultural programmes organized in the college all students take 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. As a part of strengthening the democratic values Dr Gagan Pathak has been nominated as Electoral Literacy Coordinator under whose guidance, Electoral Literacy Club and voters awareness forum are created to literate the students and the general public about the Democracy. A voters pledge programme was organized on 24th Jan 2020 for students and faculties at VTU, Belagavi. The national

Voters day University level essay competition both in Kannada and English was organized on 17 th Dec 2019 .Awareness procession was also organized at Sati Bastwad Village in the second week of Jan 2020.Earlier activities relating to this task were undertaken by our NSS and YRC committee. 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	в.	Any	3	of	the	above
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						

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, with the aim of motivating the youth through the way of life and ideas of Swami Vivekananda. Various competitions are organized on this day in the College campus in which students participate with great enthusiasm.

YOGA DAY CELEBRATIONS:

International Yoga Day is observed on 21st June every year in the College Campus. The students and the staff members are encouragedin this day to learn and practice Yoga.

REPUBLIC DAY :

Republic Day is annually celebrated on 26th January to commemorate the adoption of constitution. On this day, various formal events including flag-hoisting and march-past are organized. The Principal and all the teaching and non-teaching staff members, along with students participate in the celebrations. The Principal addresses the staff members and the students.

INDEPENDENCE DAY :

Independence Day is annually celebrated on 15th August in India to commemorating the adoption of nation's independence. On this day, various events are organize like flag-hoisting ceremonies, march-past and cultural events are organized. The Principal and all the teaching and non-teaching staff members along with students participate in the celebrations. The Principal address the staff members and the students.

WOMEN'S DAY:

International Women's Day is celebrated every year in the college campus on 8th March to highlight the achievements of women. It is celebrated globally on 8th March every year in honour of their remarkable contribution to our society. The day also commemorates the inspiring role of women around the world to secure women's rights and build more equitable societies.

GANDHI JAYANTI:

Gandhi Jayanti is a national holiday in India which is celebrated every year in the College Campus on 2nd October. This day is celebrated in the honor of the birthday of the Father of the nation, Mohandas Karamchand Gandhi, popularly known as Mahatma Gandhi or Bapuji. Internationally this day is celebrated as the International Day of Non-Violence as Gandhiji was the preacher of non-violence. He is a symbol of peace and truth.

Gandhiji was a pioneer of truth and non-violence. He started the 'Satyagraha' (non-violence) movement for the Indian freedom struggle. He played a very significant role in achieving independence for India from British rule. He proved to the world that freedom can be achieved through the path of total non-violence.

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 connected ness to books and books reading habits among students To earn while learn scheme for students The library hours are being introduced in the routine and are being made part of regular curricula. The departmental libraries are being maintained by the respective departments and are also rich. It 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. This will mitigate human resource crunch for the management of the library books. Under this scheme a few students of each department have been encouraged to manage and maintain the departmental library and for that they will be paid a token amount - "Earn while learn scheme", and finally will be awarded a certificate and marks in internal examinations.

Best Practices - II Title of the Practice: Introduction of Virtual and Flipped Classrooms Objectives of the Practice: To address fast learners. To reach out of reach students. To introduce students with the paradigm shift in higher education. There has been a paradigm shift in higher education system from teacher centric to student centric teaching. To address fast learners and to support slow learners of a class, a flipped classroom has been introduced in a few programmes such as Biotechnology, Environmental Science, BBA and BCA. 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 students to opt. at degree sem I level . Great literature is simple language charged with meaning to the almost possible degree. Literature always anticipated life. It does not copy it but mould it to its purpose. We teach and boost literature in Honours 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. It knows no nationality, nor any bounds save those of humanity. 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. It is not so much a lesson as a song. Literature students fundamental craving for: 1. Truth 2. Goodness and 3. Beauty The work of the scientist is to find out the truth. The office of the preacher is to discover and disseminate the mission of the students of literature is to seek for beauty. They are provided food for the intellectual, emotional, imagination and aesthetic satisfaction. We organize different literary competitions and seminars in college campus. We organize poetry competition. This competition time to time develops poetic - talent of the students. They are made aware of the main elements of poetry. They know how we can recite a poem successfully. Students are made aware of the poetics -style of different poets age-wise as

well as century wise. They also learn art of poetry writing. "Poetry is a spontaneous overflow of powerful feelings recollected in train quality" "Poetry is an art of uniting pleasure with the help of reason calling out the Truth." Poetry has thus a unique value in brightening and strengthen the mental horizon of the students poetry work as a tense that the withered soul of an individual in his unceasing struggle in this materials World as a balm that soothes the nerves, as a force that elevates the mind and soul, as a product of sheer beauty and as a beacon to what is transcendent. Poetry has a function which can be discharged by nothing else in the world. Without it students cannot learn the basic values of life. We organize speech competitions among students time to time. The main purpose of the competition is to develop literary expressions of the students. It also boosts language acquisition and language learning various topics is highlighted in the speech competitions. 1. Literature and its functions. 2. Literature reflects the spirit of the Age. 3. Art and morality 4. Art for Art's sake 5. Literature and science 6. Biography in literature 7. Poetry: its nature, power and functions. 8. Realism in poetry 9. Self -seeking in fiction 10. The images of mahatma Gandhi in India- English fiction 11. Satire in literature 12. The regional novel 13. The psychological novel 14. Historical novel 15. Science fiction 16. The gothic novel 17. Epic poetry 18. The balled in literature 19. The picaresque novel 20. Tragedy and the tragic hero 21. The comedy From these speech competitions, students get a perfect understanding of literature as well as the core values of life. "Is life worth issuing?

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 elibrary and digital library by the students faculty. 5. Introduction charges for certificate verification online/offline. 6. Faculty for BCA/BBA. 7. Establishment of Computer Laboratory for the courses like BCA/BBA/Biotechnology/Environmental Science. 8. Courses of study of all programmes approved by the affiliating university and run by the college to be posted on college website/students Portal. 9. Improvement in office functioning with introduction of computers and training of Grade III staff of the college 10. Establishment of Smart classrooms for BCA BBA with all modern facilities. 11. Introduction of Flipped classroom/virtual classrooms in phase wise manner to be started from vocational courses. 12. Plan for SOS improvement of the Homi Jahangir Bhaba Auditorium of college before NAAC visit. 13. Improvement of: a. Examination Department - Introduction of Central Announcement Facilities for examinations - an estimate has been prepared with estimated cost of Rs eight lakh b. Birsa Munda Conference Hall c. LT4 for BBA/BCA 14. For better surveillance introduction of CCTV camera in Classrooms and other places on the campus. 15. Sick room facility. 16. Laboratory complex. 17. Smart classroom complex. 18. Outdoor sports complex.