

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution                      M. K. S. College, Trimuhan-Chandauna

- Name of the Head of the institution :    Prof. Navin Kumar
- Designation:    Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.:        N/A
- Mobile no.: 8789202562
- Registered e-mail: mkscollegechandauna209@gmail.com
- Alternate e-mail :
- Address        : Vill + Post Chandauna, Jalley
- City/Town    : District: Darbhanga
- State/UT     : Bihar
- Pin Code     : 847303

2. Institutional status:

- Affiliated / Constituent:                      Constituent
- Type of Institution:                            Co-education
- Location :                                        Rural
- Financial Status:                                UGC 2f and 12 (B)  
(please specify)                                Government Funding

- Name of the Affiliating University: L. N. Mithila University, Darbhanga
- Name of the IQAC Co-ordinator : Md Absar Alam
- Phone no. : N/A

Alternate phone no.

- Mobile: 9650166272
- IQAC e-mail address: mkscollegechandauna209@gmail.com
- Alternate Email address:

3. Website address: <https://www.mkscollege.in/>

Web-link of the AQAR: (Previous Academic Year): N/A

4. Whether Academic Calendar prepared during the year? Yes

Academic Calendar is prepared centralised by the university headquarter and the colleges affiliated to the university follow the calendar.

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: <http://www.lnmu.ac.in/examination-calender.php>

#### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.1	2017	from:2017 to: 2022
2 <sup>nd</sup>	N/A			
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				

6. Date of Establishment of IQAC: 15/05/2008

#### 7. Internal Quality Assurance System

7.1 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
A meeting of IQAC was held on 27.07.2017 under the Chairmanship of the Principal	27.07.2017	5
IQAC meeting was held on 23-12-2017	23-12-2017	5

Formation of new IQAC	7-7-2018	7
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**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

The College did not receive funds from 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
In the year 2017-18, this college did not receive any funds.				

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

The new composition is already uploaded on the website of the college.

**10. No. of IQAC meetings held during the year: 2**

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No ✓**

If yes, mention the amount: Year:

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

\* Regular AISHE report prepared and submitted

\* Prepared developmental plan for the college submitted to RUSA.

**13. 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
A Review meeting was	The meeting was held in December, 2017

scheduled to be held	
AISHE report to be submitted	The report was submitted
Preparation of developmental plan for the college and to submit it for funding from RUSA	A developmental plan was prepared and submitted to RUSA

**14. Whether the AQAR was placed before statutory body?** The College does not have any statutory body. However, the report was submitted before a committee chaired by the Principal for further action. The suggestions made by them were suitably incorporated in the report.

Name of the Statutory body:

Date of meeting(s): 25-01-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

**Yes/No:** Yes

Date: 24.04.2017

**16. Whether institutional data submitted to AISHE: Yes/No:**

Yes

Year: 2018

Date of Submission:

22.03.2018

**17. Does the Institution have Management Information System?**

The Institution is remotely situated in a village area. The rural background of the institution leads to the slow implementation of such system. However, the institution is committed towards adopting new-age practices and e-governance including Management Information System.

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

## Part-B

<b>CRITERION I – CURRICULAR ASPECTS</b>						
<b>1.1 Curriculum Planning and Implementation</b>						
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words						
The college has a norm to undertake a brain storming session in a meeting of the staff council in the beginning of a session every year with the objective to chalk out plans and practices for imparting quality education and effective implementation of curriculum. Each faculty member prepares teaching plans and progress register as required by the guidelines of the State Government and the University. A review meeting is al held during the year to monitor the progress under the chairmanship of the Principal.						
1.1.2 Certificate/ Diploma Courses introduced during the Academic year						
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development		
The college does not have power to introduce new courses. It is the university which takes decision in this regard. Therefore, no course was introduced during the academic year of 2017-18						
<b>1.2 Academic Flexibility</b>						
1.2.1 New programmes/courses introduced during the Academic year						
Programme with Code	Date of Introduction		Course with Code	Date of Introduction		
N/A						
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		UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
CBCS was not introduced in the UG courses. It should be mentioned that this college is a UG college.						
Already adopted (mention the year)				N/A	N/A	
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year						
	Certificate		Diploma Courses			
No of Students	N/A		N/A			
<b>1.3 Curriculum Enrichment</b>						
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		
N/A		N/A		N/A		
1.3.2 Field Projects / Internships under taken during the year						
Project/Programme Title			No. of students enrolled for Field Projects / Internships			
The college is situated in village area. Therefore, such internship is difficult to be organised. However, the institution is committed to carry out field projects and attract internship for students in future.						
<b>1.4 Feedback System</b>						
1.4.1 Whether structured feedback received from all the stakeholders.						
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents		
Yes	Yes	No	Yes	Yes		
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)						
Feedback was undertaken from all the stakeholders. Generally a meeting of all the stakeholders are held in the college in the beginning of the session with representation of teachers, administrative staffs, students,						

alumni and parents. During the meeting feedback is taken from all the participants for improving both teaching and administrative qualities of the college.

## **CRITERION II -TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. A	3400	Applications are received by university through online system.	1172
B. Sc	510		130
B.Com	300		274

### **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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	4290	N/A	12	N/A	N/A

### **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 ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
12	12	Internet System	1	1	Turnitin/ International database like World Bank, IMF and national database.

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

The college has a career and guidance centre for the students. Teachers are committed to help the students for future plan.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4290	12	1:358

### **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

39	12	27	No	9
<b>2.4.2 Honours and recognitions received by teachers</b> (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	
N/A	N/A			
<b>2.5 Evaluation Process and Reforms</b>				
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
B. A. B. Sc. B. Com (I)	Ist Year	2017-18	17-11-2018	12-10-2018
B. A. B. Sc. B. Com (II)	IInd Year	2017-18	28-04-2018	01-09-2018
B. A. B. Sc. B. Com (II)	IIIrd Year	2017-18	05-06-2018	30-06-2018
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
Evaluation is a centralised process which is handled by the Examination Department of the L. N. Mithila University. Hence, the University is entitled to develop such system.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
The university headquartered is responsible for managing academic calendar year. Constituent colleges follow the same.				
<b>2.6 Student Performance and Learning Outcomes</b>				
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) <a href="https://www.mkscollege.in/">https://www.mkscollege.in/</a>				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B. A.	B. A.	624	549	88.0
B. Sc.	B. Sc.	128	89	69.5
B. Com	B. Com	203	168	82.8
<b>2.7 Student Satisfaction Survey</b>				

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink):  
The college is committed to carry out such survey for next upcoming sessions.

**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 Academic year
Major projects	No	N/A	N/A	N/A
Minor Projects	No	N/A	N/A	N/A
Interdisciplinary Projects	No	N/A	N/A	N/A
Industry sponsored Projects	No	N/A	N/A	N/A
Projects sponsored by the University/ College	No	N/A	N/A	N/A
Students Research Projects (other than compulsory by the College)	No	N/A	N/A	N/A
International Projects	No	N/A	N/A	N/A
Any other(Specify)	No	N/A	N/A	N/A
Total	No	N/A	N/A	N/A

**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(s)
No	No	No

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
No				

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

Incubation Centre	Name	Sponsored by
No	No	No
Name of the Start-up	Nature of Start-up	Date of commencement
No	No	No

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards



State	National		International			
No	No		No			
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department		No. of Ph. Ds Awarded				
N/A		N/A				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
Natio nal		0	0			
Inter natio nal		0	0			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
		0				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
0	0	0	0	0	0	0
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
0	0	0	0	0	0	0
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level		State level	Local level
Attended Seminars/ Workshops = 5	1		4		0	0
Presented papers	0		4		0	0
Resource Persons	1				0	0
<b>3.4 Extension Activities</b>						
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 co-ordinated such activities		Number of students participated in such activities	
No	No		N/A		N/A	

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	No. of Students benefited
N/A	N/A	N/A	

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
No	N/A	N/A	N/A	N/A

### 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	
The institution is situated in remotely situated village area. Due to its distant location, such collaboration is difficult to be materialised. However, the institution is looking ahead for establishing such collaboration and work actively for faculty exchange and student exchange programmes.				

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-To)	participant
N/A	N/A	N/A	N/A	N/A

The college is located in rural area where industrial collaboration and intuitional collaboration is difficult to achieve. In fact, this is the only institution of higher learning in the periphery of 30 kms from the location of the institute.

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 and Activities	Number of students/teachers participated under MoUs	
N/A			N/A	

## 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

No additional infrastructure was added During 2017-18.

4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	30351.55 sq m	0
Class rooms	11	0
Laboratories	5	0

Seminar Halls	1	0
Classrooms with LCD facilities	1	0
Classrooms with Wi-Fi/ LAN	1	0
Seminar halls with ICT facilities	0	0
Video Centre	0	0
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0
Others	0	0

#### 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 partially)	Version	Year of automation
Infolib	Partial	2012	2016-17

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32,849	25,63,933	222	53,173	33,071	26,17,106
Reference Books	505	1,16,902	0	0	505	1,16,902
e-Books	0	0	0	0	0	0
Journals	45	45,000	48	48,000	93	93,000
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library automation	0	0	0	0	0	0
Weeding (Hard & Soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	52	2	Wifi 1	16	0	1	5	-	-
Added	0	0	0	0	0	0	0	-	-
Total	52	2	1	16	0	1	5	-	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
Wifi. 56 MBPS									
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			
MOODLE						<a href="https://moodle.org/">https://moodle.org/</a>			
4.3.4 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	
Prof. Sanket Kumar Jha		MOODLE			In the Department of English for providing e-content to students.			9-01-2018	

<b>4.4 Maintenance of Campus Infrastructure</b>			
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 incurred on maintenance of physical facilities
88500	88500	285000	261000
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
A committee under the chairmanship of the Principal reviews the expenditure made upon maintaining the physical, academic and other related infrastructure in the college. The committee is also proposes expenditures to be incurred on maintaining the infrastructure which is adopted for the financial year.			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	No	N/A	N/A
Financial support from other sources			

a) National	No	N/A	N/A
b) International	No	N/A	N/A

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 implementation	Number of students enrolled	Agencies involved
Language Lab	November, 2017	85	Department of English

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Career Counselling Cell	155	110	The institute till date does not keep any such record. However, the institution is planning to keep such record of its students. A mechanism will be developed soon.	The instituted does not have any mechanism to keep record of such students.

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	No. of grievances redressed	Average number of days for grievance redressal
0	0	0

The institution has a student's grievances cell which is always ready to solve any such issues related to students.

## 5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
0	0	0	0	0	0

The institution is located in remote area therefore, no placement activities take place. The Institution, despite of such disadvantages, planning to create environment for collaboration with industries located in the area.

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
This is an undergraduate institution and located at remote distance from the headquarter.					

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	No. of Students selected/	Registration number/roll
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	qualifying	number for the exam
NET	N/A	N/A
SET	N/A	N/A
SLET	N/A	N/A
GATE	N/A	N/A
GMAT	N/A	N/A
CAT	N/A	N/A
GRE	N/A	N/A
TOFEL	N/A	N/A
Civil Services	N/A	N/A
State Government Services	N/A	N/A
Any Other	N/A	N/A

This college is a UG level college. Till date the college has not taken any initiative to help students for complete exams and keep record of them. However, number of students who passed out from the college have also passed competition examination. Moreover, the institution is committed to develop such mechanism with the objective to provide guidance to students and also keep record of their performances in the competitive examinations as listed above.

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

Activity	Level	Participants
0	0	0

### 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/ International	Sports	Cultural	Student ID number	Name of the student
0	0	0	0	0	0	0

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

The student union election was held after a long period of time in July, 2018. With active student representation body, the college is expected to follow democratic procedure in the next session. However, for this session, during the meeting of academic council, students were participated in the meeting in order to outline the academic activities for the session 2017-18.

### 5.3 Alumni Engagement

#### 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

There is an alumni association active at college level. The organisation is yet to be registered.

#### 5.3.2 No. of ~~registered~~ enrolled Alumni: N/A

#### 5.3.3 Alumni contribution during the year (in Rupees) : N/A

#### 5.3.4 Meetings/activities organized by Alumni Association : N/A

## 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 firmly believes in the participatory approach of governance and management. It is in this

context, all the stakeholders are invited to take part in the meetings held in the beginning of the session which include teachers, non-teaching staffs, students, alumni and parents. Furthermore, there are separate associations for teaching and non-teaching staffs at college. Both strive to work together in order to achieve shared goal and objectives.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
No
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development: The curriculum and design of syllabus is a centralised process in this University. Curriculum is designed by the university and the college follows the same. However, the faculty of the college also prepares teaching materials and disseminate them among the students.
❖ Teaching and Learning: The faculty members are encouraged to adopt new technique of teaching. Teachers attend seminars, workshops and also training programmes with the objective to get familiar with the new development in their respective area.
❖ Examination and Evaluation: The University has adopted online procedure for filling of forms. While conduct of examination is centralised by the university, the college, however, prepare its students for examination.
❖ Research and Development: The institute encourages its faculty to engage themselves in research projects.
❖ Library, ICT and Physical Infrastructure / Instrumentation: The college library is automated by using software for library management. This helps students for identifying the availability of relevant books for them.
❖ Human Resource Management: The institution's management takes utmost care in creating supportive atmosphere for developing the management skills of teachers, non-teaching staffs and students. The Institution encourages its teachers to participate in orientation, induction and other programmes relating to human resource development.
❖ Industry Interaction / Collaboration : As mentioned earlier, the college is situated in the remote area where such collaboration are difficult to take place. However, the institution is committed to avail any such opportunity for industry collaboration.
❖ Admission of Students: Admission of students is an online process and centralised at university level.
6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development: There is a committee at college level having members from the college teachers and non-teaching staffs and also the university representatives. The committee is called development committee responsible for planning and developing infrastructure in the college. Meetings are held time to time and minutes are disseminated through emails to the members. Planning and development related documents are also prepared and placed before the committee both through email and hard copy.
❖ Administration: The operations of the day to day administration is still manual.
❖ Finance and Accounts: Finance and accounts is still managed through manual operation.
❖ Student Admission and Support: Admission is an online process and the university sends list of selected students. The college accordingly takes admission to the selected students.
❖ Examination: Online process of filling up forms for exams and a computer center is established for

addressing concerns related to students at the university level.

### 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
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The institution has not supported any teachers to get membership of any professional body. It has also not supported its teachers to participate in seminars.

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
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No such programme was organised during 2017-18

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	Date and Duration (from – to)
Pt. Madan Mohan Malviya National Mission on Teachers and Teaching	1	28 Nov. 2017-20 Dec 2017

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

Teaching		Non-teaching	
Permanent	Fulltime/temporary	Permanent	Fulltime/temporary
12	0	24	24

6.3.5 Welfare schemes for

Teaching	Welfare fund for teacher at university level
Non teaching	Welfare fund for non-teaching staffs at university level
Students	Student union fund at college level

### 6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

The mechanism for internal audit internal audit is done in two angles, one is Stock Taking and the other is Financial implications. Audit of various departments of the college like library, service unit and others are conducted through stock taking by the Internal Audit Committee of the institution per year. The internal audit committee prepares a financial audit report along with balance sheet. External registered Chartered Accountant firm is hired for conducting external audit of the report prepared by the internal committee. Every year same mechanism is followed.

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/ Grants received in Rs.		Purpose
N/A		0		N/A
6.4.2 Total corpus fund generated N/A				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Government and the University Officials	Yes	Committee constituted by the Principal
Administrative	Yes	State Government and the University Officials	Yes	“
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
The college does not have such association. However, teachers and parents are participating in meetings.				
6.5.3 Development programmes for support staff (at least three)				
The institute supports its non-teaching staffs for their skill development. However, in the year 2017-18. no such programmes were conducted at the institute levels.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : (Yes) date of submission : 22-03-2018				
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 activity	Duration (from-----to-----)	Number of participants
2017-18	New teaching methodologies and pedagogy designing	09-01-2018	9-01-2018 to 9-01-2018	25

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Government Schemes and Gender Budgeting organised by Women’s Cell	15 September, 2017	20	30
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources Regular improvement infused in the existing solar panel system. In addition, the college is also following practices			

of green management of waste disposal.						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			No			
Provision for lift			No			
Ramp/ Rails			No			
Braille Software/facilities			No			
Rest Rooms			1		-	
Scribes for examination			No		-	
Special skill development for differently abled students			No		-	
Any other similar facility			No		No	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18	1	1	28 November, 2017	Uchhya Shikhsa Sambandhit Jagrukta Abhiyan	<ul style="list-style-type: none"> <li>Reducing drop outs in higher education</li> <li>Increasing female enrolment ratio</li> </ul>	5
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
No		N/A		N/A		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)		Number of participants		
No		N/A		N/A		
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
Waste management awareness programme held on 22-08-2017						
Plantation drive held on 20-12-2017						
<b>7.2 Best Practices</b>						
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link						
<b>As per Annexure I</b>						
7.3 Institutional Distinctiveness						

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

8. Future Plans of action for next academic year (500 words)

In the next academic session, the institution is planning to improve its quality and standard of education by introducing the following stipulated activities;

1. Meeting of Academic Council
2. Meeting of IQAC cell for enlisting quality initiatives to be taken during the year.
3. Adapting innovative techniques in teaching learning process.
4. Conducting SSR during the next session.
5. Planning of a seminar on IPR.
6. Preparation of AQAR report

Name:

*Md Absar Alam*

Name : *Prof. Navin Kumar*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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## Best Practice- 1

**Title of the Practice:** Promotion of e-learning among students.

### Objectives of the Practice:

The objectives of the practice are

- To introduce new age technology to the students with the aim to enable them to pursue self learning.
- To motivate the students of the institution to use e-resource available on websites in their respective subjects.
- To make the students computer literate.
- To enhance student's skill.
- To improve employability of the students.

**The Context:** The institution serves students of village areas. Most of the students are economically not well off. It is in this context, the college in its computer lab provides training to students in order to enrich them to use their capabilities and improve their employability. This programme is not of a fixed tenure for students. The computer lab is open for all the students and weekly presentations are made by experts from the college. The practice session includes practices on MS-Office, Online Reading Materials available on web and also online videos available on different platforms.

### Practice

- Presentations were made by experts
- Online video session were played for using MS-Office including excel and MS-word.
- Hands-out were distributed to students.

### Problems Encountered and Resources Required Resources required for implementing the practice

- Scheduled lab hours
- Faculty Organisers
- Well-equipped laboratory facilities
  - Firefox/Chrome browser,
  - ohead set,
  - high speed internet connection for online test

## **Best Practice –II**

**Title of the Practice:** Academic Mentoring of Students

### **Objective:**

The institution is committed to provide student centric learning environment, therefore, with the following objectives this practice is followed by the institution.

- To provide conducive teaching learning atmosphere.
- To solve issues related to students' academic journey.
- To guide the students for their academic excellence.
- To improve students' interpersonal skills.

**The Context:** Students of this college are distantly located from district headquarters. Therefore, they have less information regarding their academic career. In this regard, this programme is adopted by the institution to enable its students to compete with students of colleges situated in cities.

### **Practice:**

Information is imparted to the students regarding further studies as well as regarding professional careers. The students are time to time updated by the teachers through extra classes related to admissions to be held in Central University and also in the centres of academic excellence at national levels. Presentations were made by the mentors as well as hands-out were distributed to the students.