Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SOMAVATI MEHTAB DAS COLLEGE**
Name of the head of the Institution	**Dr. Jitendra Rajak**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+919801498108**
Mobile no.	**9431800614**
Registered Email	**smdcollege59@gmail.com**
Alternate Email	**jitendramub@gmail.com**
Address	**Shripalpur, Punpun**
City/Town	**Patna**
State/UT	**Bihar**

Pincode	**804453**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Prof. Riti Kumari**
Phone no/Alternate Phone no.	**+919430281168**
Mobile no.	**9430281168**
Registered Email	**smdcollege59@gmail.com**
Alternate Email	**riti_kmr@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://smdcollegepunpun.ac.in/userfiles/smd_aqar_report_2018-19.pdf

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.14**	**2017**	**02-May-2017**	**01-May-2022**

6. Date of Establishment of IQAC	**07-Jul-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
Preparation of proposal for Submission to Education Minister.	**13-Aug-2019** **1**	**9**

Upgradation of play ground	13-Aug-2019 1	9
Repair of ladies washrooms.	13-Aug-2019 1	9
To ensure timely completion of academic syllabus	13-Aug-2019 1	9
Automation and barcoding of College library.	08-Nov-2019 1	9
To increase the number of smart class rooms	08-Nov-2019 1	9
Upgradation of Sports facilities with addition of more sports goods	08-Nov-2019 1	9
Automation of Admission Process and implementation of Online Admission Portal.	07-Feb-2020 1	9
Establishment of Gymnasium.	07-Feb-2020 1	9
Regularization of Feedback Mechanism.	07-Feb-2020 1	9
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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
UGC	Grant	UGC	2020 365	845100
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of	No

the funding agency to support its activities during the year?	

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

1. Upgradation of play ground. 2. Upgradation of play ground. 3. To ensure timely completion of academic syllabus. 4. Automation and barcoding of College library. 5. To increase the number of smart class rooms 6. Automation of Admission Process and implementation of Online Admission Portal. 7. Upgradation of Sports facilities with addition of more sports goods. 8. Establishment of Gymnasium.

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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
Preparation of proposal for Submission to Education Minister.	Proposal, as desired by the Education Minister has been formulated and forwarded.
Upgradation of play ground	Upgradation of playground has been initiated.
Repair of ladies washrooms.	Repair work has been done in the ladies washroom as decided.
To ensure timely completion of academic syllabus	Techers have been instructed to complete the academic syllabus in time..
Automation and barcoding of College library.	As decided, automation and College Library has been done.
To increase the number of smart class rooms	The number of Smart Classrooms has been increased.
Upgradation of Sports facilities with addition of more sports goods	Health infuses positive energy in the Mind, Body and Spirit. Following the slogan, as an endeavour of the college to impart quality education, it was decided to upgrade the existing sports facilities with adding more sports good to it. The house opined that the agenda may be implemented at the earliest.
Automation of Admission Process and implementation of Online Admission Portal.	As decided, Online Admission Portal established.
Establishment of Gymnasium.	The process for establishment of Gymnasium has been initiated.
Regularization of Feedback Mechanism.	Feedback Forms are hosted in the official website of the college.
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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	2019
Date of Submission	26-Dec-2019
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

SMD College, Punpun, Patna is a constituent college of Patliputra University. This College follows a pre- determined syllabus set by the parent University. Periodical innovations are made within these established academic structures, committed to providing complete development for its students in all respect. Timetables, workloads and other supporting administrative tasks are prepared well in advance of teaching session and streamlined for Academic processes. At the end of each academic session, Departmental reports are collected, documenting the academic and extracurricular work undertaken by each department in that year which enables a systematic compilation of response. Extensive support is being provided to our teachers regularly to update their knowledge and continuous growth, through active involvement in Research and Faculty Development Programmes. Technologically enabled infrastructure is ensured for everyone, with special assistance for the students with incapability, which makes it possible for all our students to engage in an appropriate teaching- learning process. This College prioritizes the incorporation of academic and mental health of our students through the mentor-ward system where each student is assigned a faculty mentor for academic and extra-academic guidance. Academic and other discussions are individualized by creating smaller groups of students. Through focused interactions and guidance offered by the teachers, students are able to have their academic and other issues suitably addressed, thus complementing the pursuit of effective curriculum transaction for a strong tutorial and mentor- ward system. Feedback forms are provided for students, teachers, alumni, employers, parents, and the non- teaching staff so as to enable the concerned stakeholders to confidentially give the college their evaluations and suggestions for the improvement of College functioning. Incorporation of all these suggestions is ensured in the functioning of the college. So as to enable our students to enthusiastically contribute and excel in diverse arenas, equal importance is given to provide a space for collegiate events like, Sports Day, Arts Day, Cultural Day etc., as the qualitative impact of an inclusive and balanced education allows for all-round development of the

students. The endeavor of this college has always been to raise the consciousness about gender-based inequalities, negligence of environmental concerns and lack of ethics which subsequently allows them to contribute to the society as responsible human beings.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	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
Nill	Nil	Nill

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
Nill	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
The Institution collects feedback from students and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes to understand the impact of teaching learning process. Collecting feedback from stakeholders like teachers, students, parents and staff to facilitate teaching-learning reforms helped us in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the information received due to implementation of the above practices, we were been able to develop a system for conscious, consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes.

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
BSc	Zoology	384	74	74
BSc	Mathematics	384	106	106
BA	History	480	227	227
BA	philosophy	480	15	15
BA	English	480	47	47
BA	Psychology	480	106	106
BA	Economics	480	95	95
BSc	Chemistry	384	65	65
BSc	Physics	384	116	116
BSc	Botany	384	17	17
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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	1069	0	35	0	0

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

35	35	5	1	1	0

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College practices a well-structured system of mentoring to provide proper guidance to the students in not only choosing the right career path but also to help them to become confident and emotionally secure individuals. So as to individualise academic and other discussions, smaller groups of students are created. The amalgamation of academic and mental health of the students through the mentor-ward system is our priority, wherein each student is assigned a faculty mentor for academic and extra-academic guidance. Through focused interactions and guidance offered by the teachers, these students are able to structure their academic and other issues suitably addressed.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2218	35	1:63

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
60	35	25	7	24

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
Nill	Nil	Nill	Nil

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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	BA	3	02/06/2020	15/07/2020
BSc	B.Sc	3	02/06/2020	15/07/2020

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

For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations. They are encouraged to seek guidance from teachers during the designated tutorial slots or the latter's free time. The mentor-ward periods are created specially to supplement this kind of academic framework

with the extra-academic support that the students might require. Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed. The institution's approach is reoriented to suit the learner's pace, ensuring the mitigation of any pressure on the students.

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

Being a constituent college of Patliputra University, this College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly explains a schedule for teaching, examination, semester break and vacations, which is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. All the aforementioned information is reinforced during the collegiate and departmental orientation of new students at the beginning of academic session. Periodical meetings are conducted by the Principal with the Teacher-in-charge(s), faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled.

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)

https://smdcollegepunpun.ac.in/pages.php?Url=program-outcomes

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
BSc (Physics)	BSc	Physics	42	42	100
BSc (Chemistry)	BSc	Chemistry	9	9	100
BA (Economics)	BA	Economics	23	23	100
BA (Psychology)	BA	Psychology	29	27	93.10
BA (English)	BA	English	3	3	100
BA (Philosophy)	BA	Philosophy	0	0	0
BA (History)	BA	History	82	76	92.68
BSc (Mathematics)	BSc	Mathematics	26	26	100
BSc (Zoology)	BSc	Zoology	11	11	100

BA (Political Science)	BA	Political Science	11	11	100

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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)

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https://docs.google.com/forms/d/e/1FAIpQLSdg_tMtBgaYjvEgUFAcbze7GuCzLBJOBetXq4NccbYhRlgcBw/viewform

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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
Nil	0

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)

Nill	Nil	0	0

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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
Nil	0

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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	Nil	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
Nil	Nil	Nil	Nill	0	0	Nil

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

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

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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
Nil	Nil	0	0

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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
Nil	Nil	Nil	0

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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/Agen	Name of the activity	Number of teachers	Number of students

	cy/collaborating agency		participated in such activites	participated in such activites
Nil	Nil	Nil	0	0

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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
Nil	Nil	Nil	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
Nil	Nil	Nil	Nill	Nill	Nil

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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
Nil	Nill	Nil	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
71.18	71.18

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Newly Added
Laboratories	Existing

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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

| LMS | Fully | 2.0 | 2020 |

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17313	2596950	Nill	Nill	17313	2596950
Journals	3	8430	Nill	Nill	3	8430
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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 Bandwidth (MBPS/ GBPS)	Others
Existing	35	30	1	0	2	2	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	35	30	1	0	2	2	0	10	0

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

10 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	Nill

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
0	0	0	0

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)

The physical, academic and support facilities are maintained and supervised by the various college committees. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other

physical infrastructure of the College is done by the Development/Building committee of the College. It intimates the construction, maintenance and repairing related requirements, as and when required. While purchasing an equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment. The Admission Committee regulates the online system of admission which facilitates the students in hassle free admission process. There is regular inspection and monitoring of the physical facilities of the institution. The Planning and Development- cum- Beautification Committee supervises is regular cleaning of the campus, drinking water facilities, washrooms for boys and girls, pest control, beautification and tree planting. The Proctorial Board, Grievance Redressal Cell-cum- Internal Complaint Committee and Anti Ragging and Prevention of Sexual Harassment Committee supervises the law and order, security and welfare of the students on campus. The departmental laboratories are regularly inspected and their stocks are maintained. The institution has RTI committee that promptly responds to the questions placed by various stakeholders.

http://smdcollegepunpun.ac.in/pages.php?Url=procedures-and-policies

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	Nil	0	0
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
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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
Nil	Nill	0	Nil
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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
Nill	Nil	0	0	0	0
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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
0	0	0

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
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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
Nill	0	Nil	Nil	Nil	Nil
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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
Nill	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

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

Student Council of the college is an elected body and always joins hands with faculty members and college administration to ensure overall development of the college. There is regular election of Students' Union representatives in the college where the teaching and non-teaching staff participate as officials and supervisors. The student representatives thus elected by the entire student body then represents issues concerning students' interests and welfare. The college administration has a cordial relationship with the student bodies and

does its best to remedy the problems faced by them. The student representatives support in various college events like admissions, cultural programs, educational and awareness drives and sports.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level: Principal is the Head of the Institution and chairperson of the IQAC. The principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teacher's council. 2. Faculty level: Faculty members are given representation in various committees/cells nominated by the Teachers council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Teachers' Council. 1. IQAC Committee 2. NAAC Steering Committee 3. Alumni Association Cell 4. Placement Cell 5. Carrier Counselling Cell 6. Grievances Redressal Cell 7. Feedback Committee 8. Purchase Committee 9. Anti-Ragging Prevention of Sexual Harassment Committee 10. NSS 11. Sports 12. Women's Cell 13. Academic committee 14. Admission committee 15. Examination Committee 16.Development/Building Committee 17. Magazine Committee 18. Cultural Committee 19. Proctorial Committee 20. Research expert Committee 21. Library Committee 22. Committee for SC/ST 23. Committee for OBC 24. Internal Compliant Committee 25. Minority Cell.

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
Human Resource Management	• Salary and increment are given to teaching and non-teaching members as

	per university norms. • College grants Casual, Medical, on duty and special leave for its teaching and non-teaching employee as per university rules. • Faculty members are entitled to avail summer and winter vacations as per university calendar.
Library, ICT and Physical Infrastructure / Instrumentation	• The library holds 34005 books of all disciplines. • The library subscribes Newspapers and Magazines which are made available to the readers in the reading room. • Books have been bar-coded and updated in digital catalogue. • Library is strengthened by computer system, high speed Wi - Fi internet and LCD screen.
Research and Development	• The faculty members are encouraged to publish their research contributions various national and international journals and conferences. • The college motivates the faculty members to attend research-oriented seminars / workshops/conferences etc. • The college encourages faculty members to pursue Ph.D. Program in reputed universities. • The college support researchers by providing well equipped laboratory and high end computing facilities with necessary software.
Examination and Evaluation	University guidelines are strictly adhered to with respect to evaluation process. The schedules of internal assessments are communicated to students and faculty in the beginning of the academic year through academic calendar which is prepared based on the university academic calendar. Before a week internal exam time table is displayed on the notice board. Questions are framed, such that they adhere to university standard. The subject handling faculty prepares question bank that covers equal number of questions from each unit, covering all the topics. Departmental internal exam coordinator under the guidance of HOD, checks for the standard of the question bank. Internal exam coordinator ensures smooth conduction of test and proper valuation of internal exam. At the end of each academic year examinations are conducted by the affiliating University.
Teaching and Learning	College have taken the following initiatives for the quality teaching

	and learning. • There are well qualified and experienced faculty members. • Adequate infrastructural facilities for teaching and learning are provided. • Computer laboratories with the latest configuration hardware and original licensed software are provided. • Faculty members are motivated to join orientation program, refresher courses, workshop, and FDP to upgrade their skills. • Faculty members are encouraged to pursue higher studies. • Students are encouraged to be more involved in, hand on activities, quizzes, presentation, skit etc.
Curriculum Development	Curriculum Development: Being a constituent unit of Purnea University, Purnia, college follows the curriculum and syllabus prescribed by the University for All Courses. Individual colleges are not allowed to design their own curriculum. University revises their syllabus time to time for the different courses by curriculum development committee formulated by university, senior faculty members from this college have been a part of curriculum development committee.

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

E-governace area	Details
Finance and Accounts	The physical, academic and support facilities are maintained and supervised by the various college committees. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of the College is done by the Development/Building committee of the College. It intimates the construction, maintenance and repairing related requirements, as and when required. While purchasing an equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.
Student Admission and Support	Students are admitted to the institution through Online Admission portal.
Administration	The physical, academic and support

	facilities are maintained and supervised by the various college committees. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of the College is done by the Development/Building committee of the College. It intimates the construction, maintenance and repairing related requirements, as and when required. While purchasing an equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.
Examination	University guidelines are strictly adhered to with respect to evaluation process. The schedules of internal assessments are communicated to students and faculty in the beginning of the academic year through academic calendar which is prepared based on the university academic calendar. Before a week internal exam time table is displayed on the notice board. Questions are framed, such that they adhere to university standard. The subject handling faculty prepares question bank that covers equal number of questions from each unit, covering all the topics. Departmental internal exam coordinator under the guidance of HOD, checks for the standard of the question bank. Internal exam coordinator ensures smooth conduction of test and proper valuation of internal exam. At the end of each academic year examinations are conducted by the affiliating University.
Planning and Development	The physical, academic and support facilities are maintained and supervised by the various college committees. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of the College is done by the Development/Building committee of the College. It intimates the construction, maintenance and repairing related requirements, as and when required. While purchasing an equipment

from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

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
No file uploaded.				

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)
Nill	Nil	Nil	Nill	Nill	Nill	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
Nill	0	Nill	Nill	0
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

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

Yes, Institution Conducts Internal and External Audit regularly. The college has a mechanism for external financial audit every year on the end of financial

year. The College has a mechanism for Internal audit by Registered Charter Accountant every year on the end of financial year. The external audit is carried out by a government auditor appointed by the Department of Higher Education, Government of Bihar. There were no major objections raised by the auditor. Financial Audit also done by Affiliating University.

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	Nil

No file uploaded.

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	Yes	University	Yes	College
Administrative	Yes	University	Yes	College

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

Nil

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

Nil

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

No Data Entered/Not Applicable !!!

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
2019	Preparation of proposal for Submission to Education Minister.	13/08/2019	13/08/2019	13/08/2019	9
2019	Upgradation of play	13/08/2019	13/08/2019	13/08/2019	9

2019	Repair of ladies washrooms.	13/08/2019	13/08/2019	13/08/2019	9
2019	To ensure timely completion of academic syllabus	13/08/2019	13/08/2019	13/08/2019	9
2019	Automation and barcoding of College library.	08/11/2019	08/11/2019	08/11/2019	9
2019	To increase the number of smart class rooms	08/11/2019	08/11/2019	08/11/2019	9
2019	Upgradation of Sports facilities with addition of more sports goods	08/11/2019	08/11/2019	08/11/2019	9
2020	Automation of Admission Process and implementation of Online Admission Portal.	07/02/2020	07/02/2020	07/02/2020	9
2020	Establishment of Gymnasium.	07/02/2020	07/02/2020	07/02/2020	9
2020	Regularization of Feedback Mechanism.	07/02/2020	07/02/2020	07/02/2020	9

[View File](#)

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
Nil	Nill	Nill	0	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
Currently 20 percent of the power consumption of the institution is sustained by solar energy. Alternate energy sources are being expanded on campus and it is the vision of the college to expand it up to 40 percent in the upcoming sessions.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

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
Nill	Nill	Nill	Nill	Nill	Nil	Nil	Nill

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	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil

No file uploaded.

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

1. Swachh Bharat Cleanliness drive. 2. Plantation Drive 3. Plastic free campus 4. Solar panels for alternate energy source 5. Preservation of plants in Botanical Garden

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice -1 Title: Value Education Context: Value education is the need of the day to form humane and wholesome personalities that may further contribute to the formation of a competent human resource for the society and nation. To achieve this mission of value inculcation and instill virtue of responsible citizenship in students, the college organizes National Days—such as, National integration Day, Independence Day, Republic Day, Gandhi Jayanti, Education Day, Youth Week in memory of Swami Vivekanad, Yoga Day and others. Objectives: The celebration of the important days in the National and International calendar is practiced in the college to make its students aware of the multicultural values of our society and to understand and respect the contribution of various

leaders and visions and legacy. Practice: The College prepares an Annual Calendar, listing all important days to be celebrated such as National integration Day, Independence Day, Republic Day, Gandhi Jayanti, Education Day, Youth Week in memory of Swami Vivekanad, Yoga Day, Human Rights Days, World Ozone Day, Hindi Diwas, Earth day, Women Day, International Mother Language Day, World Environment Day, Constitution Day, NCC Day, NSS Foundation Day etc. All Departments and Committees organize special lectures, Rallies, hold debates and essay competitions, workshops to observe these days with necessary reverence and vigour. The curriculum of the college is also taught in a manner to instill the values of civil society. Value-inculcation thus takes place in classroom teaching as well. Obstacles faced and Strategies adopted to handle them: The implementation of value-related lectures and programmes was enthusiastically attended by the students. The students' representatives were given responsibility of organizing the programmes to develop the values and virtues of responsibility, commitment, discipline, cooperation, etc. Impact: The reach of the organization of the value-inculcation activities may be only observed in the behaviour of the students and may be gauged in their social behaviour in the long term. The students however, came up with lesser inter-personal quarrels and displayed respectful and matured understanding towards teachers. Resources required: The organization of the Value-Education Activities required infrastructural and financial resources apart from the use of experts and resources persons. The Value-Education Activities were organized with the financial support from the Internal budgetary allowances of the College. Best Practice - 2 The Title of the Practice- Solid Waste Management Goal : This practice aims to create awareness among general public on the importance of effective solid waste management through promoting private sector participation and encouraging reuse of nonbiodegradable wastes. The Context : Waste Management is widely discussed in the present day. There are several issues related to in effective management of solid wastes. Keeping this mind an effort was taken create an awareness on the issue to prevent adverse impacts on man and other living organisms. Students and staff collected the plastics and other e-wastes from the college campus and houses and handed over it to various agencies for recycling. Training was given to produce decors and other articles of use from discarded plastics. Evidence of Success : The school management and the teachers have reported they have advised the student community to deposit their food waste into the bio-bins and waste food management was thus effectively carried out in especially those schools where space is a limiting factor. The plastic and e-wastes that are quite difficult to be managed were collected and distributed to agencies that deal with e-waste management. The skill enhancement course on plastic reuse has enabled the student community to make beautiful products out of worn out plastics thus promoting plastic recycling. Problems Encountered and Resources required : Though a major share of people were interested in effective solid waste management, there are some who neglect the aftermath of inefficient management practices. Hence, creating awareness to those people was a challenge. The residents of apartments were confused as to how the compost can be used as they have no space to carry out organic farming. Though the initiative is a just a beginning, it can bring in remarkable changes especially in an urban locality. An educational institution with a large number of students can play a significant role in preventing unethical waste disposal strategies.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://smdcollegepunpun.ac.in/pages.php?Url=best-practices

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

S.M.D. College, Punpun was established in 1958. The mission was to impart quality education in various disciplines of higher education. It is blessed with a 6 acre sprawling campus. The College upholds the vision of Enlightenment and personality development of younger generation through education to make them an asset to the nation. The College has been striving since its inception with a mission to provide quality education in modern disciplines and inculcating a sense of moral values, national pride and universal brotherhood among students. Well equipped class rooms and laboratories are the main assets of the college. Computer Lab and Library facilities are adequate. Games sports are also there. The College offers 12 UG in the faculties of Humanities, Social Sciences, Science, Information Technology and Computer Applications . Courses are affiliated to Patliputra University, Patna. The college provides sample opportunities to the SC / OBC/Minorities and the other under privileged classes by offering relevant courses which can develop their skills/ practical knowledge. Some students have achieved glorious results in their examinations. For self – development, the faculty members proceed on deputation to orientation / refresher courses and workshop on curriculum development / examination reforms / quality initiatives / management issues. Wide publicity to the admission process is carried out by means of print and electronic media, the detail rule and regulations are provided to the aspirants through college prospectus and website. The admission process is systematically administered and is transparent. An admission committee consisting of members from different faculties admits students on the basis of merit in qualifying exams, in the conventional courses and on basis of performance in entrance test in professional courses. Reservation rules are strictly followed as set-up by Patliputra University, Patna Govt. of Bihar and Central Govt. Selected needy students from weaker sections of society are given free-ships / fee concessions. Students are provided counseling at the time of admission and are helped to choose the courses / programmes pragmatically by looking at their strengths and background.

Provide the weblink of the institution
https://smdcollegepunpun.ac.in/userfiles/institutional-distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Up gradation of Computers in the Computer Lab. 2. Installation of Water Harvesting project in the campus. 3. Upgradation of Smart Class Rooms. 4. Upgradation of Laboratory with modern equipment. 5. Upgradation of ICT facilities. 6. Installation of Solar Energy System as Alternate Energy Source. 7. Adoption of proper waste management system. 8. Organise more seminars, workshops and webinars. 9. Installation of Statue of founder of the College. 10. Construction of Chemistry and Physics Buildings. 11. Construction of Road inside the College campus. 12. Proposal for Auditorium and Examination Hall.