Yearly Status Report - 2019-2020

Part A	

Data of the Institution

1. Name of the Institution	SRI ARVIND MAHILA COLLEGE
Name of the head of the Institution	DR. MEERA KUMARI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06122672236
Mobile no.	9431416601
Registered Email	iqac.samcpatna@gmail.com
Alternate Email	SAMCPATNA0612@GMAIL.COM
Address	KAZIPUR
City/Town	PATNA
State/UT	Bihar
Pincode	800004

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. SNIGDHA PROSAD**
Phone no/Alternate Phone no.	**06123266993**
Mobile no.	**9470018644**
Registered Email	**SNIGDHA.PROSAD@GMAIL.COM**
Alternate Email	**IQAC.SAMCPATNA@GMAIL.COM**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://samcpatna.ac.in/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://samcpatna.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.51**	**2017**	**23-Jan-2017**	**22-Jan-2022**

6. Date of Establishment of IQAC	**17-Mar-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Talk on S T Coleridge as a Romantic Poet	**25-Jul-2019** **1**	**50**
Poetry Recitation contest organised by Dept. of	**28-Aug-2019** **1**	**15**

English		
Webinar on Productivity during lockdown by Dept. of English	15-Jun-2020 1	50
Adopted new normals for Dissemination of Knowledge by organising Virtual Seminars, Symposia, Talks (Webinars) during lockdown due to COVID Pandemic. Webinar on Topic Revival of Art during lockdown by Dept. of English	18-Jun-2020 1	60
Online Meeting with defense Minister of India Rajnath Singh Ji regarding Career in Girls in Arms Forces	19-Jun-2020 1	3
Online Speech on COVID Awareness	10-Jun-2020 1	50
Online Yoga Session	21-Jun-2020 1	50

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	<u>View Uploaded File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Adopted new normals for Dissemination of Knowledge by organising Virtual Seminars, Symposia, Talks (Webinars) during lockdown due to COVID Pandemic. Webinar on Topic Revival of Art during lockdown by Dept. of English 2. Webinar on Productivity during lockdown by Dept. of English 3. Poetry Recitation contest organised by Dept. of English 4. Talk on S T Coleridge as a Romantic Poet 5. Online Yoga Session

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

Plan of Action	Achivements/Outcomes
To organise virtual talks with reputed personalities regarding enhancing women power	Online Meeting with defense Minister of India Rajnath Singh Ji regarding Career in Girls in Arms Forces
To adopted new normals for dissemination of knowledge during lockdown period due to COVID Pandemic	Several online meetings webinar & Classes were organised in Virtual Mode, e-contents developed by the faculty members uploaded regularly on college website.
To enhance the quality of Curricular Aspects and focus on learning and development	The IQAC aims to ensure an adaptable environment for complete learning and progressive development for the students of the College. The IQAC provided the map for the curriculum delivery, timeliness and evaluation of the students. Faculty members have clear direction and fixed time frame for the completion of the course and attainment of the course outcomes as well as incorporating ideas of innovation in the Subject which can be helpful in future employability.
Efforts to reach various funding agencies for research projects by the faculty members	Faculty members encouraged to apply for minor/major research projects from UGC under CPE/BSR/DBT schemes and to publish quality research articles.
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14. Whether AQAR was placed before statutory body ?	No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	04-Feb-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Sri Arvind Mahila College has academic flexibilities in all programs. CBCS has only been implemented in postgraduate courses in the Academic Session 2018-19. Academic Calendar and teaching modules are framed by the university and executed by the college to ensure that classroom lectures are of high quality and meet the time schedule. To compete with the technological demands of the modern era, faculty members have been insisted to follow innovative pedagogy of teaching methods, like internet, e-notes, and LCD projectors apart from chalk and talk. Use of ICT in classroom takes students to an educational world beyond the syllabus. Smart classrooms, virtual classrooms, interactive sessions with subject experts, play an important role in curriculum delivery. Enrichment of the curriculum engages beyond the classroom to innovative teaching practices and offers opportunities to the students to express their views and improve their skill. Various students' activities are organized to promote general communication skill and encourage them towards independent broad thinking. Skill development programmes such as essay competitions, debates, group discussions, extempore, quiz competitions are organized by the departments regularly. Student oriented methods like preparation of project reports, power point presentation, group discussion, experiential learning, paper presentation, seminars, workshops, assignments, tutorials and other aids to promote general communication skill among students. Study tours, field visits, community services, outreach programmes, extension activities, encourage initiatives, independence and collaborative learning among students. The multidimensional enthusiastic performance of the students in all aspects and ranks obtained by the Institution at the University Examinations are exemplary for the quality education of the institution. Patna University publishes its academic calendar every year and college strictly adheres to it. This allows both teachers and students to space out their teaching and learning. The new session of undergraduate program in the college commences in the month of July every year. After the assessment of the sent-up examination papers, students are being given feedback about their performance, strengths, and weaknesses with their areas for improvement. The university examinations of undergraduate courses begin from the month of February (Honours Part III), March (Honours Part II) and April (Honours Part I) followed by Practical Examinations and

Viva- Voce Examination. University examinations of all conventional and vocational courses end in the month of May before the summer vacation. Similarly, for postgraduate examination, students are explained and made aware about academic calendar and evaluation process of continuous Internal Assessment (CIA-PG Exams comes under this) during their orientation session at the beginning of each semester. The entire details are also displayed on the departmental notice board. The assessment tools viz. class tests, assignments, presentations are well explained and demonstrated to them during Induction -cum- Orientation Programme and practice at regular interval to passionate them for outstanding performance. Teaching- learning process is further improved by academic audit and effective corrective measures taken by the IQAC. Based on the observations and recommendations made by the committee the Heads of the various departments are asked to take necessary corrective measures to improve the academic and administrative performances.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Home Science	12/06/2018
MA	Sociology	12/06/2018
MA	Economics	12/06/2018
MA	Psychology	12/06/2018
MA	History	12/06/2018
MA	Hindi	12/06/2018
MA	Music	12/06/2018
MA	Political Science	12/06/2018
MCom	Accounts & Finance	12/06/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBM	Marketing	16
BCA	Software Development	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Yes
Parents	Yes

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

Feedback Obtained

At Sri Arvind Mahila College, a well designed feedback system is employed to secure the holistic participation of various stakeholders such as students, parents, teachers and alumni in our institutional processes. This fosters a spirit of transparency, communication and inclusivity in all levels of functioning at the institution. The dominant method of acquiring feedback is through forms designed specifically for this purpose and the feedback thus obtained not only provides a foundation for evaluating the efficacy of our existing mechanisms but also aids in the development of innovative academic and extra-academic content. It acts as the necessary raw material for formulating strategies for prospective institutional development. Institutionally, the Principal is always directly accessible to students and parents during college hours. When it comes to the formally collected feedback a committee of teachers and the Principal together reflect and determine viable and specific redressal mechanisms for each kind of stakeholder, instead of opting for a one-size-fits-all approach. Some notable examples of channeling feedback into constructive areas is through the organization of Faculty Development Programmes. For the upgradation of the teaching staff carrying out infrastructural refurbishments to improve the aesthetic and functional experience of the college for all stakeholders enabling curricular enhancement to offer a diverse range of compulsory and addon courses to our student body. Also instituting counselling and mentorship programmes to bolster the emotional well-being of our students, IQAC plays a pivotal role for analyzing the inputs from feedback system and using the suggestions for holistic improvement of students as well as institution. The feedback of lecture delivery of teachers is also communicated to IQAC members in the IQAC meetings. Departmental council meetings are also conducted on a regular basis to review and assess the completion of syllabus, results for the overall development of students. In a nutshell, such an approach synergistically supports the amalgamation of the interests of the core stakeholders as well as the educational institution. The curriculum is revised on the basis of feedback system. Some senior faculty members of the college are the member of Moderation Board and Board of Courses and Studies and they play significant role in curriculum designing and revision. Feedback on curriculum is obtained from the various stakeholders, is analyzed by the university authorities and the required changes are informed to the concerned authorities

to ensure the holistic development of the students. The qualitative education is manifested by the performance of the students who become rank holders at the University Examinations.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Music	18	5	2
BA	Home Science	40	20	16
BA	History	232	240	200
BA	Economics	170	125	118
BA	English	80	60	48
BA	Geography	114	40	36
BA	Hindi	60	30	21
BA	Philosophy	18	4	2
BA	Political Science	160	150	130
BA	Psychology	62	60	30
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1736	187	37	37	37

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
37	20	13	13	13	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Sri Arvind Mahila College practices a well-structured system of mentoring. By providing information, guidance, and encouragement, mentors can play an important role in nurturing students' college aspirations, helping in the transition from school to college. In addition, mentoring for students in college helps students to feel more connected and engaged on campus, which can ultimately improve students' outcome. College has a exclusive mentoring and support mechanism with Principal and Heads of the respective departments. Each student is

assigned a faculty as a mentor at the beginning of the academic year by a selection rule by the teacher-in-charge of the concerned department in which the student is admitted. Each teacher maintains their personal timetable/register for the mentoring sessions. Students' profile, which indicate social, economic and academic background along with their sports and other special abilities and disabilities are the soul points of mentoring strategies for effective socio, psycho and academic guidance. Individual sessions cover a wide range of topics like Career options Strategies and work plans Information about institutions in India and abroad, Entrance examinations, Admission requirements, Job opportunities, Work profiles, Emotional and personal dilemmas and problems etc. Students are encouraged to meet their mentors frequently discuss any issue related to difficulties faced in the college as well as holding discussions on the issues faced in their personal life. Students voice, their requirements, grievances, opinions through their mentors discussed with their respective heads of the departments in the departmental meetings. The scope of mentoring goes beyond classroom support to equip the students with right knowledge, attitude and skill so that they successfully face the challenges ahead. The subject teachers give guidance and special coaching to students for university and competitive exams and all kind of entrance exams for future higher studies and recruitment. The aim of having a well structured system of mentoring is to provide proper guidance to the students not only in choosing the right career path but also to help them learn how to deal with the vicissitudes of life and become confident and emotionally secure individuals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3956	37	1:107

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	37	0	0	36

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Prem Kumari	Associate Professor	Bharat Shiksha Ratan Award
2019	Dr. Baliraji Maurya	Associate Professor	Patliputra Shiksha Ratan Award 2019
2019	Dr. Prem Kumari	Associate Professor	Pride of India- International Excellence Award 2019
2019	Dr. Prem Kumari	Associate Professor	21st Century Pride of India Award for Education Excellence-2019 with Medal
2019	Dr. Prem Kumari	Associate Professor	International Iconic Achievement Award for Intellectual People
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A. (Hons). Hindi 2109	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). English 2107	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Urdu 2127	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Sanskrit 2125	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). History 2110	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Political Science 2120	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Sociology 2126	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Economics 2106	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Philosophy 2119	3 Year	10/12/2020	31/12/2020
BA	B.A. (Hons). Home Science 2111	3 Year	14/12/2020	31/12/2020

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

Continuous Internal Evaluation (CIE) system plays an important role in preparing the students for final university exams. Since the under graduation program is conventional in nature, there is no provision of CIE at UG level but college has undertaken many steps for the benefit of the students: Class Test and Terminal Examinations are conducted as suggested by the advisory committee. Sent-up Examination is conducted on the pattern of final examination to prepare the students for the same. This includes both, practical and viva-voce examinations. Results of these examinations are shown and discussed with the parents in the Parent-Teacher Meetings. For PG Program, CIE is the integral part of Semester System at PG level which plays an important role in the students' final result as it is a 30 marks examination. Departments having PG program have undertaken following reforms: Orientation to CIE – Students are made acquainted about the marks distribution. 30 marks under CIE are divided which are as follows: 15 marks for written exam, 5 marks for assignment, 5 marks for presentation and 5 marks for attendance and behavior. Result analysis and review– Each student is shown her marks with the answer sheet. Teachers discuss the best answer in the class as an example. Slow learners are handled separately by the teachers. The results are reviewed in the departmental meeting to give necessary feedback for the improvement of students' performance. Remedial classes –it is conducted for slow learners and students who have participated in extra-curricular activities like sports, NSS.

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

Sri Arvind Mahila College is a constituent college of Patliputra University, Patna which publishes its academic calendar every year and college strictly adheres to it. The college carries out effective planning to stick to academic calendar and ensure effective time management. This allows both teachers and students to space out their teaching and learning. The new session of undergraduate program in the college commences in the month of July every year. The university examinations of undergraduate courses begin from the month of February (Honours Part III), March (Honours Part II) and April (Honours Part I) followed by Practical Examinations and Viva-Voce Examination. University examinations of all conventional and vocational courses end in the month of May before the summer vacation. During the orientation programme of new students', they are informed about the academic calendar of the college and the Continuous Internal Evaluation (CIE). The Institution follows decentralized administration to a considerable extent. Regular meetings are conducted with the academic staff by Principal. The suggestions and opinions of the staff members are considered regarding the qualitative betterment of curricular aspects. The departmental meetings are conducted by the HoD's with the teaching staff focusing on improving the academics, co-curricular and extracurricular activities. Various works are imparted to the faculty members like time-table, teaching plans, lesson plans, course material, work dairy, which is reviewed by the HoD's at monthly departmental council meeting. For the purpose of conducting Continuous Internal Evaluation, teachers prepare their Lesson Plans/Teaching Schedule in adherence to the Academic Calendars. The timings for the Class Tests and Home Assignments are planned by the teachers in accordance with their teaching and tutorial schedule keeping the Academic Calendar and planned Extra Curricular activities of the college in mind.

2.6 – Student Performance and Learning Outcomes

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

http://samcpatna.ac.in/wp-content/uploads/2021/12/Learning-Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2109	BA	Hindi	6	5	83.33
2107	BA	English	39	38	97.44
2127	BA	Urdu	8	8	100
2110	BA	History	101	99	98.02
2120	BA	Political Science	52	51	98.08
2126	BA	Sociology	78	76	97.44
2106	BA	Economics	75	74	98.67
2119	BA	Philosophy	9	9	100
2111	BA	Home Science	9	9	100
2122	BA	Psychology	25	19	76.00

2.7 – Student Satisfaction Survey

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

 https://docs.google.com/forms/d/e/1FAIpQLSe5wXeq2Yi9aJnAqiu8CK9KHT87cBFFJ8AN
MVYmF4wGlWodjQ/viewform

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Hindi	2
Economics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	3	Nill
National	Hindi	4	Nill

National	History	3	Nill
National	Political Science	2	Nill
National	Commerce	1	Nill

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

Department	Number of Publication
Economics	1
Hindi	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	0	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	10	8	5
Presented papers	0	2	4	5

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
COVID Awareness	NSS	5	95

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

Awareness through Painting and Quiz on AIDS	Recognition	Bihar State AIDS Control Society, Patna	5

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Management of stress and Immunity during covid 19 pandemic	NSS	Health Awareness	20	150
Various Aspects of Health	NSS	Heath Awareness	25	250
Training for Bihar Police Service	Deptt of Zoology	Job Training	1	2

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nill	Nill	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
446618	**406017**

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Existing**
Laboratories	**Existing**
Seminar Halls	**Existing**
Classrooms with LCD facilities	**Existing**
Seminar halls with ICT facilities	**Existing**
Classrooms with Wi-Fi OR LAN	**Existing**
Laboratories	**Newly Added**
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}			
Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Auto-Lib	**Partially**	**1.2**	**2017**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27000	**Nill**	**Nill**	**Nill**	27000	**Nill**
Reference Books	250	**Nill**	**Nill**	**Nill**	250	**Nill**
Journals	300	**Nill**	**Nill**	**Nill**	300	**Nill**
Library Automation	1	**Nill**	**Nill**	**Nill**	1	**Nill**
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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	**NIL**	**NIL**	**Nill**
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidt	Others

								h (MBPS/ GBPS)	
Existing	80	2	2	1	1	10	21	60	0
Added	28	2	0	0	1	0	0	0	0
Total	108	4	2	1	2	10	21	60	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

60 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
854883	777167	1100676	1000615

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities are as follows: BUILDING INFRASTRUCTURE- The college Building Committee looks after the maintenance, repair and constructional works inside the campus. Construction, repair and maintenance of the building and physical infrastructure like water supply, power supply and gas supply are looked after by this committee. For maintenance of civil and electrical works, a college staff is assigned by the college authority to verify the work done by the contractors. All works have been done through tender system as per the standard norms and all minor faults has been taken care by hired technicians, carpenters, plumbers. Maintenance of toilets and other service areas have been outsourced through outsourcing agencies as per the norms prescribed by the university administration.

https://samcpatna.ac.in/iqac/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	PMS / NSP	10	150000
Financial Support from Other Sources			
a) National	NSP	235	235000
b)International	Nill	Nill	Nill
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Relevance of Yoga in Practical Life	28/08/2019	80	Jyotirmay Trust
Orientation Program on Computer Skill, Communication Skill and Soft Skills	16/09/2019	102	Centre for Kusal Yuwa Program of Government of Bihar, Patna
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling	25	25	21	21
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
48	47	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	187	B.A. B.Com	Arts and Commerce	Sri Arvind Mahila College, Patna	M.A. M.Com
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

No file uploaded.

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

Activity	Level	Number of Participants
Inter College Kho-Kho Championship	PP University	30
Lecture by Dr. Shanti jain on popular folk and Seasonal songs of Bihar	Institutional Level	15

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal in 16th National Shastrang Martial Art Championship 2019-20	National	1	Nill	95	Anamika Sinha

No file uploaded.

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

The College has an active association of students. The members of the association are elected through democratic process of election in which students cast their votes to the candidates of their choice. The association consists of President, Vice President, Secretary, Joint Secretary, members of the council. The association is monitored by senior faculty members who are responsible for the smooth conduct of the association meetings and events. The association plays a dominant role in many activities related to fine arts, sports and other co-curricular activities of the department and the students. Various co-curricular activities organized by the association include Special Lectures by experts, Seminars, Workshops, Symposium, National Level Conference and Intercollegiate meet to develop the personality and skills of the student's ability. Eminent speakers and industrialists deliver speeches on topics relevant to current educational scenario. The members of the association also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Nonviolence Day, Teachers Day, Freshers Day, Farewell Party, World Literacy Day, World AIDS Day, World Kidney Day etc. They also organize cultural festivals like Inter-collegiate Meet and College Foundation Day. Student representatives actively participate in various activities. They help in coordinating all the events related to academia, other co-curricular

activities, as per the directives of teaching faculty. They do a lot of academic administrative work by taking the help of other students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

50

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

To run a College in a better way, a combined effort of Principal, teaching, non teaching staff and students is needed. For decentralizing and bear with the administrative load of the Head of the institution and changing the working style, teachers and students have given right and share in day-to-day functioning of the college. The motto behind this thought is to take quick decision and create a sense of attachment among the stakeholders for the institution. It also inculcates a participatory environment ensuring that every individual gets an opportunity to evolve and grow. All the Departments and faculty members work independently and function according to the requirement of the curriculum. They have given free hand to decide the course of student eccentric activities, lectures and programmes for their evaluation. To promote the research activity, faculty members guide the CPE projects of the students and keep close contact with the students. Dissertations are made core paper in the PG Programmes, so the students are allotted their research supervisors and they work with those faculty members. Student-Faculty meetings are convened regularly. Department wise meeting between the faculty and Principal also take place regularly. Departmental Council meets regularly. Faculty members have representation in various committees as IQAC, Grievance Redressal Cell, Anti-Ragging Committee, Internal Complaints Committee, College Purchase Committee, General Body, Advisory Committee, Development-cum-finance Committee, and Committee for SC/ST, Magazine Committee, Library Committee, Research Journal Committee, Sports Committee, Time- Table Committee etc.).Various cells are formed at the level of Students, Parents and Alumna The different cells are Students' Grievance Redressal Cell, Staff and Teachers' Grievance Redressal Cell, Anti Ragging Cell, Sexual Harassment Cell, Gender Cell, Minority Cell, Legal Cell, OBC Cell etc. To facilitate greater participation of students in the administrative and governance process of the College. Under this effort, students would be selected through a Cabinet Election in which they are selected by entire students. The Student Cabinet takes care of the overall discipline, co-curricular activities organized in the collage and helps in smooth functioning of the college administration. Students have their presence in IQAC too. Students have plenty of opportunities to show their talents in different field.

6.1.2 – Does the institution have a Management Information System (MIS)?
No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The enrolment process of the Institution is fully transparent and follows the guidelines of Patliputra University, Patna including the Reservation Policy of Central Govt. and Govt. of Bihar. Students from different community backgrounds have been enrolled in every academic session. Students are trained and prepared to face challenges of modern era through value-based education system.
Industry Interaction / Collaboration	Industry interaction is a part of institution activities. Every year, institution makes the plan of Industry Interaction. The student of different departments goes to the concerning industry and gate the knowledge about industry.
Human Resource Management	The development of human resource is essential for the advancement of any institution. Measures have been taken to improve the working environment of students, faculty and non-teaching staffs. Recruitment of the faculty members are onus of the University Service Commission. In the light of the crunch of teaching and non-teaching staff members, University appoints well qualified guest teachers on contract basis following the UGC norms. College engages some part time guest faculties on lecture basis remuneration to provide quality education to the students. College conducts seminars, workshops, orientation programmes, ICT based teaching-learning and quality enhancement programmes to enrich the skill of faculty and non-teaching staffs. Adequate facilities and cordial atmosphere have been provided by the institution, so that all the teaching and non-teaching staff can work efficiently to maintain the educational standard.
Library, ICT and Physical Infrastructure / Instrumentation	There is a facility of library and reading room for at least 20 students which is maintained in a large capacity and equipped with approx. 27000 books related to all courses of study. The

	library has photocopying facility and computer with internet facility/connectivity for the use of faculty and student-teachers. ICT Lab is equipped with T.V., VCR, Projector, Amplifier and Microphone to facilitate experiments related to electronic media. These equipments also familiarize the students in their use as teaching aids. 15 computers with internet Wi-Fi connectivity make maximum use of it every day. Other peripherals like printers and adequate types of software are also available. For physical Education college has appointed a full time physical education teacher.
Research and Development	IQAC and Research Resources Committee had given special emphasis on promotion and development of quality research among faculty members and students. The college provides necessary support for research and development activities for the students. Some of the faculty members have got major and minor projects which are funded by UGC, DST and other funding agencies. Many of the faculty members are guiding students for a Ph.D. degree. To spread awareness and cultivate interest in research, Workshops/Seminars/ Conferences are organized on regular basis. Students from UG and PG courses have been guided by faculty for CPE Projects on different current and relevant topics. The faculty members have been encouraged to participate in National and International seminar and paper presentation. IQAC organizes seminars and workshops in collaboration with reputed organizations. The research papers presented in the Seminars and projects undertaken by the students are published in College Magazine LADLI.
Examination and Evaluation	The University conducts the semester end and final exams for UG and PG Courses. It includes the theory and practical examinations both. Continuous evaluation is done throughout the session by taking tests, assignments, presentations and projects in PG courses. Continuous internal evaluation is done and the marks of every evaluation are included in the final score of each semester. During the pandemic new methods of evaluation like developing quiz, presentations and

	using Google classroom to collect and evaluate assignments were adopted. The paper setting, moderation and evaluation work were done by the faculty members.
Curriculum Development	The Curriculum of UG and PG courses have been prepared by the Patliputra University, Patna Academic Council in consultation with the Departmental Council and experts from academic and professional fields, considering the demand and contemporary trends. In college, the curriculum is implemented efficiently through conventional classroom teaching, Smart classes, laboratory work, assignments, group discussions, seminars, workshops etc. eresources/ ICT infrastructure was extensively used for teaching and additional information sharing.
Teaching and Learning	Teaching learning activities aim to promote active participation of students and motivate them to think on the contemporary global, cultural and national applicability through the use of live teaching, sharing study material, assignments and conducting tests. The faculty engaged with the students beside regular lectures, tutorials and demonstrations to enhance the knowledge and understanding of the subjects. Student centric teaching methods are adopted for effective delivery of the subject knowledge to the students. Along with conventional teaching method of blackboard teaching, various ICT tools such as workshops, seminars, power point presentations and other e-resources are used to impart the knowledge. Online teaching and learning process was adopted during lockdown in which online discussion of topics and interactions with the students were included. To make the classroom teaching live, various Audio visuals aids, quiz and PowerPoint presentations were extensively used by faculty members. Platforms like Zoom, Google Meet and Cisco Webex were used for online teaching. Project work is routinely allotted to students as they are the part of their curriculum, to promote original thinking and enhance their knowledge in that particular subject. Prominent academicians and expert speakers of various fields time to time visit in the college to give

lectures on their expertise. Teaching lessons are prepared as per the curriculum and academic calendar in keeping view of the student's interests, abilities and skills so that their performance can be enhanced.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	All the information regarding the student admissions, activities on the campus, future plans etc. are displayed on college website.
Finance and Accounts	Fee payments are done online. Tenders and work orders have been displayed on the College website.
Student Admission and Support	The admission process is completely online and it is done through the admission portal of Jai Prakash University, Chapra. Students are selected on basis of their performance in the eligibility exam passed and preference of colleges opted on University Portal, get selected and the informed about the Results and admission cut-off lists through the College/University website itself. All forms like feedback form, students grievance form, examination form, transfer certificate/migration certificate are available on college/University website.
Examination	All the information regarding the examination schedule including the results are displayed on the website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2020	How to conduct virtual classes	Nill	06/05/2020	07/05/2020		35	Nill

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident fund and Group Insurance	General Provident fund and Group Insurance	Poor Boys Fund, Full and half free ship to students, Full Exception of fee to SC, ST, and Girls students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, the college makes internal and external financial audits to maintain transparency in its functioning . Both the university and college carry out audits to give peace to the financial management and resource mobilisation system . The college being a government college, gets funds from the university and state government to carry out its financial management smoothly .The college makes its own resource mobilisation to ensure healthy finance management system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	College Administration
Administrative	No	Nill	Yes	College Administration

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

1. Departmental Parent Teachers Meeting 2. Parent Teachers Association meeting 3. Parent Teachers Association Workshop

6.5.3 – Development programmes for support staff (at least three)

The college conducts counselling and interactive session with the support staff to make them more particular to their duty and responsibilities assigned to them.

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

Special classes are held for the slow learners and focus is on improving academic activities in each department . Efforts are on to give an impetus to placement to the students. Faculty members are motivated and trained for conducting virtual and hybrid classes.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Adopted new normals for dissemination of knowledge by organising virtual seminars symposia, talks (Webinars) during lockdown period	15/05/2020	15/05/2020	08/06/2020	3400

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
Career of Girls in Armed Forces	15/06/2020	15/06/2020	15	0
Virtual Discussion on Women's safety and cyber crime	11/05/2020	11/05/2020	27	0
Self Defence Training	16/12/2019	16/12/2019	250	0
Lecture on Women's Rights in India	20/12/2019	20/12/2019	46	0
Discussion on Role of women in Panchayati Raj	24/04/2020	24/04/2020	18	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Provision for lift	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	24/08/2019	2	Plantation in the Campus	Environment	155
2019	1	1	15/10/2019	2	Blood donation camp	Social responsibility	25
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Human Right Day	10/12/2019	10/12/2019	18
Workshop on General Awareness on Indian Constitution Fundamental Duties.	26/11/2019	26/11/2019	120
International womens Day	08/03/2020	08/03/2020	151
Lecture on Samvidhan Ek Parichay	26/11/2019	26/11/2019	31
Lecture on Life and vision of Netaji Subhash Chnadra Bose	23/01/2020	23/01/2020	47
Discussion on Life and Vision of Lala Lajpat Rai	28/01/2020	28/01/2020	38
Discussion on Life and Philosophy of Bharat Kokila Sarojini Nayadu	17/02/2020	17/02/2020	18
Essay Writing on Korona Kaal me Pravasi Majdur	01/05/2020	01/05/2020	18
Essay writing on Political and Social thoughts of Dr. B.R. Ambedkar	14/04/2020	14/04/2020	20
Essay writing on Political Thoughts of Babu Jagjiwan Ram	05/04/2020	05/04/2020	17
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The institution has taken several measures to make campus eco-friendly. Major portion Of the total area of college is covered with tress and lawns. Some initiatives taken by college are: 1. Tree plantation in the campus is a regular activity of the NSS. Herbal garden with botanical name of plants is maintained in the college. Members of college are acquainted with various environmental issues through seminars and talks. 2. Bird nests have been fixed on the tree tops in the college. 3. LED bulbs are installed across campus. 4. Steps are taken to make plastic free campus. Awareness programs are conducted like Tobacco free campus, polyethene free campus, plantation, sanitation drive etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title: Inclusive Education for the Differently abled Socio- economically Disadvantaged. (a) Goal: • It aims at creating an environment of belongingness and mutual respect and help for each human being on campus. • It endeavours to promote an atmosphere of socio-economic justice on campus. • There is an attempt to meet the global requirement of human rights obligations committed by our welfare state and the nation. • Having set up these goals and tried to achieve them optimally, the college aspires to be one of the most positive looking educational institutions of the state and the country. (b) Context: IQAC members of the college feel deeply concerned about the census result in 2011 that 2.1 percent people in India are differently abled and out of which 1.9 million are only in Bihar. It is one of the highest percentages of the total differently abled persons. It has been found that in Patna they are not only differently abled but most of them hail from socio-economically disadvantaged groups. Hence, they are often faced with awesome disadvantageous position in comparison with the general students. Sometimes, they are exposed to isolation and humiliation. This they feel much when they come having received their schooling from special schools made for them. They find that general colleges are not very much friendly to them. Having been faced with such challenging issues, we have decided to take up the cause of inclusive education policies and programme to lessen the difficulties of such students and to instill in them a sense of dignity, self-respect and socio-economic security. (c) Practice: With a view to helping the socio-economically disadvantaged group of students, the college has adopted the practice of generously granting all the financial facilities provided by the state and central governments like full-free studentship, half-free studentship, poor boys' fund scheme, hostel accommodation on college campus, remedial coaching, competitive examination coaching, English-enhancing classes through language labs, opening up of Community College with courses like Automobile Engineering and Financial Management, Human Rights certificate course, by organizing awareness programmes of promoting socio economic justice, such as debates, seminars, others activities. In all these, the NSS and NCC units of the college play very vital roles. In these activities, we are not confined simply to our campus, but we venture to take up such activities even beyond the campus, such as the slum areas and socio-economically depressed areas of habitations. (d) Evidence of Success: Our esteemed teacher Dr. Snigdha Prosad has been generously helping such students in her own capacity on campus and outside campus. With the establishment of LSC-SIGHT, we are trying to provide basic facilities to the visually handicapped and the low-vision students. • As far as other facilities provided to them, we have the evidences of making the college campus wheel-chair friendly. • We have a good number of students enrolled in various disciplines who are socioeconomically disadvantaged, such as: (e) Problems encountered and Resources required: We are faced with unawareness of policies and programmes regarding differently abled persons, though the constitution of India has signed and ratified the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) as early as in 2008. Another problem encountered is lack of adequate financial support and paucity of committed resource persons. Still, we hope to overcome them with our strong will and dedication to the cause and would keep up the reputation of the college. 2. Planning of IQAC through democratic methods To develop an action plan for the academic year To interact with colleges / students / Management / Society to assess and elicit suggestions / recommendations in important areas like introducing need based new academic programmes, improving infrastructural facilities etc., and to share best practices with the others to achieve the objectives of IQAC. At the institutional level, it is necessary to create a positive attitude and approach, motivating and providing support to the colleges / Departments for organizing co-curricular or extra curricular activities, promoting research culture, encouraging teachers to organize seminars, workshops etc. motivating students to learn beyond the curricular

aspects and providing training in computer operation to the non-teaching staff are some of the tasks performed by IQAC members. The whole exercise is a participatory approach and also achieved through a democratic way. IQAC members also act in the capacity of Head / Member of different committees and enjoy an administrative position of significance. The Principal the NCC officer the NSS Programme officer, Professor-In-Charge of Library and some other senior faculty members have been inducted in the IQAC. By virtue of their positions and their proximity to the staff / students associated with the said committees, these members are able to play a significant role in the decision-making process of some of the activities. The members of IQAC, worked as facilitators along with the Heads of Departments in identifying the Best Practices being followed in each department. The members of IQAC made a criterion- wise presentation to the Heads. The Heads of the Departments were then requested to make a presentation on the same. Staff members indicated that although they were keen on undertaking research they were not very clear regarding procedural issues. Hence: i. Information regarding Major Research Projects / Minor Research Projects / FDP scheme was provided through the IQAC. ii. A centralized process of identifying funding agencies and motivating faculty members to apply for research projects to various funding agencies was initiated. The committee looked after submission of applications to various agencies and then monitored the progress. iii. Efforts were made to streamline the working of the unaided programmes based on the feedback received from the staff and students. The Principal was assigned the responsibility to co-ordinate the unaided programmes. The core faculty / visiting faculty, office and laboratory staff were appointed.

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To instill a spirit of full commitment and devotion at the mental and moral level among students to be good citizens of the country and serve the society for a better tomorrow as enshrined with the motto and vision of the college . Besides, the college has initiated various steps to maintain transparency in its admission process which is based on the philosophy that access to quality education is the fundamental right of all citizens. The college is fully committed to serving the economically and socially marginalized sections of the society and to this end, privileges them in the admission process. Thus it shapes the admission policy of the college. The college website and prospectus contain information about the institution and the courses of studies offered.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The College has proposed to introduce academic audit and administrative reforms to cope with increasing needs of the students. The College has also proposed to enhance research activities and publications of the journals from time to time to keep faculty members abreast of the progress about the recent advancement. Counselling to the freshers has been a step towards further improving academic ambience on the college campus. Library and easy access to periodicals and journals are the steps taken by the college to motivate committed students to achieve their goals.