YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution   SOMAVATI MEHTAB DAS COLLEGE

- Name of the Head of the institution   Mr. Rakesh Kumar

- Designation   Principal In-Charge

- Does the institution function from its own Yes
  campus?

- Phone no./Alternate phone no.   7004157028

- Mobile No: 7004157028

- Registered e-mail   smdcollege59@gmail.com

- Alternate e-mail   iqac.smd@gmail.com

- Address   Shripalpur, Punpun, Patna

- City/Town   Patna

- State/UT   Bihar

- Pin Code   804453

2.Institutional status

- Affiliated / Constitution Colleges   Constituent

- Type of Institution   Co-education

- Location   Urban

- Financial Status   UGC 2f and 12(B)

- Name of the Affiliating University | **PATLIPUTRA UNIVERSITY, PATNA**
- Name of the IQAC Coordinator | **DR. GOPAL PRIYADARSHI**
- Phone No. | **9651907844**
- Alternate phone No. | **9651907844**
- Mobile | **9651907844**
- IQAC e-mail address | **iqac.smd@gmail.com**
- Alternate e-mail address | **smdcollege59@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://smdcollegepunpun.ac.in/userfiles/smd_aqar_report_2021-22.pdf

4.Whether Academic Calendar prepared during the year?

No

- if yes, whether it is uploaded in the Institutional website Web link:

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.14**	**2017**	**02/05/2017**	**01/05/2022**

6.Date of Establishment of IQAC   **07/07/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   **04**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **Nil**

- If yes, mention the amount

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

• Compilation & Uploading of AQAR, 20123-2024 • Organised national and international Webinars • Up gradation of Computers in the Computer Lab • Upgradation of Smart Class Rooms and ICT Facilities • Upgradation of Laboratory with modern equipment • Installation of Solar Energy System as an Alternate Energy Source

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

Plan of Action	Achievements/Outcomes
Upgradation of computers of the office administration • Constitution of more than a dozen Committees and Cells for efficient functioning of the college • Upgradation of automation of admission process and strict adherence to admission through Online Admission Portal	ACTIONED
Time tables and lecture schedules were handed over to students well in advance through college main notice board, departmental notice boards, WhatsApp groups, and Telegram • Academic syllabus of all UG courses was completed on time •	ACTIONED

Few in-class lectures on role of value-ethics in higher education • In-depth discussion on assignment questions by placing five students in a group • Remedial classes were held targeting students with specific needs; students aspired to go to higher education; and students planning to appear in various competitive examinations for jobs • Upgradation of Smart classrooms • Upgradation of laboratories with modern equipment • Encouraged faculty members to supervise more Ph.D. students • Encouraged faculty members to undertake Major and Minor Research Project	
Installation of Statue of the founder of the college • Construction of Chemistry and Physics buildings • Construction of roads inside the college campus • Proposal for Auditorium and Examination Hall • Monitored functioning of CCTV cameras that were installed in the college campus for maximising security • Made necessary arrangements so that water-logging is avoided in the college's playground	ACTIONED
Upgradation of computers in the computer lab • Upgradation of Smart classrooms • Upgradation of ICT facilities • Teachers are more confident about using ICT facilities in the teaching process through virtual and smart classrooms	ACTIONED
Series of lectures for faculty and students about GSCASH • Lecture on the concepts related to Gender • Gender Audit to	ACTIONED

assess impact of university's policies on gender equality and gender sensitisation • Special study rooms for girls • Girls common room • Anti-Sexual Harassment Cell constituted • Enthusiastic participation of girl students in the Women Development Cell of the college	
Sensitised faculty members for inclusive classroom • Sensitised faculty members and students about respecting diversity • Regular remedial classes held for students with specific needs • Supervision of the physical condition of Ramps in the existing buildings to ensure smooth access for divyang students • For few months to the start of the new session; faculty members were briefed to incorporate few minutes of informal sessions in the classroom to generate space for full inclusion of diversely situated students	ACTIONED

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	SOMAVATI MEHTAB DAS COLLEGE
• Name of the Head of the institution	Mr. Rakesh Kumar
• Designation	Principal In-Charge
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3.Website address (Web link of the AQAR (Previous Academic Year)	https://smdcollegepunpun.ac.in/userfiles/smd_aqar_report_2021-22.pdf
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• if yes, whether it is uploaded in the Institutional website Web link:	

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• Upload latest notification of formation of IQAC	*View File*
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• If yes, mention the amount	

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group • Remedial classes were held targeting students with specific needs; students aspired to go to higher education; and students planning to appear in various competitive examinations for jobs • Upgradation of Smart classrooms • Upgradation of laboratories with modern equipment • Encouraged faculty members to supervise more Ph.D. students • Encouraged faculty members to undertake Major and Minor Research Project	
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Series of lectures for faculty and students about GSCASH • Lecture on the concepts related to Gender • Gender Audit to assess impact of university's policies on gender equality and gender sensitisation • Special	ACTIONED

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13.Whether the AQAR was placed before statutory body? | No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	23/01/2025

15.Multidisciplinary / interdisciplinary

Since our college is a Constituent Unit of Patliputra University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has been implemented by the

State or the University, the same has been implemented by the College as well. Multidisciplinary and interdisciplinary system has been adopted as per orders and guidelines by the concerned authorities.

16.Academic bank of credits (ABC):

Since our college is a Constituent Unit of Patliputra University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has been implemented by the State or University, the same has been implemented by the College as well.

17.Skill development:

Skill development courses are being conducted for the students and teachers of the college frequently so as to enable them to keep update their knowledge. More specific skill development courses as per NEP 2020 are being adopted by the college as well.

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

Hindi is a compulsary language in the college for all the UG Programs. More Indian languages (MIL) has been added in the college since NEP 2020 has been adopted.

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

Since our college is a Constituent Unit of Patliputra University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has been implemented by the State or University, the same has been implemented by the College as well.

20.Distance education/online education:

Since our college is a Constituent Unit of Patliputra University, it follows the University Guidelines for its academic regulations. Since, the NEP-2020 has been implemented by the State or University, the same has been implemented by the College as well.

Extended Profile

1.Programme

1.1   **13**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **1959**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1154**

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

File Description	Documents
Data Template	View File

2.3   **3918**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **14**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **52**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**13**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1959**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1154**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**3918**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**14**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**52**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**35.73**
4.3 Total number of computers on campus for academic purposes	**30**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the curriculum framed and prepared by the Patliputra University, Patna. Head of Department of each department of the college finalizes departmental timetables and lecture schedules in consultation with the Routine In-charge of the college.Head of Departments owe the responsibility of monitoring the progress and methodology of classroom lectures to make sure that the coverage of the syllabus is comprehensive. Head of Department, in consultation with other faculty members of the department, obtains and analyses the structural feedback (by students and other stakeholders) on the syllabus. New academic session begins with induction programme, at the level of department, of the newly inducted students. Each department regularly conducts evaluation of students based on class-level tests, assignment-based questions, and the paper presentations. Teachers are constantly encouraged by the IQAC of the college to use ICT in classroom teaching. Besides teaching, few teachers of each department of the college also takes the role of mentorship

for students needing special attention. The college sees co-curricular and extra-curricular activities complementary to formal classroom teachings; hence, incorporates and organises various events throughout the academic session.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college religiously follows the academic calendar prepared by the Patliputra University, Patna. The university brings out the comprehensive and detailed academic calendar at the beginning of an academic session detailing schedule of academic activities i.e., date of filling examination forms, start and end date of the university exam, and other necessary details.The college follows a robust internal evaluation system for the assessment of students on a regular basis. At the under-graduation level, the college hold internal examination in theoretical papers; and conducts practical work assessment, and the assessment of students based on his/her performance in assignments and paper presentations. Punctuality and the overall conduct of students also forms the basis of internal evaluation. The schedule of internal examination is displayed on the notice board of the college and departments. Appropriate monitoring is done by the controller of examination of the college to hold internal examination on time in a fair manner. Result of the internal examination is displayed on the noticeboard of the college and departments. Besides following the schedule of the university, the college tries to incorporate various extra-curricular, extension activities, and celebration of important days in the university schedule.

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

1.1.3 - Teachers of the Institution	E. None of the above

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The Patliputra university and the S. M. D. College sees the importance of incorporating issues related to professional ethics, human values, gender, and Environment and Sustainability into its undergraduate curriculum and syllabus as a necessary bridge to holistic development of students. Almost all papers of the programme BA in Philosophy goes in detail to explore what is ethics, and which conceptions of ethics shall guide our personal, social, and public life. It also gives a platform to understand the broader connotation of the environmental ethics and various meanings of sustainability. B.Sc. in Botany teaches 'Environmental Biology' and touches several key concepts like – population ecology, ecological succession, environmental pollution, MAB programme, Biosphere reserves, wildlife management, and social forestry.

National Cadet Corps (NCC) unit of the college trains its cadets

on human ethics, discipline, nation-first, and environmental sensitisation. Several programmes are organised by the college or in a collaboration with its battalion that touches the cross-cutting issues of values, gender, and environmental sensitivity. National Service Scheme (NSS) unit of the college learns theoretical aspects of society, ethics, and service; and practically experiences it in the social laboratory by organising several programmes and initiatives.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://smdcollegepunpun.ac.in/pages.php?Url=feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

5126

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

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

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

1821

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students from the diverse social backgrounds are admitted in the S. M. D. College. The college allocates a decent number of days to understand the level of academic and social knowledge brought up by the newly admitted students. The learning level of student is assessed throughout the academic session through internal and external examinations, practical work, seminars, assignments, term papers, and discussion in groups. Internal assessment of students gives an opportunity to faculty members to symbolically categorise students into two categories, namely, advanced learners and slow learners.For instance, students are given the same book to study; but advanced learners are instructed to refute the arguments of the book, and slow learners are directed to explain the core arguments of the book. Class discussion starts with the slow learners and ends with the critical comprehension abilities of the advanced learners. Additionally, the college has a regular structure of remedial classes in which anyone can ask questions and clear doubts through mentorship or through group discussions.The college has a robust system of students mentoring system, Youth festivals, and Placement cell.Department of Psychology of the college is a nodal

department to professionally aid students in counselling.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2019	**14**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The success of teaching depends on the intensity of its centrifugal strength. Unless teaching is student-centric; the essence of teaching is bound to dilute. It is heartening to acknowledge that the S. M.D. College gives its best to orient teaching through the core domain of its students.

Experimental learning is one such methodology. Academic programmes with mandatory practical requirements undertake experimental works inside the laboratories. At the same time, social science programmes strive hard to experiment the contents of classroom learnings in the social laboratories. For instance, to understand the concept of 'unwaged labour' students are given the task of observing and documenting the diversity of household work done by their mother and sisters and correlate those observations with the monetary charges of the range of similar works if done by some house help.Discussing complex and burning questions of the seminars/conferences, attended by faculty members, in the classroom is the regular academic routine of the faculty members of this college.Participative learning is also a core part of teaching methodology in the classroom. Students are given a book to read, understand, and refute its core arguments.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The only good thing that may be associated with the pandemic of Covid-19 is that it generated a space where several teachers became ICT friendly. This also helped the teaching-learning ecosystem of the S. M. D. College. IQAC of the college weekly monitored the progress of online teaching and sent report of the same to the Patliputra university for its neutral assessment. Google classroom, Google Meet, Zoom, Telegram, WhatsApp groups and several other platforms were frequently used in the teaching process. Assessing students per lecture also became very convenient with these online tools. ICT was also used extensively for seminars/webinars and online conferences. Post-pandemic, teachers are happily using smart classrooms to effectively teach a mix of theoretical and experiential components.

However, the college honestly acknowledges few limitations brought in with these ICT. It experienced that ICT method used during pandemic reduced the scope of participative learning by a slight margin. Teachers found it difficult to organise and manage group discussion component of the online teaching in a smooth way.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

228

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is a constituent unit of Patliputra University and is guided by the regulations regarding examination and evaluation formulated at the level of the university. The college follows a robust internal evaluation system for the assessment of students on a regular basis. At the under-graduation level, the college hold internal examination in theoretical papers; and conducts practical work assessment, and the assessment of students based on his/her performance in assignments and paper presentations. The schedule of internal examination is displayed on the notice board of the college and departments. Appropriate monitoring is done by the controller of examination of the college to hold internal examination on time in a fair manner. Punctuality and the overall conduct of students also forms the basis of internal evaluation. All existing departments of the college make all possible efforts to objectively evaluate students on a reliable, comprehensive, and transparent framework. Result of the internal examination is displayed on the noticeboard of the college and departments. Conducting departmental seminars, webinars, quiz on famous personalities and events, and workshops is also incorporated in the college component of the university schedule.

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

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

Despite incorporating objectivity and neutrality in the internal

component of the evaluation process; the college understands the possibility of germination of grievances at any stages of the process of evaluation. To tackle this, the college has well-established mechanism for redressal of grievances. For instance, if any student is unsatisfied with the marks he/she has received in the internal examination; he/she is free to approach the Controller of Examination of the college and demand retotalling of marks by submitting necessary relevant documents. Controller of Examination in consultation with the subject-teacher and the Head of the Department objectively assess the grievances raised by the complainant. Once the issues of grievances are assessed by the Controller of Examination; a message is delivered to the complainant about the nature and content of redressal.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All thirteen undergraduate programmes taught in the college has specific and well-defined course outcomes. The syllabus framed for each undergraduate programmes by the affiliating university clearly mentions and expects the set of outcomes expected from each course modules. Head of the Department of all the programmes brief teachers of the respective department about the general and specific expectation from a particular course module. In addition to it, HoDs also shares few teaching methodologies that can fetch a relatively good outcomes from the classroom teaching.

Additionally, each faculty members of the college delineate course/module outcomes in the classroom in two sections. First, the overall expected outcomes from the module; and second, the expected learning outcomes from each section/component of that module. Dividing expected outcomes into two sections help students to grasp the sequential clarity of topics or themes. It also helps teachers to effectively communicate by arranging lectures in a systematic and structured way. The faculty members are well-trained to carve out the perimeter of each module. In addition to delineate what is expected from a course/module;

faculty members spend a good amount of time explaining what is it that is not expected from a particular module.

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

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

The college evaluates its faculty members and students on two parameters – Programme outcomes and Course outcomes; however, the lexical priority of evaluation it sets as from 'Course outcomes' to 'Programme outcomes'. For Course outcomes, departmental teachers who have not taught that module is assigned the duty to evaluate students based on conceptual clarity. The atmosphere of evaluation is kept very informal to increase greater participation of students. For Programme outcomes, a team of teachers from different disciplines are formed to give it an inter-disciplinary look. The team shares set of issue-based questions having inter-disciplinary connotations in the classroom and invites objections, suggestions, appreciations, or refutations. Based on the varied responses, it becomes easier for the team to evaluate the students and correlate his level of learnings with the expected outcomes from the programme.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1248

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

2.7 - Student Satisfaction Survey

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

https://smdcollegepunpun.ac.in/pages.php?Url=student-satisfaction-survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

6

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

3.3 - Extension Activities

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

The college regularly organises and takes part in the extension activities i.e., celebration of International Yoga Day, promoting environmental consciousness through 'Jal Jivan Haryali' mission, awareness on Covid-19, blood donation, Swachhata campaign, etc. NCC and NSS unit of the college take lead in organising these activities. NCC unit of the college (7/29 Bihar Battalion, Patna) successfully helped police and traffic department of the government of Bihar in traffic control related activities. These extension activities have a long-term impact on the personalities of the participating students.

NCC unit of the college celebrated 'Police Day' in collaboration with Punpun thana. A rally and awareness programme were organised on this day in the local market of Punpun. This occasion helped NCC cadets to see the other side of the police, quite opposite of what is generally perceived about police. Currently, several students are preparing for the competitive examination of Bihar police for all ranks like – constable, SI, and DSP. Similarly, cleanliness programme organised by NSS unit of the college in the local market of Punpun helped some shopkeepers to experience shame due to unhygienic environment in and around his shop; and, pushed them to regularly clean in and around his shop.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1320

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Among the constituent colleges of Patliputra university, S. M. D. college has one of the largest campuses. Buildings are categorised into science, arts, and administrative block. It has sixteen spacious, well-maintained, and adequately ventilated classrooms. The college has girls' hostel, library, computer centre, playground, laboratories, and an ICT enabled Seminar Hall.

The ICT enabled classrooms and smart classrooms are frequently accessed by teachers as well as students. Gymnasium is used by students to keep their health in check. Girls common room and a separate common room is exclusively dedicated to girl students and boys' students respectively. In a commitment to environmental conservation, the college has the facility for solar power generation. The college buildings have ramps to keep campus divyang-friendly. Science laboratories of the department of Botany, Zoology, Physics, and Chemistry are undergoing effective modernization to enhance the standard of teaching-learning, and to boost the scope of innovations.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

he college has the physical spaces and capacities for attracting and empowering students through extra-curricular activities. Amongst the constituent colleges of the university, the S. M. D. college has lone of the largest playground. Students play several outdoor games i.e., cricket, football, volleyball, and badminton in this playground. Since most of the enrolled students are local; few of them practices running and jumping in the playground with an aim to get selected in Indian army and Bihar police.

The college has a well-maintained Auditorium with a seating capacity of about 350 students. Several cultural activities, celebration of important days i.e., Constitution Day, Kargil Vijay Diwas, Science Day, NCC Day etc. and academic activities like – seminars and conferences are organised in this auditorium. The college has a fully equipped gymnasium where students undertake fitness tasks.

Availability of physical spaces for these extra-curricular activities in the college has helped it to attract more students. The seriousness of the college administration in this filed can be gauzed from the fact that it has written letter to the Patliputra university and the Government of Bihar to provide additional fund for new construction and upgradation of the existing physical spaces and facilities.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

15.93

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College Library is well stocked with 17313 text books and 03 journals. The library is automated so as to enable the benefeciaries to have an easy access to its vast contents. The library also subscribes Newspapers and Magazines which are made available to the readers in the reading room.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution provides access to desktop systems and laptops to both faculty and students which allows them to use computer aid for academic projects, practical sessions and for learning. To make the learning process more effective various innovative methods are used by the teachers. This includes giving group assignmentsand having power point presentations, where students can discuss and explore their knowledge together. Learning combined with visual presentations or working on certain software is much more enjoyable and comprehensive for the students. The College Campus is WiFi enabled with 10 mbps bandwidth and available for use by its stakeholders. The college has 30 computers for academic and 05 computers for administration uses. These desktops are running on windows 7, windows 7 pro, windows 10 and windows 10 pro operating systems. These computers are equipped with related softwares such as MS Office, Tally etc.

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

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

19.8

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The building committee, consisting of senior faculty members and administrative staffs, looks after the new construction, repair works, and maintenance of the existing infrastructure. This committee adheres to the guidelines of the funding agency – UGC, RUSA, Government of Bihar, or the Patliputra university in augmenting the physical infrastructure in the campus. Utilization report is prepared and checked by this committee before submitting the relevant documents to the funding agency. This committee also looks after support facilities i.e., water supply and power supply inside the campus.

Laboratory in-charges and the library in-charge maintains of stock of items available in their respective domain. The college administration appoints committee that investigates and monitors the functioning of laboratories and library. The health of computers and ICT facilities is frequently checked and monitored by the BCA in-charge.Sports in-charge of the college keeps a close eye on playground and gymnasium. All HoDs are in-charge of their respective classrooms. They report to the college's principal about any shortcomings i.e., repairing ramps, fire-extinguisher, and the status of furniture. The sanitation committee of the college gives top priority to the sanitation in the college. It inspects toilets, and physical campus of the

college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2380

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills — **A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student — **A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

59

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

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

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

Since students are one of the most important stakeholders of the college; it provides institutional space to student representation in most of the committees and cells. Student representatives in the student union are duly elected by the student community of the college in accordance with the laws and statutes of the university. Students are also elected in various bodies of the college i.e., sports committee, girls' common room, GSCASH cell, Grievances redressal Cell, Anti-ragging cell and the Eco club. Student representatives take active participation in the committee meetings, discussions, and decision-making process and add student perspectives into it. These elected members proactively participate in cultural activities of the college. It also provides necessary assistance to NSS and NCC of the college. Most of the events organised by NCC and NSS of the college sees active participation of the elected members of union and committees.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2000

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Presently the college does not have a Registered Alumni Association. However efforts are made to acquire feedback and suggestions from the alumni of the college wherever feasible. The college is planning to have a Registered Alumni Association in the forthcoming academic year.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission of the College are reviewed and redefined time-to-time in view of changing national and global trends in

education. Goals are set to attain the objectives enshrined in national policy for higher education.

The institution's Vision and Mission reflect the distinctive characteristics of the institution. The College caters to the educational, social, cultural and economic needs of the society. All these characteristics are reflected in its policies. High quality educational programmes and healthy practices are being implemented keeping in mind the policy of uncompromising adherence to the values and principles of inclusion, responsibility and social accountability.

The Principal forms various committees under the convenorship of a teacher or a non-teaching staff with members from teaching staff, non-teaching staff and students for overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, encouraging cultural activities, implementation of healthy practices in the campus and inculcation of the spirit of national integrity and social responsibility. The Principal is ably supported by the Teachers-in-Charge who help in executing the strategic and perspective plans through their department members.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College follows the practice of decentralisation in its true sense, in all the three important pillars of the institution, viz. academics, administration and extra curricular activities.The practice of decentralisation and participatory management isreflected in all the activities of the College through a strong and efficient Organogram of Committees/Societies which includes the IQAC, the Staff Council, Student Council and various Cultural Societies.All the major stakeholders of the College including the Principal, Teaching and Non-Teaching Staff, Parents and Students work in a

democratic way of governance following the tacit rules of accountability in execution of their duties and responsibilities.

The primary objective of decentralisation with regard to this particular cultural event is to reorient organisational culture, thin out the official hierarchy, extend opportunities for teachers as well as students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management.Decentralisation of administration in college refers primarily to a process, in which students are given a free hand to take decisions about the judicious use of resources, financial management, execution of programmes, security arrangements, and so on.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies. It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation 2. Teaching- Learning Processes 3. Research, Collaboration and Extension Activities 4. Academic infrastructural facilities 5. Student Support Activities and Student Progression 6. Internal Quality Assurance System 7. Institutional Values and Best Practices 8. Governance, Leadership and Management

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution, chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Principal, the teaching staff, the non-teaching staff and the students.The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Administrative Officer, Section Officers, Senior and Junior Office Assistants and manual staff. The TIC oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. The College also has Internal Quality Assurance Cell (IQAC) which works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. The Library organization includes Librarian, Assistant Librarian, Library clerks and library attendants. Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members. The Anti Ragging Cell, Grievance Redressal Committee, Anti-Drug Cell and the Internal Complaints Committee: The objective of these committees is to ensure that no violation of rules takes place within the College and work towards addressing and settling grievances, if any.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

The Teaching and Non-Teaching staff are privileged with Leave Benefits as per the University rules.Duty leaves are provided to attend various Orientation/Refresher/ Seminar/ workshops/Training Programs as per the Government rules.

Faculty Enhancement programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.

Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ Short- Term Courses to the teaching staff for professional development.

Computer Training Courses are provided for teachers to help them hone their e-skills and the non- teaching staff is sent to attend computer training courses organized by the University.

ICT Facilities-The College is fully Wi-Fi enabled. Computer facilities are provided in the library and staff room.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	*View File*

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	*View File*

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

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

7

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

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

The College requires that the teachers furnish a self-evaluation form every year, available on the College website. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students.The performance appraisal is used for Career Advancement of the teachers who are updated about their performance at each level. The whole system is carried out in a confidential manner. The respective teacher is informed about the same and suggestions given.

Non-Teaching Appraisal

Each employee submits the Annual Performance Appraisal Report (APAR) which is Certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer. Both Reviewing and Reporting Officers accord points to the concerned employee after a careful insight into the self-appraisal report filled . A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency.

Students are given the opportunity to provide their feedback of the teachers. As per the procedures outlined by the IQAC, the feedback forms are available online on college website and the Teacher-in-Charge (TIC) ensures that the students of the

department fill the feedback questionnaire.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit. In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy. Income/Expenditure is closely monitored by the Bursar and the Principal.Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.

The audit wing of the UGC/govt. visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college.For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads. The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College.The bills and vouchers of the revenue expenditure are checked.The Utilisation Grant Certificates are audited by the external auditor.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college mobilizes funds for its regular activities and development. The mobilized fund is optimally used by the college.The College has a Governing Body, Planning and Purchase Committee, Library and various associated bodies which help in the preparation, division, allocation and utilization of funds. Fees received from students are used for development of the college.Physical and Academic facilities are augmented for students.

Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased.The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. All purchases are done through a tender system. Each and every transaction is supported by the vouchers.

For each and everyfinancial transaction proper permission is taken from the Principal of the College.

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

6.5 - Internal Quality Assurance System	

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The College has a rich culture of institutional functioning through participation among all stakeholders especially faculty, students and the non-teaching staff. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. Some of the initiatives of IQAC are appended below:

IQAC conducts FDP to bring the knowledge of the teachers at par with the latest developments in their respective disciplines.

IQAC organizes ICT workshops to enable teachers to interspersetechnology in curriculum to make the art of classroom pedagogy morerelevant and interesting forstudents.

IQAC takes care of the needs of the administrative staff to improvetheir work atmosphere, both at the professional and emotionalfronts.

The IQAC proposes a number of best practices in variousaspects of functioning of the administrative branch.

IQAC believes in establishing a democratic pattern ofadministration. The Management along with the Principal ensures thatequal opportunities are given to staffmembers who are best suitedfor a particular department and also, they are provided withopportunities to hone their skills.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching learning process.IQAC achieves this through mainly two practices, viz.,

1. Conducting Academic Audits annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps 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.

IQAC, post accreditation, has 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. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students. Effective Use of ICT in Teaching and Learning;Teachers are encouraged to use ICT tools to prepare and deliver their lectures throughaudios, videos and PPTs.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world.

This college strictly ensures full and effective participation of female students thus providing equal opportunities in leadership at all levels of planning, decision making, character development etc. This helps these students to excel as an independent and successful human being in the present cultural society.

To achieve this feat, many seminars and workshops are being conductedat the college at regular intervals. Regular lectures are organised in and around the theme of gender. Women development Cell of the college is fairly represented by girl students. College has a well functioning GSCASH to check sexual harassment in the college. Girl students have a separate girls common room. Sanitising toilets at the regular intervals are done by the sweeper. The college celebrates International Womens Day every year.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has 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.

Several saplings are planted at regular intervals by students and staff in 'tree plantation programmes organized by the college and these plants are taken care by gardener. The college campus has been declared as 'Plastic free Zone' so use of plastic bag is avoided and usage of jute bags and cotton bags are motivated. Water conservation is done through rain water harvesting.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and

D. Any 1 of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The sprawling College campus accommodates UndergraduatesDepartments, Playground, Seminar hall and a big Library. The campusprovides an adequate infrastructure that consists of a wellfurnished Laboratory, Library, hostel and spacious Classrooms. As an Institution of learning, College has a commanding presence in theUniversity. The College while maintaining its exemplary records in university examinations students are encouraged extensively to take part in various cultural and sports activities and competitios at various levels.

The college continuously aspire to make itself very inclusive to all its stakeholders. The college campus is disabled-friendly; ramps have been constructed in administrative and academic buildings. Women Developmenet Cell and GSCASH cell is very well representated by the women members including girl students. At the begining of session; efforts are taken to properly induct students along with the diversity brought up by them. Remedial classes and mentorship are given to the students who need them the most. Linguistic barriers are tackled by teachers by being nilingual in teaching.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College while maintaining its exemplary records in university examinations has also emerged as a major contender in variousInter university competitions. Many of our students has been selected to represent the University in various sports disciplines thus bringing laurels to the University and College in particular. College while fostering a stimulating academic environment, attempts at instilling in the student values and attitudes which recognized the human imperatives of a strife free community.

Each year, the college celebrates Constitution Day; students and faculty members take pledge to abide by the constitutional obligations and duties. Students are also encouraged to take active part in the events organised by NCC and NSS unit of the college. Additionally, the college also takes part in the social initiatives implemented by the government of Bihar. For instance, all stakeholders of the college took part in the human chain in support of liquor ban and policies promoting Jal-Jivan-Haryali. Most of the important days are celebrated by planting trees in the college campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events

and festivals

Apart from the regular collegiate activities, this college ensures celebration of International days such as Women's Day, StudentsDay etc,and national days such as Independence Day, Republic Day, Swami Vivekananda Jayanti, Gandhi Jayanti, National Youth Day, Yoga Divas etc. Maximum participation of all its stake holders are ensured during these occasions.

In the domain of environmental sensitisation; Jal-Jivan-Haryali day was celebrated by the college by organising series of seminars and invited lectures. Its result is heartening as most of the students are taking all necessary efforts to keep campus clean and green. Plastic-free campus is not a distant dream for the college. International Women's Day, World Earth Day, National Unity Day, NCC Day, NSS Day, etc. are celebrated in the campus and large participation of stakeholders can be seen in it.

The college has observed that celebrating and commemorating these important days and festivals also help students to informally learn a lot about the culture, cultural situatedness of knowledge, and the way forward to tackle problems faced by our society.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Swachhata: The college has succeeded in making its campus a clean and green campus. NCC and NSS unit of the college has taken lead in ensuring college a clean and green ones. The college has prioritised to keep all its toilets clean and sanitised all the time. With the efforts of all stakeholders, it has succeeded in achieving this essential requirement. Now, girls's enrollment and retention has increased in the college.

The college assumes that sanitised campus and clean toilets has contributed a lot in retaining the girl students in the college throughout the acacdemic classes.

2. Eco-Friendly Initiatives: The college understands the importance of healthy environment and has taken several important eco-friendly initiatives. All stakeholders of the college are regulary briefed about reducing their dependency on plastic inside the campus. We are very close to convert our campus into a plastic-free zone. We celebrate and commemorate several important days and festivals by planting trees inside the college campus. Naming of newly planted trees are done to give a human touch to the efforts of environmental initiatives.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Since the college is located in the rural area of Patna and most of the admitted students belong to the disadvantaged sections of society; extra efforts are taken by the teachers of the college to accomodate, train, and impart learning. Counselling sessions are organised for newly inducted students by being empathetic to their differential social situatedness. Extra classes are taken by teachers to train them on basic concepts and the points on which some of them have confusions. Mentorship is very much part of the academic discipline. These efforts have brought good result for the college as the college is one of the best performer in the Patliputra University, Patna. It has one of the best pass percentage tally. Students who pass out from this college serve the nation through various good capacities. Few of them serve in the Indian Army, Bihar police, and Police of other states. Some of them enroll in further ladder of higher education.

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

7.3.2 - Plan of action for the next academic year

1. To encourage teachers to apply for Minor and Major Research Project.
2. To encourage science faculty members to prepare and submit a plan to UGC or the Government of Bihar to make an in-depth study on the ways to tacke the continuing pollution of Punpun river.
3. Increase the number of Smart classrooms
4. To make the college campus complete plastic-free
5. Intensive use of ICT in the college's library
6. More plantation of trees and Solar-energy cells