SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

GANESH LAL AGRAWAL COLLEGE MEDININAGAR

PANKI ROAD , BARALOTA ,P.O- G.L.A. COLLEGE MEDININAGAR
(DALTONGANJ). PALAMAU,JHARKHAND-.822102
822102
www.glanpu.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

In spite of the remote geographical location and other constraints, Ganesh Lal Agrawal College, Medininagar (Daltonganj), the premier and oldest educational institution of higher Education in Jharkhand has surged ahead successfully in terms of infrastructure, development and academic excellence ever since its inception in 1954. In the beginning, the college was affiliated to Bihar University, Muzaffarpur in 1954 and later to Ranchi University, Ranchi in 1961. In 2009, Nilamber - Pitamber University was established with its headquarters at Medininagar and the college was affiliated to this new university. At present the college is the Centre of almost entire postgraduate departments running at the Nilamber - Pitamber University, Medininagar. During the long history of more than 65 years, the college has introduced a number of Undergraduate and Postgraduate programmes in different faculties, such as Humanities, Social Sciences, Science and other Vocational Courses.

This government college, being a co-education institution, mainly caters to the demands of the aspirant youths of this area in attaining higher education. The preparation of this Self Study Report (SSR) has been a wonderful voyage of discovery for the institution's leadership and staff. It has provided valuable insights into various aspects of college administration, infrastructure, curricula, teaching methods, academic research and teacher-student relationship in terms of our strengths, weaknesses, opportunities and challenges. The following paragraphs provide a brief summary of the findings on the various criteria mandated by the National Assessment and Accreditation Council (NAAC).

Its claim of being a premier institution of Nilamber - Pitamber University, Medininagar is justifiable on account of the fact that most of the Post Graduate Departments of this University arerunning at this institution. The overarching theme of the vision, mission and objectives are overlapping as the basic motto of the institution is to shape the students into a sensitized, self reliant citizens of the country imbued with ideals of secularism and scientific temper. G. L. A. College, Medininagar (Daltonganj) aims to attain excellence in all aspects and aspires to become a premier institution of higher education, by creating healthy and congenial academic environment, helpful for innovation and experimentation.

Vision

Empowering the youth for capacity building, inculcating basic moral values, community development and fair access to poor and socially disadvantaged group of human resource in the light of changing economic, social & cultural development.

To empower the students to become technologically vibrant, innovative and emotionally matured and to train them to face the challenges of the quality conscious globalized world economy.

Mission

- To attain curricular and extra-curricular excellence.
- The spirit of scientific enquiry is encouraged, and students and faculty are motivated towards continuous research and learning.

- To enhance the potential of students, so that they venture beyond the set curriculum.
- To believe in recognizing, encouraging and nurturing diverse talents and aptitude of the students.
- To provide an environment most conducive to learning and to create a stimulating intellectual atmosphere on the campus.
- To achieve academic excellence.
- To ensure a holistic development of the students.
- To establish partnership between Institution & Industry.
- To offer excellent education to all and serve the society by developing future leaders in business, academia and industry with our commitment, dedication and devotion.
- To foster the pursuit of excellence and the spirit of healthy competition and prepare the students for the real world by facilitating their participation in competitive, academic, sporting and cultural activities.
- To instill a sense of environmental responsibility among the learners and facilitate the adoption of sustainable development perspectives and actions as a way of life.
- To be conscious of the social responsibilities towards the rural and semi urban communities in the neighbourhood.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Established in 1954, the College is the premier and oldest higher educational institution of Jharkhand. Reputation of being an iconic institution which has created historical benchmarks in the domain of education in these areas for the past 66 years.
- Education here is not viewed merely as classroom teaching, but as a means of inculcating values of humanity, brotherhood, equality and justice. The college aims at producing academically oriented, sensitive and responsible citizens with potential to contribute towards making the world a better place. The focus is on giving equal importance to curricular and co-curricular activities for all-round development of the students by equipping them with life skills.
- The college is a co-educational institution offering undergraduate courses in 19 disciplines including arts, Science and B. Ed. and successfully running Post Graduate programmes in 14 subjects.
- The multiplicity of the courses in the college facilitates interaction among students from diverse disciplines thereby helping them develop a multi-disciplinary approach.
- There is a rich library with a large collection of books.
- Administrative functioning of the college is efficient and transparent and uses technology to maximum possible extent.
- Presently, we have **34** regular teachers with Ph.D. degree, actively engaged in research works.
- The College emphasizes student- centric learning and skill development.
- The College possesses dedicated, sincere and experienced faculty whose members are experts in the respective disciplines.
- Well-equipped laboratories for both UG and PG Courses.
- Auditorium with a capacity of more than 300 people (presently occupied by the CRPF).
- A large Stadium with a capacity of 5,000 is under construction.
- Ragging free campus.
- Proven track record of good results in the University examinations every year.
- Vibrant atmosphere conducive to all round development of students.
- Fully funded by government - No commercial motivation.
- Increasing admissions.

- Focus on infrastructure development.

Institutional Weakness

- No residential facilities for staff.
- Naxal/ Ultraleft prone area.
- Remote location. Reluctance of experts/industry representatives to visit.
- Poor internet connectivity.
- Lack of proper infrastructure.
- There is a need to enhance the scope and facilities for research in the college.
- The College doesn't enjoy autonomy so it can't frame its own curriculum and evaluation process.
- Shortage of regular teaching and non-teaching staff in comparison with the growing number of enrolled students, both in conventional and vocational subjects.
- Being the premier institution of the university, it is often selected as centres of various exams by the university as well as State Government. Owing to lack of examination hall, the classes get badly affected.
- There is a need to increase the number of permanent faculty and the process has been rather slow during the last few decades due to reasons beyond the control of the college.
- There are limited research facilities.
- Limited availability of quality textbooks, periodicals & journals.

Institutional Opportunity

- The construction of new academic and administrative blocks, one multipurpose examination hall , one cafeteria and one auditorium is in progress. This block has provision of additional classrooms, seminar hall and research laboratories and it will give impetus to research activities.
- There is scope for developing consultancy services that will add to the financial resources of the institution. Expanding these services will also encourage the faculty to take up consultancy work that will add to their practical experience.
- The linkage with the industry and other organizations, having a potential to employ the students graduating from the college, can also be strengthened. It will help increase the job opportunities for the students.
- The College alumni have excelled in different walks of life. Their support can be sought for networking with industry for student internships, placements and generating additional resources.
- The college has the potential and prospect to run new courses at the **U**ndergraduate and **P**ost **G**raduate levels.
- Feasibility of becoming a university.
- Motivated Internal Quality Assurance Cell (IQAC).

Institutional Challenge

- Students from diverse backgrounds with diverse needs.
- To obtain autonomous status till the plan of establishing University gets materialized.
- To cater to the growing demand for admission in UG and PG courses.
- The College is consistently endeavoring to enhance the employability of the students.

- Motivating the teachers to adapt to new technology is a challenge.
- Maintenance and upkeep of college building and campus requires continuous flow of funds.
- Modernization of science laboratories.
- The most arduous challenge before the college is to maintain student discipline in the face of growing indiscipline in educational institutions of the state.
- Some of the departments are facing acute shortage of regular teachers. The college is faced with the challenge of meeting the growing demands of students in those departments both in matters of academic pursuits, co-curricular activities and student discipline.
- Academic activities of the college are dominated by teaching and research gets a relatively lower priority. There is a need to find a better balance between teaching and research activities carried out in the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Right from its inception in 1954 till today, the college has set forth a clear and focused vision for itself in the form of providing quality education along with holistic development of students. Developing an ardent quest for knowledge, research, freedom of expression, respect for culture, generating sensitivity towards one's environment are some of the focal points around which the institution works. The college offers 21 **U**ndergraduate **P**rogrammes leading to the Bachelor with Honours/ General, such as B.A. and B.Sc. and 14 Postgraduate **P**rogrammes such as M. A. and M.Sc. The college also offers three Self-Financing **P**rogrammes in B.Sc. (Computer Application), B.Sc. (Bio-technology) and B.Ed.

The various departments, staff council committees as well as NCC and NSS units are running comprehensive programmes for the betterment of the students in particular, and society at large. The committees like the Student Grievance and Redressal Cell, Counselling and Career Guidance Cell, SC/ ST/ OBC Cell, Placement Cell, Research Committee and Women Advisory Committee etc. have been created to address the special needs of the students. Curriculum enrichment would remain incomplete, if technological developments are not incorporated in the life of an educational institution. In keeping with this view, the college keeps pace with most of the technological shifts related to university education. Continuous efforts are made to update all college infrastructure like the college library, website, college office, the classrooms etc. The difference between 'literacy' and 'education' is well understood at the college. Focus is on imparting knowledge that goes beyond the prescribed syllabi and training that transcends the confines of the classroom. The institution encourages improvisation in teaching pedagogies and to optimize curriculum delivery and maintain quality of learning.

We, at GLA College, Medininagar, sincerely believe in Franklin de Roosevelt's vision: ***"We cannot always build the future for our youth, but we can build our youth for the future".***

Teaching-learning and Evaluation

Admissions in the college are made on the basis of merit.The University guidelines are strictly followed throughout the admissions with regard to minimum eligibility, age and reservation for various categories.

The college has inducted several simple methods to catalyze the teaching learning processes and create a motivating learning environment. The quality of teaching-learning processes depends on the quality of teachers. While a majority of the teachers are Ph. D. holders, the college is very conscious of the need to keep the faculty rejuvenated and recharged all the time. Its policies clearly aim at continuous professional development of the faculty members by enabling them to do Ph. D., to undertake research projects, present papers at conferences and seminars and also to attend recharge programmes as per university requirements.

Besides conventional methods of teaching, innovative methods are also used to impart knowledge to the students based on the syllabus framed by the University for various courses.

Interactive instructional techniques, like presentation of seminar papers, projects at Post Graduate level, Power Point Presentations enhance the teaching learning experience and to have better understanding of the subject matters.

It is one of the most sought-after colleges as is reflected in the number of applicants and the cut-off scores for various courses. We especially reach out to the less privileged sections of the society and encourage students from diverse social, economic and religious backgrounds through seat reservation as per university rules and financial assistance. Separate committees look after the interests of the Scheduled Caste/Tribe students and differently abled students. Special care has been taken to make the college campus friendly for differently abled persons.

Research, Innovations and Extension

One of the recognized objectives of the institutions of higher learning is to foster a spirit of research amongst students and faculties. The college has therefore framed a research policy and set up a research cell to develop strategic plans for promoting research culture.

Academic activities like national conferences, seminars, workshops are a regular feature of the college calendar. These activities help in arousing the curiosity of the students and faculty members towards new avenues and provide a platform to share their research and knowledge with the larger audience.

Academic findings of the faculty of G. L. A. College Medininagar in various fields have been beneficial to their respective disciplines and society at large. Some of the members of faculty have won laurels and awards on both national and international levels for their quality research.

Many members of the Faculty are also engaged in active research by way of publication of books and international journals. Other publications including proceedings of National Conferences/ Seminars are also brought out regularly.

Several faculty members are currently supervising Ph. D. students. The research orientation of the faculty also manifests in the large number of publications and paper presentations at various forums.

Consultancy has been a weak area so far, as the college has been struggling to overcome its locational disadvantages in building productive partnerships with industry and research bodies. The college hopes to step up its interactions with industry significantly and become a productive partner for industries.

Infrastructure and Learning Resources

The college is spread over 59.6 acres of land with approx. 15 acres of built-up covered area.

Efficient and up-to-date infrastructure is critical for effective curriculum transaction. The academic block has 18 classrooms, 12 science laboratories,1 computer laboratory and 2 language labs. Taking into consideration the increasing number of students being admitted each year, there is still a need to add additional classrooms and laboratory to the existing infrastructure. The college proposes to add another academic block. In addition to this, a girl's hostel is being constructed with a capacity to accommodate 100 residents. Apart from the solar energy there is a generator-based power backup in the college to maintain uninterrupted power supply. R.O systems have been installed to ensure safe drinking water. The collection of the Library at present consists of more than 50,000 books and has a reading hall. There are 108 computers installed in the college.

The college is equipped with learning facilitators & gadgets ranging from Overhead Projectors, Xerox Machine, TV, Audio visual laboratory. IGNOU Study Centre is also functioning in the College campus.

The College has always been proactive in creation and enhancement of infrastructure for effective teaching and learning. The College has its own website, which is updated regularly for disseminating information on important news and events. The College plans to convert classrooms into ICT enabled classrooms to aid in teaching. The College plans to setup more computer labs as per requirement.

Student Support and Progression

For an educational institution, students are the most important stakeholders. They are the end products of all inputs and the institution's contribution to the society, country and the world. The academic training, soft skills and values invested in them are significant factors in an institution's success. A student's progression through the college years therefore needs close monitoring.

The contribution of the institution in a student's progression starts from the day he/she enters the institute to the time he/she completes his/her degree. The assessment of this contribution can be done in many respects like financial, academics, professional skills, life skills and social awareness/consciousness.

Thus, it is ensured that the students moving out of the institution are not only enriched with knowledge and skill from their career perspective but they are also physically, mentally, emotionally, and socially strong so as to be worthy citizens of the nation.

GLA College, Medininagar provides a wide range of scope for the students to attain proper exposure in all spheres. Social justice is given utmost priority. The Youth and Cultural Committee organizes cultural programmes at regular intervals to explore their potential and to provide them a platform to exhibit their skills.

There are NCC units for both boys and girls that train the cadets and give them exposure through camps and participation in various events. The students are groomed in various sports. They actively participate in inter university and inter college competitions, have won many prizes and brought laurels to the college.

Governance, Leadership and Management

The objective of GLA College, Medininagar is on a par with the Higher Education Policies of the Nation and facilitates in building the organizational culture.

The internal management of the college is governed by a decentralized and participative process with the staff council at the helm.

The teaching faculty is encouraged to undergo staff development programs such as Refresher Courses, Orientation Programs, Staff Training Programs and workshops. Income/ Expenditure are closely monitored by the Bursar and the Principal. Auditing is done by internal as well as external bodies by following the due processes.

The Staff Council, consisting of all teaching and non-teaching staffs takes academic and management related decisions under the chairmanship of the Principal. Specialized committees, cells and functionaries appointed by the staff council look after specific functions. Their respective duties and responsibilities are clearly spelt out.

The college provides a congenial and free environment to its stake holders, by interacting with them formally and informally and by taking their feedback on various aspects.

The college ensures that all due benefits and welfare facilities are granted to the staff as per norms and rules of the UGC and the University.

The policies are well communicated to all stake holders and collective efforts are made to implement them smoothly and create a harmonious environment.

Conduct of regular meetings by the Principal with the College Development Commitee and Head of Departments present a platform to formulate perspective plans of the college and help in effective implementation of institutional policies.

In compliance with NAAC regulations, the college has established Internal Quality Assurance Cell (IQAC).

Institutional Values and Best Practices

In its journey of over 65 years, the college has adopted a number of best practices and constantly innovated in all spheres of college life. Some of these are: Research Committee, Placement Cell, Pariwesh - An Intellectual Forum, Centre of Mental Health, Centre for Ethics and Human Values. Spread over 59.6 acres, efforts are made to sensitize the staff and the students to play a proactive role in maintaining and preserving a clean, green and pollution-free environment. Planting saplings, sowing seeds, watering plants etc. is a regular activity undertaken by the NSS.

The College building is designed in such a way that it has very well lit classrooms, laboratories and office. Infrastructure facilities are upgraded on a regular basis. The college has adopted the practice of promoting environmental Consciousness. Faculty and the students actively participate in afforestation and effort is on to maintain the college campus environment friendly.

Youth Festival is organized every year in the college premises, which provides an opportunity for the students to exhibit their talents.

NSS volunteers and NCC cadets of Army Wing undertake a variety of community development programmes.

Gender equality is given high priority in the college. Student friendly and secure atmosphere in the college has encouraged girls to seek admission in GLA College.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GANESH LAL AGRAWAL COLLEGE MEDININAGAR
Address	Panki Road , Baralota ,P.O- G.L.A. College Medininagar (Daltonganj). Palamau,Jharkhand-.822102
City	Daltonganj
State	Jharkhand
Pin	822102
Website	www.glanpu.org.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	IRKAN JOHN KHALKHO	06562-9431594619	6205070027	-	ganeshlalagrawal2011@rediffmail.com
IQAC / CIQA coordinator	Radha Krishna Jha	06562-9471111303	9471111303	-	rkrishna_du@yahoo.com

Status of the Institution	
Institution Status	Government and Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	01-01-1954

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Jharkhand	Nilamber-Pitamber University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	02-02-1976	[View Document](#)
12B of UGC	02-02-1976	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	[View Document](#)	26-04-2012	12	Recognition revised on for two years validity as mentioned in attached documents

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Panki Road , Baralota ,P.O-G.L.A. College Medininagar (Daltonganj). Palamau,Jharkhand-.822102	Semi-urban	59.6	60700

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Intermediate	English,Hindi	200	196
UG	BA,Hindi	36	Intermediate	English,Hindi	200	148
UG	BA,Urdu	36	Intermediate	English,Hindi	170	13
UG	BA,Kurux	36	Intermediate	English,Hindi	60	2
UG	BA,History	36	Intermediate	English,Hindi	220	211
UG	BA,Philosophy	36	Intermediate	English,Hindi	100	4
UG	BA,Political Science	36	Intermediate	English,Hindi	200	192
UG	BA,Psychology	36	Intermediate	English,Hindi	96	40
UG	BA,Economics	36	Intermediate	English,Hindi	200	68
UG	BA,Geography	36	Intermediate	English,Hindi	120	112

UG	BSc,Physics	36	Intermediate	English,Hindi	96	85
UG	BSc,Chemistry	36	Intermediate	English,Hindi	96	39
UG	BSc,Mathematics	36	Intermediate	English,Hindi	200	170
UG	BSc,Geology	36	Intermediate	English,Hindi	48	4
UG	BSc,Botany	36	Intermediate	English,Hindi	96	31
UG	BSc,Computer Application	36	Intermediate	English,Hindi	150	93
UG	BSc,Bio Technology	36	Intermediate	English,Hindi	60	9
UG	BSc,Zoology	36	Intermediate	English,Hindi	110	103
UG	BEd,Education	24	Graduation	English,Hindi	50	50
UG	BA,General	36	Intermediate	English,Hindi	300	51
UG	BSc,General	36	Intermedate	English,Hindi	192	0
PG	MA,English	24	Graduation in English	English,Hindi	180	172
PG	MA,Hindi	24	Graduation in Hindi	English,Hindi	220	219
PG	MA,Urdu	24	Graduation in Urdu	English,Hindi	160	45
PG	MA,History	24	Graduation in history	English,Hindi	200	193
PG	MA,Philosophy	24	Graduation in Philosophy	English,Hindi	80	17
PG	MA,Political Science	24	Graduation in political science	English,Hindi	170	165

PG	MA,Psychology	24	Graduation in Psychology	English,Hindi	80	76
PG	MA,Economics	24	Graduation in Economics	English,Hindi	160	140
PG	MA,Geography	24	Graduation in Geography	English,Hindi	100	99
PG	MSc,Physics	24	Graduation in Physics	English,Hindi	84	83
PG	MSc,Chemistry	24	Graduation in Chemistry	English,Hindi	60	49
PG	MSc,Mathematics	24	Graduation in Mathematics	English,Hindi	110	103
PG	MSc,Botany	24	Graduation in Botany	English,Hindi	60	25
PG	MSc,Zoology	24	Graduation in Zoology	English,Hindi	60	54

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				74
Recruited	0	0	0	0	0	0	0	0	33	6	0	39
Yet to Recruit				0				0				35
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				107
Recruited	36	2	0	38
Yet to Recruit				69
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	0	0	24	5	0	33
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	4	1	0	5

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	3	0	9

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1095	0	0	0	1095
	Female	526	0	0	0	526
	Others	0	0	0	0	0
PG	Male	676	0	0	0	676
	Female	764	0	0	0	764
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	328	487	779	643
	Female	172	228	286	251
	Others	0	0	0	0
ST	Male	266	476	768	640
	Female	273	426	613	445
	Others	0	0	0	0
OBC	Male	805	1265	1920	1607
	Female	494	707	943	717
	Others	0	0	0	0
General	Male	372	509	855	642
	Female	351	503	787	586
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3061	4601	6951	5531

20-08-2020 02:22:43

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
721	496	427	428	418

File Description	Document
Institutional data prescribed format	View Document

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
35	35	35	35	35

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7230	10991	13874	11022	9468

File Description	Document
Institutional data in prescribed format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2344	2344	2344	2344	2369

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2459	4648	3836	3777	3433

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
43	51	50	51	51

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
74	74	74	74	74

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.4 Institution

Total number of classrooms and seminar halls

Response: 18

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
69.42	89.80	76.94	150.92	31.24

Number of Computers

Response: 108

20-08-2020 02:22:45

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

G. L. A. college, Medininagar is a constituent college under N.P. University, Medininagar.The college ensures effective designing and delivery of curriculum through a well-planned process. The scheme of examination and syllabus are executed as per curriculum described by the affiliating university. The papers/subjects are distributed among the faculty members.

Classes are regularly conducted and are well augmented with practical laboratory sessions. The internal assessment of students is carried out periodically and the final examination is held in accordance with the regulations set by the university.

The college website is updated regularly under the guidance of the website committee. It carries all information about academic as well as extra curricular activities.

However, the college prepares the time-table well in advance of the beginning of each semester. The College has a central time table committee which prepares time table for the entire college. Then the departmental heads distribute the time-table to the faculty making necessary changes. The students progress is reviewed from time to time and the assignments and class tests are held periodically throughout the semester by the concerned faculty. The principal takes surprise checks to ensure that the classes are held regularly.

The responsibilities of processes, system and structure for curriculum design and development is upon University. The college adopts the curriculum provided by University, taken from models of UGC curriculum.

The college also takes as a challenge to implement and execute the planned curriculum. The college provides class room facilities as per routine to all the departments as well as contingencies for practical classes. Books for seminars, new equipments for labs and class room teaching learning materials are provided to all the departments as per needs.

To supplement the curriculum, students are given hands on experience too. The departments arrange educational tours and excursions, field projects, talks and discussions, seminars, symposia, workshops,

Recently the university has adopted CBCS curriculam and implemented it in the post graduate programs from the academic session 2017-18 & under graduate programs from the academic session 2018-21.

A proper evaluation process to estimate the assimilation of lessons taught was followed. The teachers take monthly tests, surprise tests and discuss with them time to time to assess the effectiveness of their teaching learning process.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college adheres to academic calendar for the conduct of CIE right from the beginning to the end of each academic calendar in all the evaluation process in both UG & PG level. The Continuous Internal Evaluation is an integral part of teaching-learning system. As the college follows the Academic Calendar of N.P. University, the dates announced by NPU become the deadline for the institution.

The internal evaluation is done on the basis of class test, surprise test and Mid Semester exams. As far as the matter of class test and surprise test are concerned, the Departments fix the date after the completion of certain chapters in a month and conduct it. But, for mid semester exams the dates are fixed by the examination department and exams are conducted accordingly. The Examination Department displays the notices and Examination routine well in time and students are informed accordingly. These dates are adhered during each Semester.

The CIE under recently implemented CBCS has been termed as Continuous Internal Assessment (CIA). It consists of 30 marks for a 100 mark paper. It is divided into three components viz. Component A of 20 marks consisting of two mid sem tests, Component B of 5 marks for quizzes, posters, seminars and assignments, and Component C of 05 marks for attendance, participation and leadership. Two Mid Semesters are organised and the marks out best of the two is considered. Apart from the Mid Semester tests (component A) the other components of the CIE have also been organised or looked after in time. The component B of CIE, which has 5 marks for, quizzes, posters, seminars and assignments, has also been planned as per the dates. The departments are asked to complete the component B also in time. For all these purposes the college follows its Academic and Activity calendar strictly and departments are told to complete the syllabus and the curriculum well in time. However, a lot depends upon the dates and schedules fixed by the parent university.

The institute makes every possible effort to adhere to the academic calendar. As a tool of continuous internal evaluation, the Mid Semester Tests are held according to academic calendar. Internal assessment marks is given to the students on the basis of their marks in these tests.

Although University's academic calendar does not provide any specific dates for the conduct of CIE, the institution completes its CIE work within the session period. The whole process is transparent and the students have an easy access to their records. In case of any discrepancies, they can get suitable corrections made in their internal evaluation scores. Thus, continuous internal evaluation (CIE) work is conducted throughout the session with adherence to the academic calendar.

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

4.Assessment /evaluation process of the affiliating University

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 91.43

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

Response: 32

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

20-08-2020 02:22:46

File Description	Document
List of Add on /Certificate programs	<u>View Document</u>

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 **Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View Document</u>

1.3 Curriculum Enrichment

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

Response:

The Faculty of GLA College is always very conscious of the cross cutting issues that creep in the society directly or indirectly and influence socio-political atmosphere of the world.

In contemporary Indian society there are numerous cross-cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics. It is the demand of the day that the future generation should be aware of these issue. Therefore, efforts have been made by the University to include these issues in the curriculum. The College at the same time has a strong lineage of mainstreaming these socio-cultural issues in the curriculum and teaching pedagogy. The course contents of almost all subjects pertaining to Science and Arts streams have strong focus on the issues related to Gender, Environment and Sustainability, Human values and Professional Ethics.

Gender Sensitization:

GLA College has succeeded in its efforts to uphold gender equality. It becomes evident from the strength of the girls in the overall enrolment of students. The girl students excel not only in academic performance by winning gold medals in University exams but also in the sports arena and NCC. Moreover, they fare well in all co-curricular activities conducted at the college level, inter-collegiate and State level

competitions. Women Advisory committee exists in the college and they functions meticulously well by creating awareness to establish individuality and self-identity. Many co-curricular activities are conducted for boosting the morale of girl students. The following are some of the activities conducted:

- Rangoli Competition.
- Painting Competition.

Climate change and Environment Education: Taking into account the ecosystem of Palamu and to deal with the issue of global warming, seminars from time to time are organized on the preventive measures to overcome global warming and to promote sustainable development through eco-friendly activities. In cooperation with the Forest Department, awareness is created among students to preserve forests by planting saplings in the college premises.

As per the prescribed curriculum, a course on Environmental Studies is taught to all the students from different streams in their third year of study in the college. The College has been celebrating **Van Mahotsava** with the support of the staff and the local forest department.

The NSS/ NCC wing of the college also organises events aimed at gender sensitisation, human rights and empowerment related issues.

Cleanliness drives are often undertaken by the NSS unit of the college, to generate awareness about the general hygiene and to keep the college premises and its surroundings clean.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.86

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
16	8	8	8	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 11.02

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 797

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*
E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1.Feedback collected, analysed and action taken and feedback available on website
2.Feedback collected, analysed and action has been taken
3.Feedback collected and analysed
4.Feedback collected
5. Feedback not collected

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 108.36

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3061	4601	6951	5531	5311

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4688	4688	4688	4688	4738

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 99.95

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2338	2344	2344	2344	2369

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]

2.2 Catering to Student Diversity

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

Response:

The learning level of the students of any educational institution is the key indicator of the success of that institution. The college has student community from diverse geographical regions/ethnicity and provide adequate support to cater to their varied learning needs. In the very beginning of the academic session an Orientation Programme is organized by the college to familiarize the students about the college and the various societies and committees of the college such as, WAC (Women Advisory Cell), NCC (National Cadet Corps), NSS (National Service Scheme) etc.

In laboratory classes the students are asked to work in groups. The groups are allocated in such a way as to allow academically bright students to help the weak students. The teachers also encourage the students to contact them during their free time, in case, any student requires extra guidance. Appropriate readings are suggested to help them clear their basic concepts. Advanced learners are encouraged to engage in scholarly activities within and across the colleges and universities. They are encouraged to take part in various conferences and present their ideas in form of posters etc.

The Head of the departments as well as other faculty members are told to keep an eye over the students regarding their attendance and participations in class rooms during the first month after the commencement of an academic session. They are also asked to track the advance as well as slow learners. The internal assessment/mid semester tests also help to identify advance and slow learners. Departmental heads and faculty members are instructed to motivate and help their learners accordingly. Slow learners are motivated to cope up their weakness. They are encouraged to use the library resources and the e-resources to overcome their shortcomings. Irregular students and poor performers are identified and efforts are made to identify their problems. Financial burden, early marriage or girl students, family responsibilities, part time jobs and sense of diffidence are major reasons for poor performance as well as drop out. Such students are motivated to take care of their studies.

Advance learners are motivated and felicitated to continue their good performance. Necessary counselling, additional books and study materials are provided to them. They are encouraged to involve in the academic discourse.

The Career Guidance Cell of college & mentors ensures that these advanced learners be made aware of suitable, as well as challenging career options. The students are guided so that they can avail other opportunities like scholarships for higher education, crack competitive examination and secure job while they prepare for / appear in their final year examination. As a result of this effort many of our students get positions in university merit list every year.

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

Response: 141.76

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

Response:

The teaching-learning process at GLA college is student-centric, with an emphasis on integrating theory and actual application. The goal is to impart up-to-date knowledge, acquaint students with latest research and empower students to apply their skills to develop innovative solutions to present day problems. Students remain active in various academic and co-curricular activities within and outside the college.

Students are encouraged to visit other institutes and are also given individual projects and class assignments focussing on independent learning. Time to time class room discussions, debates and presentation by students are organised to facilitate participative learning.

Some departments encourage the students by taking them to the field trips to make them more practical about the surroundings.

To make learning student-centric, individual teachers encourage class participation of students through question-answer and discussion on different issues. Participation in different college functions, exhibition, quiz competitions, essay writing competitions etc. help students in learning through collaborative efforts. The advanced learners are supposed to prepare a topic and demonstrate before the slow learners.

Many teachers guide their students through projects that are largely reliant on empirical data, and aid the process of data collection, thereby fostering a scientific temper in students.

The college, through its faculty members, tries its level best to encourage experiential and participative learning. Internships, field studies and surveys by some departments are undertaken that give a chance to students for experiential learning.

Apart from this experiential and participative learning opportunities are also ensured by giving the students opportunities to organise various functions and events of the college.

This certainly gives opportunity to the students for experiential and participative learning. The faculty members take utmost care in solving the academic problems of the students. Teachers help students in defining the problem, determining its course and generating ideas to reach to a proper solution. Students are encouraged to consult the teachers inside and outside the classroom with regard to their problems related to the curriculum. Students are also encouraged to solve the old question paper in order to make them aware about the examination pattern and examination management.

Most of our classrooms are equipped with Wi-fi network to blend the traditional chalk and talk method of teaching with e-learning resources to make our teaching interesting and interactive.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Teaching learning process can be effective only if it combines tradition and innovation. Creativity is the battery that provides power to this process. If there is no creativity and innovation in the process, it will become dull, boring and largely ineffective. Therefore, our college leaves no opportunity of innovation and creativity. Students are involved in various extension activities implementing theories into practice. It adopts the principle of learning while doing. Teachers encourage students to collect materials from different sources and promote them to take to the habit of self-study.

The faculty members in the college try their best to bring innovations and creativity with limited resources. Creativity in teaching learning is also ensured in field trips and excursions. Department of Geography organise field visits every year. Students are asked to prepare field report, in which they are encouraged to incorporate the innovative experience technique, such as – pictures, videos etc.

The faculty members are using creative teaching methods not only to grab the attention of the students but also to make the process impressive and effective. The traditional pedagogy is not taken as outdated and has been used voraciously as it is the long tested method of teaching. However, the new and innovative methods of teaching and learning are taken up to supplement and strengthen the basic teaching and learning process. Visual exercises, recorded lectures, you tube videos, online presentations, web pages; ppts etc have been used by the faculty members in a very satisfactory manner. Teachers switch over from the traditional chalk and talk method to the use of ICT and different tools in their class room teaching.

The college is continuously organising UGC sponsored national level seminars and conferences in which advance learners are encouraged to participate and also to present their papers.

 Skill development programmes including language skills are organised to supplement the mainstream teaching and learning process.

Supremacy of technology, computer aided education is an effective tools and agent for innovative and creative teaching and learning. Almost all faculty members are familiar with computer aided teaching and hence use of all possible facilities are available.

In the upcoming Science block, care is being taken to provide all classrooms and laboratories with the state-of-the–art facilities, such as, LCDs, smart board, etc. With these facilities, several faculty members have been able to enhance their teaching methods by incorporation of the following: Powerpoint presentations, demonstrations, use of models, group presentations, educational films and documentaries.

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

Response: 7230

2.3.3.1 Number of mentors

Response: 1

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 66.49

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 78.29

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
36	42	38	39	37

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 12.12

2.4.3.1 **Total experience of full-time teachers**

Response: 618

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college within the scope of the university guidelines tries to bring better reliability and accountability in the evaluation process. Continuous Internal Evaluation helps in the improvement and assessment of the learning outcomes. The mechanism of internal assessment is transparent and robust.

Institution ensures and aware the students about the syllabus as well as the evaluation process. Orientation /Induction programs are held at the beginning of each academic year. The students are informed about the evaluation process and the schedule of examinations. The departments also have certain flexibility in deciding the kind of assignments to be given to the students so that creativity is not compromised. Guidelines for internal assessment based on Mid Semester exams are prepared as per University rules and are made available to all faculty and students. Two mid semester examinations are conducted for Post-Graduation students and best of these two is selected for final marking. For Under Graduation only one mid semester exam is in schedule. Dates for class tests and submission of assignments are notified by the respective departments at least a week in advance. After checking answer sheets and assignments marks are shared with students. Marks obtained are discussed in the class in terms of their performance. Students are also assessed by the teachers based on their overall participation in the class activities. Assessment including tests, assignments and projects by students are mentored by teachers at regular intervals.

The dates of class tests are decided in consultation with the students. Marks are duly displayed on the notice boards also. The process of evaluation and marking for the internal assessments is impartial and transparent. Marks are awarded on the basis of student's performance, active participation, regular attendance, leadership qualities and their contribution and cooperation in the enhancement of the reputation of the college.

Since our College is a constituent college of the University, we abide by the University norms. As per the University guidelines, the internal assessment of students is prepared on the basis of the assignments they submit, their performance in class test and as per their attendance record. Laboratory practicals are also a part of internal assessment, especially in Science Stream. In some practical exams, an external examiner is also called, which is also as per the University guidelines for conducting fair and transparent laboratory practical. Thus, our institution follows all the University guidelines regarding internal assessment and also takes the necessary steps at its own level so that internal assessment covers all aspects of students' performance with the main focus on their learning and also ensures maximum transparency.

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

Response:

Response:

As the examination as well as exam related works are controlled by the N.P. University, Medininagar itself so the college has no power to address the process. Students need to apply to the University regarding any correction in marks and re-evaluation or scrutiny process. The administrative office of the college along with the examination department guides the students about filling the forms and its verification process. Issues related to mark sheets, admit cards and absence of the student in the exam are promptly forwarded to University for process.

The student's grievances are forwarded to the University for timely redressal.

The mechanism to deal with university examination grievances with regard to college administration is made transparent through observing ongoing examination by superintendent, deputy superintendent being appointed by affiliated university as well as flying squad and college principal. The vigilance and monitoring is also made through CCTV cameras across the college campus.

For examination related issues there is an examination department in the college. The Controller of Examinations looks after the issues like internal examination, filling up of forms, distribution of admit cards, notification related to various exams, distribution of marks sheet, display of tabulation register, and forwarding of application to University for any required rectification.

Examination process (scheduling of examination, setting up of question papers, conduct of examinations, evaluation of scripts and declaration of result) is controlled in its entirety at the university level.

As far as grievances related to End Semester/Annual Exam is concerned the college adopts the procedure prescribed by the parent university. Applications and Complaints in this regard are timely and effectively forwarded by the Examination Cell of the college to the Controller of Examinations of the parent university. The Examination Cell of college also takes utmost care of informing and guiding the students with regard to examination rules and regulations of the parent university.

Regarding the internal class performance tests, the concerned subject teacher ensure that the corrected/cheeked assignments/test papers are returned to the students along with the remarks, so that students can take stock of their own progress and make improvements as needed. SGRC (Students' Grievance Redressal Committee) has also been constituted in college to address the grievances of students concerning exam and other issues.

For the ease and comfort of the Differently-abled students special sitting arrangement is ensured by the Examination branch of the college.

Students have the freedom to approach the Principal directly with regard to any grievances.

In case, there are problems in Question Papers such as the questions are out of syllabus or there is some error in any question, the University is contacted for proper resolution of the problems. Corrective

measures are taken by the University and the college implements the steps as directed by the University.

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

All the colleges under N.P. University, Medininagar are following CBCS pattern of syllabus from 2017 onwards. Till date no such specific Programme Outcome, Program Specific Outcome and Course Outcome is defined in the syllabus. However, students of each department are encouraged and motivated by the respective teachers for their better career option. 'IQAC' has requested the Principal of the college to put the matter of the above matter in the Academic Council of University for rectification, and induction of course outcome, program outcome and specific program outcome in each paper of the syllabi.

The College Website: This is the primary method of communication. The college has a dynamic website on which the details of courses offered by all departments of the college are clearly mentioned. Further, for each department contact numbers of faculty members who take calls directly from students are also enlisted so that queries from candidates and parents can be satisfactorily addressed. The College Website Committee ensures regular updating and smooth functioning of its Website (**Link to website: http://glanpu.org**). The concerned teachers on their own too communicate to the students the programme and course outcomes during departmental orientations and during the course of their lectures.

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

Response:

Although Program Outcome and Course outcome has not been specified in the syllabus, the teachers of concerned departments evaluate the above by their own simple methods. At the beginning of the course the students are evaluated on the basis of their past results and performance. After the completion of the course the outcome is estimated by internal assessment such as class test and surprise tests. The results of final examination also suggest that how fruitfully the course has been delivered and assimilated among the students. The Specific outcome of the course is discussed in the classroom by the teachers. Publications of different newspapers are collected and displayed on the notice board to make the students to aware of career options related to their specific course. This helps the students as well as teachers to assess the effectiveness of the teaching learning system. The comparison between the final results after the completion of the course and the previous result at the time of admission enable us to evaluate the Course outcome.

Besides this, co-curricular and extra-curricular activities and many extension lectures by subject experts are being organized in the college for overall development. Along with academic activities college promotes other activities by organizing national seminars/ Workshops/ Guest lectures. Through the process of assignments and regular unit test, the course outcomes are evaluated time to time.

On the whole, the college is proud to state that its POs, PSOs and COs are well-attained and this is reflected not only in the student's satisfaction with class room teaching but also in the good performance of students in University Examinations as also in their career later in their lives.

Also, the College collects and analyses the data on student's performance in multiple ways.

Academic results are an important indicator of student performance and learning outcomes. The office sends a copy of the examination results obtained from the University to the Teachers In-charge of respective departments. The faculty, along with the Principal, review the results and appropriate corrective measures are adopted to overcome the learning barriers, if any.

College level analysis of results is also undertaken in terms of pass percentage, number of first, second and third divisions, number of University positions secured, campus and College positions, etc.

2.6.3 Average pass percentage of Students during last five years

Response: 89.34

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1827	4277	3327	3637	3342

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2458	4648	3836	3777	3433

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.99

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 18.6

3.1.2.1 **Number of teachers recognized as research guides**

Response: 8

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
19	19	19	19	19

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

G.L.A. College Medininagar is a PG college where PG courses have been introduced since 1986 in 14 subjects. The institution has not been able to create an ecosystem for creation of knowledge as it is not a research organisation before 2009, when N.P. University formed and all the P.G. department of university run amalgamated with the P. G. classes of the college. After this, the institution has created both biotic and abiotic environment for innovations and inculcating scientific temper among the students.

The faculties of the different subjects encourage the students to visit the different sites and accumulate new knowledge about the concepts and theories given in their curriculum. The students gather theknowledge and share it in the class room before their teachers.

Besides, this the college is actively engaged in conducting Seminar/Symposia, panel discussions and workshops on current research areas and inviting novel ideas from students and faculty. In the academic session 2017-18, students were asked to present innovative ideas in the Start up Campaign.

The population it largely caters mostly consists of educationally and economically weaker section people who usually do not have a higher urge towards research and innovation. Apart from this the concept of innovations like eco system, incubation centre etc. are comparatively recent concepts which are yet to take a seat in traditional/formal education institutions of this part of the country. In spite of all this the college and its management is positive towards technological development and innovation.

Research and innovation are supposed to be the two main indices of the health of an educational institution, though there are certain limitations in the field of research at UG and PG levels. The college leaves no opportunities of promoting research at various levels. It is, therefore, the most of our teachers are either with Ph.D.. Most of them have published papers in journals or contributed articles in edited books or seminar proceedings. A rich library and internet/Wi-Fi facility in the college help inproving materials for research, even though we do not have any designated incubation centre in the college.

The faculty members are empowered to take Research activities utilising the existing facilities. The IQAC of college monitors and address the issue of research and otherinnovative initiatives in guidance of IQAC Co-ordinator and other senior subject heads.

The College encourages faculty members to submit research proposals to various funding agencies like CSIR, UGC, DST, DBT etc. Once the projects are sanctioned, the College provides the infrastructural support as well as other facilities for the smooth functioning of these projects.

The various departments of the College have well equipped laboratories.

The college has a research committee that provides all the support for the research activities rightfrom research proposal to submission of research thesis.

• Many of the faculty members have been actively engaged in supervising Ph.D. scholars.

• A few teachers are on the Editorial Board of Journals and publications homes.

• Teachers are also members (Annual / Life / Fellow) of the learned bodies.

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 1

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0.8

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 8

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 10

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.45

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	2	8	4

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)

20-08-2020 02:22:51

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The College has involved the community in its extension activities through student activities, seminars and projects where different organizations have been involved.

GLA College is committed to inculcate moral values, a sense of responsibility among the students and their holistic growth. To achieve this goal our institution has a dedicated NSS unit, NCC unit and staff council committees such as Women Advisory Committee, Cleanliness & Environment committee and Youth & Cultural Committee. Activities organized under NSS effectively turn the students towards the society to which they belong. National Cadet Corps (NCC) is a branch of Indian army that nurtures character, discipline, and the ideals ofpatriotic and selfless service among the young students. Major Extension and Outreach Programmes regularly conducted in and outside college include Campaign against Drug addiction, Swachhta Abhiyan, Road Safety and traffic Management and Awareness regarding prevention of diseases. Under "**Swachh Bharat Abhiyaan**"initiated by the government, our faculty members and student are regularly involved, keeping the college and outside areas clean. Students enthusiastically participated in "**Beti Bachao-Beti Padhao**" campaign.

These activities have been instrumental in sensitizing our students to social issues and helpful in their holistic developmental growth. The Principal, NSS Officer, NCC Officer, Alumni Association,IQAC etc.,of the institution promote students involvement in social activities and coordinate their participation.The active participation of the students in NSS and NCC formulated for this purpose/activities is the key to our successful attempts. The College has undertaken various community engagement activities such as AIDS awareness, gender issues, environment issues etc..

The institute is much concerned to prepare its students sensitive towards social issues.

Women Advisory Committee: The Women Advisory Committee of College attempts to sensitize the student and teaching community on issues relating to gender discrimination, women's rights and empowerment.

Several activities are conducted in the college premises for enhancing social awareness and to inculcate a sense of responsibility among the students and staff. Various programs organized by Women Advisory Committee have been of great importance. To cite a few, high level *dignitaries* had delivered lectures on different themes. Another important program was also conducted in which chief guest **Mrs. Aruna Shanker (Mayor, Medininagar)** gave advisory on the sexual harassment of women at workplace. Based on the campaign of the Government of India such as *'Beti Bachao, Beti Padhao', 'Swachh Bharat Mission'* and **awareness on gendercide** conducted. In addition, Women Advisory Committee also organized the events to create awareness on sexual harassment and Right to Information. The students, with the help of posters, banners and songs made the inhabitants aware about the various issues related to cleanliness and uses of water.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreached Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

Response: 4

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last

five years

Response: 1.18

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
425	0	0	0	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 2

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)

Criterion 4 - 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.

Response:

The institution has adequate facilities for teaching – learning viz. classrooms, laboratories, common rooms, toilets, seminar hall, library and computer facility. Besides these there is a Reading Room in the Library, separate Accounts Section, Principal's Chamber, Examination Control Room Moreover, the college has two well-furnished Language Lab and one common room for girls.

An Auditorium with seating capacity of 1000 to organize the programmes at large level such as Science Exhibition/Annual function & Cultural activities etc., which is currently in possession of CRPF. Library works as resource centre as it has many reference books, Newspapers, Magazines on current affairs along with the text books required as per curriculum.

We have a very good computer lab with 30 computers. 60% of our teachers are able to take classes with latest technology. All Academic departments, college offices, library are equipped with computer and Wi-Fi facilities.

The infrastructure of College is well endowed with resources required for academic as well as for the extra-curricular development. The college infrastructure has been developed with the aim of developing the overall personality of the student as well as that of faculty by providing them the resources that they would require in terms of education and extra-curricular activities. It aims at the amalgamation of both tradition and innovation which makes it unique. The college has suitable infrastructure for extra-curricular activities like sports, computer labs, science laboratories & sports playground that encourages the intellectual as well as physical development of both students and faculty. Its vision is to achieve overall growth and brilliance at par. It also has a vibrant and well equipped canteen which is able to cater under the most hygienic conditions.

The college is having huge campus of approx 60 acres. There is a main building of 16700 sq. Feet built up area. A separate Science block of 5048 sq meter built up area is under construction. Besides, a multipurpose examination hall of 36000 sq. Feet built up area is under construction with1800 seating capacity. The college has separate Office block, library with reading room, canteen, parking area, drinking water facilities, separate toilets and bathrooms for boys and girls. The library is semi-automated. In the upcoming Science block, care is being taken to provide all classrooms and laboratories with the state of-the–art facilities such as LCDs, smart board, etc.

Dept. of Physics, Chemistry, Botany, Zoology have separate laboratories with essential apparatus and materials required for teaching-learning. In Arts faculty Psychology, Geography have laboratories which are also well equipped with apparatus and materials needed for teaching lab section of syllabus. Although, the existing laboratories are capable of conducting practical, more modern equipment are needed for advanced learning.

Most of the Departments have a computer system.

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

Response:

The college has a separate sports committee. It has a big playground for athletics, football, Volleyball, Cricket, Basket Ball, Kabaddi and Badminton. There is an open yoga platform inside the boundary of the college. Various facilities of outdoor and indoor games are available in the college campus.

Cultural activities. front lawns of college are utilized for events involving large gatherings. It has a big stage which is temporarily upgraded during programmes and events.

The sports calendar is also framed out by the affiliating university to ensure and motivate the students for participation.

Students are encouraged to participate in cultural activities including youth festivals and events organized by different institutions. The students of the college participate in different cultural activities round the year. The selected candidates are given opportunities to participate in Youth Festivals as well as in the annual cultural function of the college. Moreover, college students take part in competitions organized by different colleges and institutions.

There is an open space for Yoga and physical exercises inside the campus of the college. Moreover, there is an auditorium which has always been very handy in organizing programmes.

The college lays a lot of emphasis on sports and other extracurricular activities for the students. Over the past few years, our students have received accolades from other academic institutions all over India for their exceptional achievements in sports and cultural activities. It is indeed a matter of pride and distinction for the college. The college lays stress on extra-curricular activities in addition to that on curricular activities by providing them the best possible resources to make use of. In particular, activities like dramatics, music, dance, photography, NCC and NSS strive to polish the skills of students.

The college also provides playing kits to its players to represent the institute at various sports tournaments at national and international events. The institution motivates the students to participate in various sports activities.

The common room of the college consists of a Chess, Ludo & Carrom playing facility.

Boys' Hostel

Number of hostels: 01   Number of inmates: 60

Constant supply of safe drinking water through R.O. unit and water cooler.

Girls' hostel: Ready to use, yet to start.

A Canteen with serving healthy and hygienic local food at reasonable rates for the staff and students of the

College.

• **Health centre –** First aid box is available in all Laboratories..

Banking Facilities

A branch of state Bank of India (a nationalised bank) is located in the College premises.

Generator or other facility for Management/Regulation of Electricity and Voltage :

Waste is picked up by the municipality on regular basis.

Cultural facilities: There is an open stage available in the college for cultural activities. A multipurpose building is under construction with auditorium which will be used for cultural activities, conferences, seminars and other activities.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 22.22

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 47.94

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
41.14	57.65	31.98	101.32	2.35

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Keeping in view the significance of library in an institution, the college has a dedicated hall allotted for it with separate reading room. The all circulation mechanism of library holdings i.e. acquisition, cataloguing, classification, circulation of books is completely computerized using Integrated Library Management System (ILMS).

The library is well lit with individual reading spaces for students, teachers. Total carpet area of the library is **7200 sq. feet,** out of which **3200 sq. feet** has been earmarked as reading space for students and teaching staff (480 sq. feet). All the books are bar coded with ILMS.

The library is semi-automated at present, and the process of full automation is in progress.

There are 3 PCs available in library with the database of all the books available.

The College library, like the whole campus is on the Wi-fi network and students can use the Internet.

Our college library has a large number of books of various subjects. There is a good stock of encyclopaedia and other valuable books. In the absence of adequate number of the regular staff in the library, we face difficulties in managing the books.

The library is open even after routine hours as required by students and staff.

Each year a number of new books are added to the existing book bank. We have an infrastructural glitch on the reading room of the library as it cannot accommodate more than 50 students at a time.

The college has a library committee comprising of officials from the library. The library has a separate section of journals and reference books specially for the teachers. The text book section is mainly used by the students. Normally the students have to return the books in a stipulated time, but many times the teachers go out of their way to get books for economically weaker and needy students. The faculty members may recommend the books from the authorized dealers and the library committee approves the recommendations. The number of books also increases every year, to facilitate the growing demand of students. We have a designated library staff, dedicated completely for the library maintenance.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.82

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	6.43	5.49	0	2.17

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 0.77

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

Response: 56

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college management motivates teachers and supporting staff to get technical knowledge of ICT. The **Wi-Fi** covers the entire campus of the college including office, classrooms, labs and libraries.

The maintenance of computer is done by the department concerned. A minor expense incurred by way of repair/replacement of parts is met with from the contingency amount granted to the departments. However, if there is major expenditure the college applies to the University for sanction of the required amount.

The college ensures that it uses latest version of computer hardware and software. Computer systems including hardware, software, printers and networking are updated regularly. Some of the deployed ICT tools and other technological learning resources are listed here:

LCD Projectors, CCTV Camera & Display Unit, Wi-Fi internet connectivity throughout college campus, Online Admission Portal, Printing and copier services.

The college is continuously updating and upgrading the IT facilities. In this connection the LCD based monitor are used as they consume less electricity. As and when required, the number of required computer units are added. The antivirus software are also installed to safeguard the computer data. Moreover the college has a plan to provide computers to each faculty member so that they will be able to cope up with the changing needs. The institution also provides the facility of ICT resources to staff & students and encourages them to make maximum use of it. The college has projectors, internet facilities on different computers and well equipped language & computer labs.

The College has a computer lab with 30 computers where BCA classes are conducted regularly.The students and teachers of BCA provide a helping hand in computer related works of the college.

All the important notices regarding academic, examinations, holidays are uploaded on the website.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 66.94

File Description	Document
Upload any additional information	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.25

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	6.43	5.49	0	2.17

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)

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.

Response:

Yes, the GLA college has an established and efficient systems and procedures for maintaining and utilizing physical, academic and support facilities. College has maintained a complaint register and an easily accessible Complaint Box. Building and infrastructure committee meets every month to go through these complaints / suggestions / feedbacks. Any minor repairs that need to be carried out are reported and the expenses for these are sanctioned by the Principal as per norms. In case of major repairs, the committee puts forward a request for sanction to the Principal. Quotations are called for after the sanction is granted by the Principal. For other major renovation or additional construction works, Building and Infrastructure Committee forwards the proposal to the university for necessary action.

Three RO Systems have been installed at different locations in the college. The college has 160KV silent Electricity Generators with AMF Panel to ensure uninterrupted power supply. Services of a Professional IT company have been used for maintenance and regular up gradation of College Website.

The college has a rich library, adequately equipped laboratory, playground, class rooms, computers, common rooms, bicycle shed, auditorium, hostels, and a large number of furniture. There is a mechanism of their maintenance. Necessary maintenance, repairing, writing off of worn out, out of order and broken things and now infrastructure development as per need are promptly dealt with. Small scale maintenance is done at contingency basis.

Physical maintenance is vital component for an institution. It sustains and developed an academic excellence in consistency. The college has adopted the policy of decentralization of work. HODs of respective departments are authorised to maintain and utilize the laboratory facilities for which grants are provided as per requirement. Library, sports and computer labs are maintained under the supervision of respective in charge.

The institution ensures optimum utilization of the available financial resources for maintenance and upkeep of the building, furniture, equipment and computer. In case of major maintenance work, we seek extra fund form the University by sending requisition along with budget.

Standard operating procedures for different facilities such as laboratory, library, sports complex, computers, classrooms etc. are followed in the college. The college library which is a treasure trove of knowledge for the seeker has standardized procedures for purchase, filing, and circulation of books. The stock verification of books is carried out according to well laid out norms. Financial matters such as purchase, maintenance, repair, etc are carried out strictly as per the laid-out procedures.

The different committee works for the maintenance of infrastructure facilities, laboratories, library etc. The committees are as follows –

1. Building Committee

2. Purchase Committee

3.Library Advisory committee

4 Sports Committee

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 8.6

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
815	415	483	1726	833

File Description	Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.16

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
20	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 114.16

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 2806

File Description	Document
Details of student progression to higher education (Data Template)	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 9.31

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations***, etc.*)**) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	3	1	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
25	20	20	18	2

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	

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 last five years.

Response: 0

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)

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

Response:

The college does not have an elected students' council as of now. Students' Union election was held way back in 2017. There have been no elections since then. However, very recently the process of this election has been started and very soon the college is supposed to have an elected students' body. Nevertheless, the principal of the college engages some students in various academic activities of the college.

The strong academic foundation of College is reinforced by the view, that valuable skills, attributes and talents are nurtured through student participation in various academic as well as co-curricular and extra-curricular activities.

Students actively participate in seminar / workshops to enrich their knowledge and new perspectives / career options in their subject.

Eminent speakers from other universities and institutions are also invited during these events.

The college has a number of vibrant cultural committees under the umbrella of Staff Council. To promote effective participation and engagement of students in these activities, the college has a policy of inviting students to be part of the committees so that students can be groomed under the faculty guidance. The College also has a devoted NSS wing, NCC wing and Women's Advisory Committee to promote successful engagement of students in community life and support students' growth and development into well-rounded citizens of the future.

The college ensures the representation and participation of students in its day to day activities as well as special functions and events. In fact the college is quite known for its teachers-students camaraderie and relationship and can claim that it is the only college of the city which ensures such a large student participation in its programmes and activities.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	1	1

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

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

Response:

Alumni are an integral part of our college family. They are our ambassadors to the society at large as they take fond memories of the college with them and help in building an image. They come forward to help and support the college at different times. Our college has records of them which help us to keep track of them. A number of them have achieved high places in different fields on life. Some of them visit our college on various functions.

The Alumni Association of the college has come into existence after initiative taken by the IQAC of the college, and the ad-hoc committee was formed in March 2018, which is yet to be registered. Since the college is a prominent institution of the area most of its students belong to neighbourhood society that is why they have an emotional attachment for the college.

The College is also planning to fix the meetings of alumni association on monthly or quarterly basis so that it could be incorporated as a regular practice during the whole academic year.

The alumni of College are well placed across academics, research, industry, banking sector, Defence, science & technology etc. in both government as well as public/private sector.

The college also solicits support of its alumni, to judge/guide the events in the competitions held during College Annual Festivals.

Such type of interaction between the current students, teachers and the alumni while on the one hand help students chart out their career based on alumni experience the college also benefit from the inputs from its alumni in planning out its activities.

5.4.2 Alumni contribution during the last five years (INR in lakhs)
E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The college has always followed the mission of imparting quality education to students of rural area, mostly coming from an agricultural background at affordable expense, in a very congenial ambience. It aims for providing education, and developing communication skills, a critical thinking, social interaction, problem solving capacity, ethical values, environment consciousness and leadership qualities to students.

So, our college is run with a vision and mission to produce well – equipped youths who can excel in all walks of life. Our vision is to grow as a centre of excellence in a rural setting. We aspire to be able to develop this institution as a centre where youths of modern liberal thinking with firm faith in democratic values and trust in the constitution and are smart, forward – looking, excellent in their area can be produced.

The leadership of the College is actively involved for fulfilment of stated missions and policy statements of the College and provides administrative, financial and academic support for implementation of the quality policy of the College.

Governance of the College is in accordance with the Statutes and Regulations of University. Teachers participate in the decision making of the College through the Staff Council and a number of Committees. All teachers are members of the Staff Council which is headed by the Principal as its Chairman. An Elected teacher functions as the Secretary of Staff Council. The Staff Council constitutes various committees for the implementation of the set policies and plans for admission, time-table, planning, purchase, library, examination, research affairs, environmental related issues, college website, ICT, sports, cultural activities, etc. The teachers are encouraged to give their options regarding the choice of committee wherein they wish to contribute. Each committee is headed by a Coordinator with various teachers as its members. Teaching, Non–teaching staff members are involved in the successful outcome of the objectives set out for various committees. Further, a Public Information Officer is appointed. All the academic concerns and issues are discussed on this platform, in a transparent manner, so that the faculty members have complete vision and participation of working in college.

The institution is working for the betterment of the society by creating accessible conditions for overall development of students. The institution is working for the individual growth of students. It is working as an institution providing quality education for progress and prosperity of the youth of this area. Academic pursuits along with physical, mental and moral growth of students are the forte of our institution. Institutional management is trying to flourish and thread a spotless path to excellence & eminence of education & quality of life.

The nature of governance of College is decentralized and participative in nature and seeks to involve all stakeholders in the process of governance.

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

Response:

The college promotes participative management by constituting the Staff Council which comprises of the Principal and teaching faculty Members. Various issues pertaining to the college as whole viz. academic activities, organization of cultural/extracurricular activities etc. are discussed by all members and only then decisions are taken. The staff council also constitutes different committees which includes teaching and non-teaching staff participation. Each Committee has a Coordinator nominated by the Staff Council, who convenes the meetings of the Committee, and the minutes of the meetings are prepared and maintained by them. The committees are formed as per the statutes and rules of the University, UGC and HTE & SD department Govt. of Jharkhand.

Participative management is encouraged through departmental meetings where all teachers of the department discuss matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, conduct of seminars, workshops etc. The department makes consultations with the Principal and receives as well gives feedback to him. Management of the various activities of the college is supervised by the principal with consultation of Staff Council.

All decisions are taken after considerable deliberations and consultations.

The duly elected Secretary of the Staff Council and its Chairman (Principal) supervises the functioning of these Committees.

This gives each element involved in the governance, opportunities to utilize their expertise and re-search in their assigned domain.

Every year the Staff Council convenes to constitute Committees for all significant activities and initiatives. The mandate of these Committees is to independently oversee the smooth functioning of the particular aspect for which they have been constituted. There is a clear process of delegation of authority in the institution; such as all Head of the Departments of concern subject are empowered take decision concerning their department. In charge of various Committees of the College are empowered or authorized to take decision. Faculty members, Non-teaching staffs are given independent charge to show their efficiency and groom their leadership ability and quality.

Though the principal is ultimately responsible for the overall administration of the college, the management system is decentralized. Accounts, routine, sports, examinations, cultural activities, NSS, library etc. are headed by teachers who are in charge of these departments.

The Principal is responsible for the execution of rules, regulations, directives and guidelines of the University. The conveners of the different Cells & committees together with their members hold meetings to formulate policies and guidelines for implementation in the College.

Bursar: Two faculty members are given the opportunity to take the position of Income & Expenditure Bursar. The appointment against this post, for a period of two years, is done on the recommendation of the University.

Public Information Officer: Addresses all RTI enquiries.

Controller of Examinations: All examinations conducted throughout the year are done under the supervision of this officer.

The Teaching and Non-teaching staffs have its own Union President, Secretary and Treasurer.

The administration is proactive, participatory and student centric. Hence, the togetherness prevails on the campus.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The vision of college of achieving excellence in teaching and research is reflected in the steps that it takes to keep and maintain itself at a particular standard with latest innovation.

The college has a prospective plan for development. The aspect considered are :-

• Providing adequate class rooms, updated laboratory and library, civic amenities, computerization, sports and games facilities, developing a charming campus, etc. were the salient components of the perspective plan.

Besides these some of the major development works likely to be taken up in the college are as follows: a proposal for Gym, Tutorial Hall, Smart Classes and 30 laptop &16 LCD projectors has been sent to the State Government. The college is seriously contemplating on Office Automation and e-Library. Students will be inspired to take up vocational courses.

There is College Development Committee in the institution which discusses the effective implementation and evaluation of policy and plans. All the policies and plans framed are monitored and evaluated by the different committees formed in the College.

The College is heading towards massive, planned infrastructural development. The short term prospective plan is being realized with the construction of a Girls' Hostel, a three-storey science Block, Arts block, canteen auditorium (400/500 capacity) and Examination Hall of seating capacity of 1800, to provide an enriching environment for intellectual growth and stimulation. The Academic Block will fulfil all the infrastructure deficits, viz. library, labs, classrooms, lecture theatres, administrative sections, teacher/ staff rooms, etc.

The long term plan in consonance with the Vision statement 2025 proposes to house a conference centre, research centre, Central Instrumentation facility, a guest house and Staff Quarter.

With the development of such infrastructure, academic enhancement and exchange programs will rise.

College has well laid out plans encompassing all areas of college life. The college hopes to nurture the students and harness their strengths for optimal holistic growth.

The college aspires to grow in every possible direction. Continuous and frequent changes in the University Education System (Annual System, Semester System and CBCS) and introduction of new courses has created an urgent need to expand the sitting capacity of Library, number of reading rooms for faculty members and students, books and Journals. Also it was quintessential to increase the number of racks for more books and journals. To keep pace with the modern digitized world, it was indispensable to make library equipped with state of art technologies so that students and faculty can have excess to all e-resources.

In view of the above requirements, College Infrastructure committee suggested the possibility of expansion of Library.

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.

Response:

The college has a well planned structure of management. It has all the statutory committees that are mandatory for the college. There is a decentralized system of governance in which power is shared collectively. The organizational structure of the college is as follows: Principal, Bursar, Departmental Heads, Teachers' Association, Non-Teachers' Association, Development Committee, Staff Council, Purchase Committee, Sports Council, Internal Complaint Committee, Anti Ragging Cell, Anti Sexual Harassment Cell, Grievance Redressal Cell. Besides these, there are some others committees and cells that look after various other aspects of the college.

The Principal is the chief executive and academic officer of the college. The Principal is responsible for administration and organization of teaching, administrative activities and extra-curricular activities in the college.

The Bursar is the financial advisor of the Principal and is a member of the teaching faculty. The Bursar along with the Accounts Section takes care of the financial aspects of the functioning of the college. All Teachers are members of the Staff Council. A duly elected Secretary oversees the functioning of the Staff Council. The Council constitutes various committees that look into the realization of academic and non-academic aspects of the college. All decisions in the matters of Staff Council Committees are taken as per the provisions of the act, statutes and ordinances of the affiliating University. The Public Information Officer, also selected from amongst the teaching faculty, handles issues related to the RTI act and other public dealings. Each Department has a Head, who acts as a bridge between the administration and the teaching faculty.

Staff council: The staff council is a statutory body which implement decisions of the university related to academic, extra-curricular and infrastructural facilities through its various committees. The principal of the college functions as the chairperson of the council.

Internal Quality Assurance Cell (IQAC): IQAC is a UGC mandated body to ensure quality improvement in the field of academics planning and administration of the institution. It lays down quality benchmark in above matter. The staff council also reports to IQAC with regard to their respective activities.

Service Rules: The service rules of the principal, teaching and non-teaching staff is determined by those as laid down by UGC and adopted by the State Govt. and university from time to time.

Procedures : All procedure related to admission recruitment, leave, salary, promotion, purchase of equipment and other objects and construction for augmenting Infrastructure of the college are followed as per UGC, University and HTE & S.D. Dept. state govt. guidelines.

Recruitment: Recruitment in teaching positions is done by state university service commission/ JHARKHAND public service commission as per the guidelines of state govt. / chancellor's secretariat.

Promotional Policies: Promotion of the teaching and non-teaching staff is awarded as per the norms of university act.

Grievance Redressal Mechanism: The College at its own level constituted a grievance redressal cell. This cell deals with the grievances of students and staff. Teacher's Association and nonteaching Association at college also looks after grievance of teaching and non-teaching staff respectively.

6.2.3 Implementation of e-governance in areas of operation

    1. **Administration**
    2. **Finance and Accounts**
    3. **Student Admission and Support**
    4. **Examination**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Since this is a constituent college of N. P. University, the welfare scheme for teaching and non- teaching staff are available at university level. The welfare schemes available for the teaching and non teaching staff are as follow:

The institution provides them house rent allowance, medical allowance. If the employee remains no more, his/her ward is appointed as III/IVth grade to fulfil the need of livelihood.

The College strictly follows the norms and ordinances of the University Grant Commission, Jharkhand University Act. regarding the welfare measures of teaching and non-teaching staffs. The college itself does not have the authority to change any of the welfare measures that has been fixed by the HTE & S.D. Department and University as per the UGC guidelines. However, teachers and non teaching staffs have made their association and every staff contribute into it and that fund could be utilized in any substantial welfare measure of any staff concerned.

Gratuity and other retirement benefits are given to teaching and non-teaching staff at the time of retirement.

They contribute to PF, group insurance and welfare fund. They are allowed to take loan from their PF as per their need and available balance. The non teaching staff of the 4th grade also get livery, shoes, umbrella and torch on various occasions. Besides these there is a teachers' union and a non-teachers' union to look into the matters of their welfare, salary, promotion and other issues.

Also, the college has provision for following welfare measures for teaching and non-teaching staff:

- **Medical leave**: There is provision of 10 days medical leave with full pay or 20 days is allowed with half pay.
- **Casual leave**: sixteen days of casual leave is permissible per year for employees.
- **Earned leave**: Three days of earned leave per year for teaching staff and 33 days for non-teaching staff is permissible.
- **Group Insurance Scheme**: employees are covered under this insurance scheme by paying a premium of Rs 80/-month.
- **Provident Fund Advance**:
- **Reservation for Admission under Ward Quota**: there are seats reserved each for wards of teaching and non-teaching employees.
- **Academic/Duty leave** is granted to teacher for conducting examinations, attend Conference / Seminar/Symposia and official meetings.
- Pension benefits to teaching and non teaching staff,
- Advance salary for festivals or special needs.,
- Benefit of lien.
- Special leaves (Additional Casual Leave) for female staff.,
- Maternity leaves.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

- All academic and administrative activities and relevant information concerning the faculty and non teaching staff are recorded in their respective service books.
- The institution encourages and provides conducive environment to its teaching and non-teaching staff to enhance their professional development.
- The college provides duty leave to its faculty members to attend Seminar / Symposium / Conferences /Workshops / Training programmes / Refresher / Orientation Courses.
- The college encourages its staff to have membership and active involvement in various learned bodies.
- The institution encourages and motivates the faculty members and the employees to perform their assigned duties with honesty and diligence.
- The self-appraisal report submitted by the faculty members are assessed and duly forwarded by the Head of the Institution to the affiliating university.

The self-appraisal form is filled by the teaching faculty for career advancement scheme (CAS) as per university directives and UGC guidelines. They are mandatory for their promotions. All promotions are subject to the rules, regulations and scheme introduce by University. The records of the faculty members are maintained in service books. This book contains information of significant improvements made by the faculties in both the academic as well as administrative fields. This is evaluated by a team of experts at the time of promotion. All the performance appraisal systems followed by the college are mandatory and are useful at the time of promotion and also in improving the standard of working of the college.

During the updating of the service book of the employees their carrier achievements are recorded.

CAS – Career Advancement Scheme- Teachers appointed in 1990's are promoted under the performance appraisal system from Assistant Professor to Assistant Professor Senior Scale and then to Reader/Selection grade.

The non-teaching staff belonging to 4th grade are promoted to 3rd grade under the statutes for appointment, qualification and promotion of Non-teaching staff of the University headquarter and Allied offices.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Auditing is an essential process for accuracy and transparency in financial management. The college has a mechanism for internal and external audits, both, at routine level. External Auditors are appointed by Government for two financial years who conduct audit every year. Comptroller and Auditor General of India (CAG) has also started auditing the entire receipts and expenditure of the college. Audit reports are sent to respective bodies for compliance.

The College conduct regular internal audit of accounts for effective financial management. Two internal auditors are appointed by the parent university and the audit reports are submitted to the university.

The auditors verify the income received and expenditure incurred under various heads. It is examined that money is spent in a valid and correct way. If any discrepancy is perceived and reported the compliance is done immediately and compliance report is submitted to the university. The internal auditors also verify the assets purchased in the library, laboratories, examination and administrative office.

At the end of the every financial year, the cash-book and other relevant registers in the accounts section is checked and audited at internal level. The bursar of the college takes care of the income and expenditure.

The cash register is compared with bank statement and any anomaly is sorted out. The objections by the auditor are complied.The cashier of the college keeps record of various incomes and sends the amount collected from different sources to the bank. Overall there is a transparent mechanism of financial operations functional in the college even though there is need of automation of the accounts section of the college.

Also,the external auditors checks the yearly salaries disbursed by the Government to teaching and non-teaching staff working against sanctioned posts and also the college income through Tuition Fees and other sources and submit the report to the HRD,Government of Jharkhand.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<u>View Document</u>

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College is mainly receiving funds from the UGC,HTE SD Department Government of Jharkhand and from the fees collected from students.

The accounts section prepares the budget taking the recurring and non-recurring expenditures into consideration with the consultation of the Accountant, Bursar and the Principal.

The allocated funds are mainly utilized for meeting the expenses on salaries and infrastructure, and to purchase equipment and books, consumables, organize guest lectures, seminars, workshops and conferences, and other events. The Principal/Bursar is responsible for maintaining the accounts of income and expenditures.

Besides, the resources are made available from the end of the state government for repairing and renovation work in the college. For salary and other developments, fund is received from the government and the UGC. The college has an elaborate mechanism for the maintenance and utilization of the funds. The college has different accounts to keep money received from different sources. All these accounts are maintained and updated annually.

Contingent expenses are met by using petty cash. All development works are carried out as per accounts rules.

Time to time the College receives fund from the UGC also. The said fund, given for specific purposes, has been utilised under the guidelines of the UGC.

Apart from the salary grants of the State Government and the occasional grants under UGC/HTE & SD, the College is neither getting any grant from any agency nor is it collecting any kind of donation from any non- governmental body. The College is meeting out its expenses from the fee collected from the students.

The College is running a few self financed courses also. All kind of financial requirements of the College including infrastructure development, salaries, regular expenses etc are judiciously addressed by the fund it generates.

On the recommendation of the Principal, the University also appoints a faculty member as the Bursar of the College, through whom all expenditures have to be routed.

Payment of bills and re-imbursement of expenses is done as and when received, as per rules, and verified by the In-charges.

Keeping in view the requirements of each department, funds and grants are allocated and purchases are made through duly constituted purchase committees. Then there is entry of these articles in the Stock Registers. Keeping in view financial powers of Principal, the available financial resources are used effectively & efficiently.

The college has well established Accounts Section under the control of Bursar and Principal. It makes strategies for mobilisation of funds and the optimal utilisation of resources. It monitors effective and efficient use of financial resources in the college.

Since the college is also a centre for IGNOU, it receives maintenance grant from it.In order to envisage the optimal utilization of resources, our college utilizes its resources for conducting IGNOU classes on Sunday and its examination after the session ends.

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

Response:

The IQAC has been established in the college in 2015. The two best practices for institutionalising the quality assurance strategies and processes made by IQAC are :-

- Semi-automation of college Library and
- Purchase and installation of drinking water cooler-cum-purifiers to make the pure drinking water available for teachers, staffs and students.

Institutional Policy- IQAC has been constituted to work on issues like Standardization of education & Infrastructure of college, Organizing workshops & seminars at college level and also at National level.

Applying for NAAC Accreditation has been taking up the IQAC and the Committee is following up the on-going Accreditation work. IQAC gives suggestions to the Building and Infrastructure Committee of the College and issues like renovation of old and new building is taken up. Smart classroom and Virtual class room are planned by the college authorities on the recommendation of IQAC.

Moreover, it functions as an open forum where anybody can give his suggestion for academic improvement and developmental activities.

It has striven to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

The IQAC is also working towards improved documentation of the various programs /activities held in the college leading to quality improvement.

Several initiatives such as introduction of feedback system (covering several aspects of the institution), arrangement of help desk for admission, website updation of the college, Plantation, Rain Water harvesting

and promotion to research etc. have been taken by the IQAC. Besides this the IQAC also decided to make the campus green and clean.

Since its inception the IQAC is playing an important role in the planning and implementation of strategies related to academic, administrative, infrastructural and financial aspects. The IQAC not only gives suggestive measures with regards to quality assurance and sustenance but also organises different awareness and enhancement programmes at the level of students, teachers and non teaching staff.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The institution has formal and informal mechanisms to continuously review the teaching learning process**.** Various aspects of this process are given below:-

- Informal deliberations among individual teachers.
- Random inspection of classes by the Principal.
- Discussions during staff meetings.

The overall outcome of these initiatives is that regular classes are held in the college and different parameters of college objectives are achieved. The institution communicates its quality assurance policies, mechanisms and out comes through staff meetings, interaction among individual teachers, interaction with students and discussion with staff on the points collected through feedback.

Internal Quality Assurance Cell recommended for provision of smart/ digital classrooms for all department and purchase of e-journals and e-book with installation of five computers in reading hall of the library. The recommendation has been approved and is under the process of execution. The IQAC has been monitoring all these activities periodically.

The institution reviews and implements teaching-learning processes, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC. Some such processes are outlined below:

Feedback from stakeholders: The IQAC has initiated the process of taking feedback from different stakeholders. Reforms are being introduced to bridge the gaps identified in the teaching-learning process.

Academic issues and enhancement: Teaching learning is a constant lookout of the IQAC and it has been reviewed in its meeting from time to time. The practice of Student Feedback Analysis and SWOC Analysis is undertaken by the IQAC which helps to review the teaching learning process, structure and methodologies in a big way.

Moreover, to sensitize the students towards Gender issues, a workshop on Gender Sensitization was held by women cell with the help of IQAC. It was widely appreciated by both students and faculty.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 7 - 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 last five years.

Response:

The institution has considerable enrolment of girl students and the number of female among its staffs is also very substantial. Hence, the college has shown gender sensitivity and awareness on the part of administration and management. Continuous vigil in the campus is maintained by the Discipline Committee. The discipline committee has Female Teaching Staff also as members. The College has constituted a Women Advisory Committee(WAC) which is very active and has shown greater concern for the safety and security of girl students. The WAC is continuously organising Gender Sensitization and Gender Awareness Drives not only with girl students but also with boys. The Women Cell organises Invitation Lectures in an effort to inculcate a good sense of gender awareness among the students.

Safety and Security:

The Internal Complaints Committee (ICC) has been constituted in the college . ICC meets on need basis to address any complaints from students, teaching and non-teaching members and takes necessary action. The College has a zero tolerance policy towards any such transgression**.** The college is committed to provide a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.The Anti-ragging Committee makes sure that there are no instances of ragging anywhere in the campus. Designated areas of campus and the surrounding areas are under continuous video surveillance. CCTV cameras are installed throughout the campus. The security staff is being deputed at the gate.

Counselling:

The WACl of the college looks after each & every concern of the girl students. This committee organizes counselling sessions, different awareness programmes as well as other activities for the upliftment & empowerment of the girls. The Women Welfare Advisory Committee and faculty mentors also are accessible to students for counselling.

The college is well surrounded by boundaries and no external interference is allowed. Students are being regularly counselled towards the respect, equality and dignity of the women.

Common Room:

Separate Common Room: The College has a separate common room for girl students. The common room has the facility of washroom, television and indoor games such as chess, carromboard , table tenis etc.

The girls common room is located on the ground floor of the college building in the close vicinity of the principal's office. This room is equipped with clean washrooms and comfortable seating. This room is properly ventilated to provide a friendly environment to students. It has been designed to provide a support network for female students as well as to give a place to unwind them and indulge in informal discussion in

free time available.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The College produces a lot of waste material in form of tree leaves, pruning of trees, cutting of grass etc. Waste collection bins are placed in different departments and other places to collect the biodegradable and non-biodegradable waste components.The leaf litter of the college is managed through the same process. The compost so created is used for various gardening activities in the college. The use of plastic, as such is banned in the college premises and the campus has been declared as a "No Plastic Zone".

In the college, students and staff are also trained for handling and disposal for hazardous chemicals in the laboratories following the standard procedures.

The college premises is a polythene free zone. The college has employed menial staff for clearing and waste management. Old newspapers and other useless/rejected paper junks are given to vendors for recycling. The liquid waste, mostly from chemistry and zoology labs are managed by the menial staff of the labs concerned.

The College authorities are committed towards waste management and energy conservations and efforts are continuously being taken to improve the situation.

The waste is collected in two different disposable bins kept at different locations in the college. The blue bin is used for dry waste and the green bin is used for wet waste. The dry leaves from the trees are not burnt but collected in a pit for making compost. The compost is used as manure for plants.

The college effectively manages its solid waste. The waste created by paper, dry leaves, broken furniture, old newspapers, old books and magazines etc become a problem. They are managed in a systematic way.

E waste management:

E-waste exists only in the shape of used CD's, DVD's, printer cartridges and that too in a small amount. With the increased use of e-mail and pen drives, the use of CD's and DVD's has become almost negligible. The printing cartridges are reused till they become non-functional. Old computer systems are sold to those dealers who upgrade them and sell them again in the market.

The need of the hour is to minimize waste which we diligently practice in our college. The waste created is managed through in- house techniques and processes.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

    1.**Rain water harvesting**
    2.**Borewell /Open well recharge**

3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. Green audit
2. Energy audit
3. Environment audit

4.**Clean and green campus recognitions / awards**
5.**Beyond the campus environmental promotion activities**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Any other relevant information	[View Document]()

7.1.7 The Institution has disabled-friendly, barrier free environment

1.**Built environment with ramps/lifts for easy access to classrooms.**
2.**Disabled-friendly washrooms**
3.**Signage including tactile path, lights, display boards and signposts**
4.**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**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document]()
Geotagged photographs / videos of the facilities	[View Document]()

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 500 words).

Response:

The college aims at delivering quality education, grounded in sensitivity toward individual dignity, professional integrity and a positive and nurturing environment by enhancing the commitment of faculty, administrative staff and the students to the centrality of diversity, social justice and democratic citizenship.

This institution has always intended to serve as a potential agent of social change. From the very beginning, the focus has been on making quality education accessible to the poor, the deprived and girl students. Quality and harmony are the two objectives of the college.

The college is located in a remote area of Jharkhand where around 70% of population is rural. The location itself is near the edge of the famous Betla National Park and have been leading in naxal movement. Therefore the college has to put extra effort to trigger the significance of education among the people. The college has contributed significantly in imparting education at the edge of violence and could be able to transform the life of people and bring them in the main stream society. All in all the college provides best facilities within the available means and is working for the betterment of the society as its ultimate goal.

Inclusiveness has at along been one of the halmarks of the institution's avowed objectives.

Creating an ambience conductive enough to insure maximumm benefits of the diverse groups of stakeholders has been made possible through determind efforts over the decades of its journey.

Every effort is made to ensure that no part/category of its stakeholders feels ignored, isolated, ostracised, alienated or insulted in any possible way. A sizable portion of its students come from the tribal, minority communities and very poor sections of the society. They should never feel marginalised and discriminated. Hence, general policy of tolerance and co-excistence is followed in all activities. The IQAC of the college, in accordance with the college administration, keeps an eye on every aspect of college management, from admission , teaching-learning to all other activities that the stated objectives are achieved without any hindrance in an atmosphere of peace and harmony.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The thrust of the institution is to impact multi-dimensional, holistic education and mould the students as good citizens with an eagerness to serve the society. We aim to provide the youth of this region with an education, which while cultivating their intelligence, will also equip them with the physical and mental disciplines needed for drawing upon their own strengths.

The college, right from its inception, has been committed to:-

- Bring more and more of those deprived into the fold of formal and higher education,
- To provide a healthy blend of tradition and modernity in education and looks for innovative pedagogy in teaching, research and extension activities;
- Creating an environment of intellectual competence, scientific temper, environment consciousness and awareness towards social responsibilities;
- Educating the new generation in contemporary knowledge and skill to meet the challanges of nation building;
- Inculcating a sense of moral values, national pride and universial brotherhood among students.

However, with a well defiened institutional vision, clearly stated priority and focused thrust on objectives the institution is able to carve out a distinguished character. Since its very beginning, the college has been desirous of achieving excellence and maintaining its core values.

File Description	Document
Link for any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
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	[View Document](#)
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college imparts the feeling of patriotism in students and staff members by celebrating the national festivals like Independence Day and Republic Day every year.

The college also organizes the events to commemorate the birth and death anniversaries of famous personalities like Mahatma Gandhi, Dr Sarvepalli Radhakrishnan and others so as to familiarize the students with the contribution that these respective personalities have made in the process of nation building and paving the way for its present and future developments. The events include lecture by eminent speakers from diverse fields and conducting intra college competitions like Essay writing, Slogan writing, Poster Making, Cleanliness Drive, etc.

The institution celebrates national festivals i.e. Republic day, Independence day, Gandhi Jayanti. The college also pays respect to the great Indian personalities by celebrating their birth and death anniversaries throughout the year.

In all the above events teachers, staff and students participate and take part with enthusiasm and perform academic and cultural activities. On this very day all faculty members and students of college as well as the Principal address the students and educate them about freedom struggle. Various cultural events are presented by the students. On this day NCC volunteers of the college take part in the parade. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. International Yoga day is also celebrated every year.

Since 2014, the college organises '*Swachhta Abhiyan*' on 2nd October every year, where all the college staffs and students participate in cleanliness drive of the college campus.

5th September is celebrated as Teacher's Day to honour Dr. Radhakrishnan's birthday with great warmth. The students organise cultural programmes for teachers in their respective departments.**TRL**(Tribal and regioinal language)Departments of the college organises cultural programs on the eve of Jharkhand Foundation Day,i.e15th November in remembrance of Bhagwan Birsa Munda, the Indian tribal freedom fighter.

File Description	Document
Link for any other relevant information	[View Document](#)

7.2 Best Practices

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

Response:

The institution runs with many best practices. It tries its best to inculcate human values and ethical ideas among the students. Two best practices of the college are as follows -:

(1) Title of Practice : Maintenance and Development of Infrastructure

Objective of the Practice

To ensure infrastructural support as per the requirement of teaching learning, administrative and other activities in the college and its regular maintenance.

Context:

Frequent changes in the UGC undergraduate and PG scheme (Annual system, Semester System, and CBCS) created different infrastructural needs. In addition, to cater to the physical needs of differently abled students the college needs to create suitable infrastructure. The growing need of books and seating capacity, separate reading rooms for the faculty and differently abled and a dust free environment with state of the art technology necessitated complete renovation of the college library. To meet the growing needs of the college administration so that the administrative work proceeds smoothly there was an urgent need to expand and renovate the administrative block. Keeping up with changing pedagogical needs requires development of state of the art equipment in the laboratories and ICT facilities in the class rooms. Mere Infrastructural changes based on the above needs are not enough. Equipment etc. also require continuous maintenance.

The Practice

To meet the infrastructure demand, the college takes initiative and send proposals of different buildings to HTE & SD, Govt. of Jharkhand and N. P. University, Medininagar.

Evidence of success:

Due to the efforts of the committee all the laboratories of science departments have been renovated with state of the art equipment.

The construction of Science block, Arts block, Canteen, Examination hall , Auditorium etc. are started.

In addition other facilities for such group of students and teachers as ramps etc. have also been provided.

To ensure uninterrupted power supply noise-less generator has been installed and solar plant has also been installed.

The committee takes special care in maintaining the infrastructure as many of these require regular maintenance and replacement. A complaint register has been kept which are attended to in quick time.

Problems encountered:

The development committee had to encounter several problems while catering to the infrastructural needs of the college. This primarily relates to availability of funds for specific projects and delay in the completion of construction related projects. The college does not have additional source of financing the

projects than the ones granted by the funding body. When construction linked projects are handed over to government agencies invariably leads to delay in completion due to procedural bottlenecks on their part.

BEST PRACTICE: II

TITLE : CLEAN CAMPUS, GREEN CAMPUS

Objective of the Practice

Greenery is a fundamental aspect of an institution. To keep the campus clean and green is an important task not only for the aesthetics of the institution but also for the purpose of development of environmental consciousness among the students.

CONTEXT:

Environment protection always needs to be on the top agenda of development ethics. The youth need to acquaint themselves with the intricacies of environment while they pursue their study. A clean and green campus sensitizes them to this issue. So the college has developed a Botanical garden.

THE PRACTICE:

In order to keep the campus clean and green, the college regularly organizes cleanliness drives and plantation drives and also organizes lectures on the issue of environment.

THE EVIDENCE OF SUCCESS:

Due to this practice, the college has a lush green campus. There are a large number of trees and plants inside the campus. Watering, pruning and weeding out of the campus is done regularly adding to its beauty.

The Botanical garden has been devloped.

PROBLEMS ENCOUNTERED AND RSOURCES REQUIRED:

Due to a large number of trees it is difficult to keep the campus clean. Dry Leaves, dead herbs and unwanted outgrowth make things pretty difficult to manage. Additional fund and staff for the maintenance of college cleanliness are required.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Decentralization and Participative Management

The college promotes participative management by constituting the Staff Council which comprises of the Principal and teaching faculty Members. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the Principal to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Institution focuses keen on decentralization by intending equal opportunity. Various issues pertaining to the college as a whole viz. academic activities, organization of cultural/extracurricular activities etc. are discussed by all members and only then decisions are taken. The staff council also constitutes different staff council committees which includes teaching and non-teaching staff participation. Each Committee has a Co-ordinator nominated by the Staff Council, who convenes the meetings of the Committee, and the minutes of the meetings are prepared and maintained by them. The committees are formed as per the statutes and rules of the University, UGC & HRD Govt. of Jharkhand.

Participative management is encouraged through departmental meetings where all teachers of the department discuss matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, conduct of seminars, workshops etc. The department makes consultations with the Principal and receives as well gives feedback to him. Management of the various activities of the college is supervised by the principal with consultation of College Development Committee/Staff Council; and it is actively involved in receiving as well as providing feedback to the college.

All decisions are taken after considerable deliberations and consultations.

This gives each element involved in the governance, opportunities to utilize their expertise and re-search in their assigned domain.

There is a clear process of delegation of authority in the institution; such as all Heads of the Departments are empowered to take decisions concerning their department. In charge of various Committees of the College are empowered or authorized to take decision. Faculty members, Non-teaching staffs are given independent charge to show their efficiency and groom their leadership ability and quality.

The College is committed to a participative management with decentralization involving all stakeholders. Teaching and non-teaching staff are fully engaged, assume responsibility and take charge voluntarily. Every year the Staff Council convenes to constitute Committees for all significant activities and initiatives. Each Committee is led by a member of the Faculty and comprises of 4-5 members. The mandate of these Committees is to independently oversee the smooth functioning of the particular aspect for which they have been constituted. Preparation for this NAAC assessment is an illustration on how this participative approach.

The College Administration: -

The key constituents of the organisation are as follows:

Principal

The Principal is the executive head of the Institution. He is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college and is assisted by the Administration and Accounts departments and the Staff Council in the decision making process. He is ex-officio chairman of the Staff Council.

Staff Council:

Principal is the ex-officio chairperson of the staff council which functions through various committees to carry out various functions of the college.

Bursar: Two faculty members are given the opportunity to take the position of Income & Expenditure Bursar. The appointment against this post, for a period of two years, is done on the recommendation of the University.

1. **Controller and Deputy Controller of Examinations**:

Appointed by the university on recommendation of the Principal, they are responsible for smooth conduct and supervision of final examinations.

1. **HOD**:

It is a mandatory responsibility of every permanent faculty member. A HOD's is appointed for two years by the Principal by rotation on the basis of seniority.

1. **Public Information Officer**:

Addresses all RTI enquiries on behalf of the college.

1. **Conveners of Committees**:

Faculty members work as conveners or members of different committee.

1. **NCC Officer** for Girls and Boys wing.
2. **NSS Program Officer**
3. The administration is proactive, participatory and student centric. Hence, the togetherness prevails on the campus.
4. The college has IQAC and College Development cum Purchase Committee (CDPC). The principal is the chairman of IQAC and CDPC. The Principal holds separate meetings with the faculty, HOD,

IQAC and CDPC and in consultation with them and policy is formulated.

5. The college has a well-defined organizational structure in the administration staff. Hierarchy of the staff is defined as per the rules of the University. The internal organizational structure of the administrative staff is given below:

6. The decision-making processes is democratic in nature as difference of opinion on various issues is encouraged and decision are accordingly revised. Administrative Approval of the university is obtained wherever financial involvement occurs.

Thus, all the teaching and non- teaching members take active part in the institutional affaires, which is a clear indication of the participative management.

5. CONCLUSION

Additional Information :

GLA College is progressing towards academic interactions with several institutions at national and international level. This will help the students and faculty of the college to develop a broader perspective and serve the society.

For the past 65 years of its history, the continued success of its structures, organizations, students and faculty over this time show that it has consistently adapted to changes in the state educational environment.

The college strives to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.

The vision and mission of the institution are communicated to the students and teachers of the college at various stages. The freshers are apprised about these through prospectus, and college website. Subsequently class room teaching, debates, discussions, cultural activities, sports and community services translate the above into reality. Teachers are made aware of these through Staff Council meetings. The present leadership of the college encourages decentralization and participation of all stakeholders which has contributed to a smooth teaching learning process. The administration has also been sensitized to the needs of the students and other stakeholders.

An institution, apart from the academic performance of its students is also known for its cultural and sports activities. Students of this college regularly participate in inter and intra-University cultural activities and have won prizes at various levels.

Women are given concessions in cut-off percentage during admissions.

The college serves under privileged ,marginalized and educationally backward communities of the district belonging to low-income household. The college also attracts students, especially girl students from rural areas as well as Naxal affected villages.

Concluding Remarks :

In conclusion, college is a dynamic college offering a host of opportunities to students as well as the faculty members. Regular and rigorous classroom teaching with innovative pedagogical methods ensure that the academic environment is conducive for student growth. For the desirable growth of any academic institution, research forms an integral part. The congenial atmosphere existing within the college encourages the faculty members to forge ahead with their research pursuits. The college has got an excellent infrastructure and strives to improve upon it continuously. The students from the college have reached great heights and continue to win laurels for the college. The students and faculty are encouraged to organize and attend guest lectures workshops, seminars, conferences etc. The college has well maintained infrastructure, talented faculty, well furnished labs, computer centre and a rich library. Research activities are going on in almost all the departments. Besides curricular activities, the college promotes co-curricular and extra - curricular activities for an all-round development of students. Teaching is the foremost priority of the Institution. Different cells and committees are working effectively to address the academic, personal, career, psycho-social issues of the

students. The college has renovated its dilapidated building, has upgraded its infrastructure and accordingly has attracted the students of remote areas.

Our vision is to establish this college with adequate academic and physical infrastructure with the help of University and HRD, state govt.

Keeping in view talented teachers, enrolment and success rate of students, teaching-learning facilities, diversified courses, well maintained and sufficient infrastructure and zeal of management and faculty to obtain excellence in future , the college is all set to achieve new strides in higher education after getting NAAC accreditation which it duly deserve.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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 Answer before DVV Verification : 24 Answer after DVV Verification: 1
3.1.2	**Percentage of teachers recognized as research guides (latest completed academic year)** 3.1.2.1. **Number of teachers recognized as research guides** Answer before DVV Verification : 48 Answer after DVV Verification: 8
3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>12</td><td>5</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>
3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** 3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 16 Answer after DVV Verification: 8 3.3.1.2. **Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 10 Answer after DVV Verification: 10 Remark : As per supporting documents provided.
3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last**

five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	14	9	16	28

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Link to UGC Care not provided. Claimed journal could not be found in UGC Care list.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.4.3	**Number of extension and outreached Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.**

3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

20-08-2020 02:23:02

| 4 | 0 | 0 | 0 | 0 |

3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years** 3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
789	0	0	0	0 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
425	0	0	0	0	
3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year** 3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
3	2	0	0	0 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
0	0	0	0	0	 Remark : Relevant supporting documents not provided.
4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 4 Answer after DVV Verification: 4
4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last**

five years (INR in lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
23.31992	0	0	0	32.0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
41.14	57.65	31.98	101.32	2.35

Remark : As per supporting documents provided.

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3.02393	0	0	0	2.344745

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	6.43	5.49	0	2.17

Remark : As per supporting documents provided.

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	99.4056	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	6.43	5.49	0	2.17

	Remark : As per supporting documents provided.
5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following** 1. **Soft skills** 2. **Language and communication skills** 3. **Life skills (Yoga, physical fitness, health and hygiene)** 4. **ICT/computing skills** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: E. None of the above Remark : Relevant supporting documents not provided. Submitted documents are illegible.
5.2.1	**Average percentage of placement of outgoing students during the last five years** 5.2.1.1. **Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>12</td><td>26</td><td>4</td><td>24</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>20</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : As per supporting documents provided.
5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>5</td><td>89</td><td>0</td><td>50</td><td>4</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>1</td><td>0</td><td>1</td><td>1</td></tr></table>
6.3.3	**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

	6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table>
6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>3</td><td>59</td><td>6</td><td>1</td><td>2</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : Supporting documents as per SOP not provided.
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : As per supporting documents provided.
7.1.5	**Green campus initiatives include:** 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**

Answer before DVV Verification : Any 4 or All of the above

Answer After DVV Verification: E. None of the above

Remark : Supporting documents as per SOP- geotagged photographs/circulars for implementation-not provided.

7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Disabled-friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **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** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above
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.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>749</td><td>498</td><td>433</td><td>433</td><td>424</td></tr></table> Answer After DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>721</td><td>496</td><td>427</td><td>428</td><td>418</td></tr></table>

2.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2458	4648	3836	3777	3433

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2459	4648	3836	3777	3433

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
51	51	50	51	43

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
43	51	50	51	51

4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
987.84	937.16	932.32	43.27	27.82

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
69.42	89.80	76.94	150.92	31.24