The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)
(JULY 1, 2018 TO JUNE 30, 2019)

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution :THE GRADUATE SCHOOL COLLEGE FOR WOMEN, JAMSHEDPUR

- Name of the Head of the institution: DR. D. K. DHANJAL

- Designation: PROF- IN-CHARGE

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.: 06572431848

- Mobile no.: 08102391990

- Registered-mail: principalgscw@gmail.com

- Alternate e-mail: anamilka.gscw@gmail.com

- Address   : P.O- SAKCHI, JAMSHEDPUR

- City/Town   : JAMSHEDPUR

- State/UT   : JHARKHAND

- Pin Code   : 831001

2. Institutional status:
- Affiliated /Constituent: CONSTITUENT
- Type of Institution: Women
- Location :Rural/Semi-urban/Urban: URBAN

- Financial Status: UGC 2f and 12 (B)

- Name of the Affiliating University: KOLHAN UNIVERSITY, CHAIBASA
- Name of the IQAC Co-ordinator : DR. KUMARI ANAMIKA
- Phone no. :

  06572431848

- Alternate phone no.

- Mobile: 9955311505

- IQAC e-mail address: principalgscw@gmail.com

- Alternate Email address: anamikagscw@gmail.com

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

4. Whether Academic Calendar prepared during the year? :No

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

Web link:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B++	81.50	2004	04/11/2004 To 03/11/2009
2nd	B	2.39	2017	09/06/2017 To 08/06/2022

6. Date of Establishment of IQAC: 15/07/2015
7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Induction meeting for freshers	25th July, 2018	500
Environment awareness programs (Van Mahotsav)	16-07-2018 to 18-07-2018	100
Independence Day Celebration	15-08-2018	300
Shardiya Utsav	13-10-2018	400
Annual sports	17-1-2019 to 18-01-2019	400
Republic day	26-01-2019	300
International Women's Day Celebration	8-3-2019	200

8. Provide the list of funds by Central/ State Government- NOT APPLICABLE

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

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

        *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…No….
Yes/No
  (Please upload, minutes of meetings and action taken report)

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

        If yes, mention the amount: Year:

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

        * Compliances to CBCS system effectively in the Institution

        * Enhanced use of Smart Classes

        * Regular Departmental Seminars and Workshops

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

Plan of Action	Achievements/Outcomes
1. Requirement of teachers was communicated by the college to the university authorities to cope up with shortage of teachers.	Guest faculty appointment was done and 18 teachers were appointed in various departments by the University.
2. The routine committee of the college was directed to prepare a master routine as per the new CBCS curriculum and adjust the departmental routine accordingly.	A master routine was prepared in the beginning of the session as per the requirements of the CBCS framework and departmental routine were adjusted to ensure smooth running of the classes.
3. Teachers were advice to use available smart boards and projectors to make their classes effective.	The departments enhanced the use of smart board and projector in class room teaching and other academic activities.

14. Whether the AQAR was placed before statutory body?   Yes /No: NO

   Name of the Statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: NO   Date:

16. Whether institutional data submitted to AISHE: Yes

    Year: 2019 Date of Submission: 30/09/2019

17. Does the Institution have Management Information System?   : NO

   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
The College follows the curriculum designed by Kolhan University,Chaibasa. The principal of the college sets the time table schedule of each subject for teaching. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. Teachers are directed to engage extra classes as per requirements. For implementation of curriculum, teachers have included teaching methods such as presentation, assignments, and seminars for effective teaching. The college receives regular updates of circulars through letters and emails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teacher about changes in curriculum and gives them a copy of the same. The faculties receive all sorts of support from the university and college to understand the curriculum. Regular meetings are conducted and instructions are given for submission of Assignments and conducting internal tests and project work before end semester examination.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year : NO

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year : NO

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year) 2017					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year : NO

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment : NO

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

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships

1.4 Feedback System : NO

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No

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

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year 2018-21

Name of the Programme	Number of seats available	Number of applications Received	Students Enrolled
B.SC.	NA	NA	151
B.COM.	NA	NA	491
B.A	NA	NA	907
M.SC.	NA	NA	80
M.COM.	NA	NA	310
M.A	NA	NA	274

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	5452	1263	26	---	11

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
26	26	Projectors-9 smart boards-4	04	04	NRC, Internet facilities

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

Teacher takes attendance of students regularly and maintained record of absentees. The teachers meet the students associated with them regularly to bridge the gap between teacher and students. This approach helps creating better environment in the college. Students are provided advice and support for improvement in academic performance.

Updates of student's performance are provided to the parents in the parent teacher meeting.
Periodic meetings are conducted by the Principal with HODs to review the punctuality and regularity of the students. The fresh ideas will float in during the meeting. The teacher meetings are conducted on the regular basis. The class interaction meetings are being conducted twice in a semester for every class to know and to solve their problems.
Every student participates in the events conducted in the college or other colleges with the prior permission of the concerned HOD.
Disciplinary Committee of the college promptly curbs the indiscipline in the campus.
Anti-Ragging Committee monitors the freshers by frequently visiting the sensitive areas within the campus and outside the campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

6715	26	1:258

2.4 Teacher Profile and Quality

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
55	26	29	--	18

2.4.2 Honours and recognitions received by teachers : NO
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2.5 Evaluation Process and Reforms: NA

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

Progra mme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination

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

Orientation programs are conducted for the students' awareness of evaluation and assessment system.
Conducting virtual classes to clarify doubts and re-explaining the critical topics.
Unit tests, Surprise test & Quiz are conducted regularly prior to mid semester examinations.
Regular conduct of group discussions, seminars and guest lectures.
Industrial visits and field trips are arranged for the students and students submit the visit report which is also evaluated.

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

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	P.G(PSY)	06	06	100%
	P.G(POL.SC.)	80	76	95%
	P.G(HIS.)	104	102	98%
	P.G(MATH)	31	30	97%
	P.G(COM)	280	277	99%
	B.SC(GEN)	03	03	100%
	B.SC (BOTANY HONS)	15	15	100%
	B.SC (CHE. HONS)	15	11	73%
	B.SC(MATH HONS)	36	31	86%
	B.SC(PHY HONS)	34	29	85%
	B.SC(STAT HONS.)	03	03	100%
	B.SC(ZOO HONS)	26	24	92%
	B.COM (GEN)	73	69	95%
	B.COM (HONS)	626	572	91%
	B.A(GEN)	68	64	94%
	B.A(BENGALI HONS)	NIL	NIL	NIL
	B.A(ENG HONS)	84	79	94%
	B.A(ECO HONS)	63	49	78%
	B.A(GEO HONS)	67	66	99%
	B.A(HIS HONS)	151	146	97%
	B.A(HINDI HONS)	103	90	87%
	B.A(HSC HONS)	04	04	100%
	B.A(ORIYA HONS)	01	01	100%
	B.A(PHIL HONS)	08	08	100%
	B.A(POL. SC.)	112	107	96%
	B.A(PSY HONS)	44	32	73%
	B.A(SNK HONS)	03	03	100%
	B.A(URDU HONS)	16	15	94%
	BBA	14	14	100%
	BCA	03	03	100%

2.7 Student Satisfaction Survey : NA

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research : NA

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				

Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem : NA

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year : NO

Title ofthe innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards :NA

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded

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

	Department	No. of Publication	Average Impact Factor, if any
National			
International			

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

Department	No. of publication
Political science	01

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : NO

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) : NA

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	01	04	---	----
Presented papers	01	01	---	---
Resource Persons	---	---	---	---

3.4 Extension Activities

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

Title of the Activities	Organizing unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
MRA	TCC, SONARI	03	06
YOGA DAY	NCC AND NSS	04	150
VISIT TO ADOPTED VILLAGES	NSS	05	50
VAN MAHOTSAV	NCC AND NSS	04	70
PRD CAMP	NSS	03	03
PRANJANA PARWAH	NSS	03	60
ADVENTURE CAMP	NSS	03	05
CONSTITUTION DAY	NCC AND NSS	04	100
COMMUNAL HARMONEY WEEK	NSS	03	200
WORLD AIDS DAY	NSS	03	90
HUMANS RIGHT DAY	NSS	03	100
MATDATA DIWAS	NSS	03	150
CHANCELLOR TROPHY	NSS	03	60
INTERNATIONAL WOMENS DAY	NSS	03	80

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year : NA			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities

3.5 Collaborations : NA

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

Nature of Activity	Participant	Source of financial support	Duration

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
NA	NA

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	1.722 ACRS	NO
Class rooms	21	NO
Laboratories	10	NO
Seminar Halls	01	NO
Classrooms with LCD facilities	03	NO
Classrooms with Wi-Fi/ LAN	01	NO
Seminar halls with ICT facilities	01	NO

Video Centre	02	NO
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NO	NO
Value of the equipment purchased during the year (Rs. in Lakhs)	NO	NO
Others	NO	NO

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System-ILMS} : NA

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29116	NA	407	119129	29523	NA
Reference Books	NO					
e-Books	NO					
Journals	NO					
e-Journals	NO					
Digital Database	NO					
CD & Video	NO					
Library automation	NO					
Weeding (Hard & Soft)	NO					
Others (specify)	NO					

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	60	03	01	WIFI	01			10MBPS	NO
Added	NIL	NIL	NIL	NIL	NIL			NO	NO
Total	60	03	01		01				

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

10 MBPS /GBPS

4.3.3 Facility for e-content : NA

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

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS)etc : NA

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
----	Rs. 171721	----	Rs. 112418

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

CRITERION V - STUDENT SUPPORT AND PROGRESSION: NA

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National			
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year : NA

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year :NA

On campus	**Off Campus**

Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year: NA

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State GovernmentServices) : NA

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

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

Activity	Level	Participants

5.3 Student Participation and Activities: NA

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) NO

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

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

5.3 Alumni Engagement : NA

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

5.3.2 No. of-enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association **:**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The college administration has a very positive outlook towards decentralization and participative management approach. The aim of the college is to achieve excellence in academics, administration and infrastructure improvement. For this the college uses the following approaches:

1. The entire administrative work is carried by various committees duly represented by the teaching staff, non-teaching staff, and other stakeholders like building committee, purchase committee, finance committee, sports committee, cultural committee, library committee, canteen committee, etc. to conduct and monitor various activities of the college. Meetings are regularly conducted and resolutions are implemented accordingly. A transparent and participative system exists in the institution.

2. All the events and activities of the college are carried out with the co-operation of various departments. Interdepartmental working committees are formed for effective conduct of such programs and full support from the administration is extended.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: NO

6.2 Strategy Development and Deployment

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

Curriculum Development: The curriculum development is done by the Kolhan University. We follow the curriculum framed by the University. Some of our teachers are the members of the board of studies of their respective departments formed by the University and they contribute to the curriculum development in this capacity.

Teaching and Learning: Teaching learning is the core of any educational institution. An effective teaching style engages students in the learning process and helps them to develop critical thinking. We use many pedagogical approaches to make learning effective, pleasant and stress free. Our faculty try to make the learning environment more interactive and integrate technology into learning experience. We also practice collaborative learning strategies when appropriate. We aim at preparing our students to face political, economical, social and technological pressures and become successful and responsible citizens.

Examination and Evaluation: Under CBCS curriculum we have semester system of examination. Mid- term tests are conducted along with project works and class activities. End semester examination are conducted by the university and results thereof are sent by the university. Along with tests and exams regular class seminars, group discussions, quizzes, case studies are conducted to evaluate the student's learning which are a part of students overall internal evaluation.

Research and Development: Teachers here actively engage themselves in writing research papers, participating in various national and international seminars, conferences, and workshops. Most of the teachers have Ph.D degree and many of them are supervising research scholars for Ph.D and M.Phil programs. Some teachers have successfully completed Minor and Major Research Projects and some are in the pipeline.

Library, ICT and Physical Infrastructure /Instrumentation: We have one library with air conditioned reading rooms for teachers and students. Nearly thirty thousand books are available along with subscriptions for national dailies, magazines and journal. The library of the college will soon go for automation of library after shifting to the new premises. We have projectors, smart board, NRC with internet and digital classrooms

and seminar hall.

Human Resource Management: As a constituent unit of Kolhan University the human resource management is primarily under the supervision of MHRD and University. At the institutional level all the staff are motivated to do their work honestly and their efforts are duly recognized, acknowledged and rewarded. All possible support is provided to ensure their development. Any issues related to the staff are taken into consideration by the administration seriously and if required endorsed to the university for speedy hearing.

Industry Interaction /Collaboration: There is no such industry collaboration as yet but it will soon be initiated by the institution. Students are taken for industrial visits and training programs to establish a connect between institution and industry. Invited lectures from eminent industry people are arranged in the interest of the students.

Admission of Students: The steering committee and admission committee looks after the entire admission process which is done primarily through Chancellor's Portal. Teachers, staff and technicians are roped in the process. Help desks are provided for students and parents regularly. The entire staff cooperates in the admission process.

6.2.2 : **Implementation of e-governance in areas of operations (Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination):**

E-governance is being implemented at all levels of administration in the college. All the administrative units are computerized and their functions are executed electronically. The process of admission, filling up of examination forms, downloading of admit cards and marks sheet, compilation and delivery of internal marks, and other office activities are conducted electronically. The planning and developmental activities of the college are also being done in this mode.

6.3 Faculty Empowerment Strategies :

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year: NA

Year	Title of the professional development programme organized for Teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
REFRESHER COURSE	04	12 TO 25 JUNE 2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for: NA

Teaching	
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 INTERNAL AND EXTERNAL AUDIT

The external audit is conducted by the order of Kolhan University Administration only and as such the institution has to comply to the directives of the university in this regard. The internal audit of the institution is conducted from time to time by the college for which Chartered Accountants are hired who after completion of audit work submit the Audit report to the college which is later sent to the university.

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO			
Administrative	NO			

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

6.5.3 Development programmes for support staff (at least three) : NA

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes/No) : YES

b. Participation in NIRF   : (Yes /No) : NO

c. ISO Certification   : (Yes /No) : NO

d. NBA or any other quality audit   : (Yes /No) : NO

6.5.6 Number of Quality Initiatives undertaken during the year :NA

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration(from ---- to------)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: NA
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	NO	NO
Provision for lift	NO	NO
Ramp/ Rails	YES	02
Braille Software/facilities	NO	NO
Rest Rooms	YES	ALL NEEDY
Scribes for examination	YES	ALL NEEDY
Special skill development for differently abled students	NO	NO
Any other similar facility	NO	NO

7.1.4 Inclusion and Situatedness : NA

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics : NA

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics : NA

Activity	Duration(from-------to-------)	Number of participants

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

1) Use of Dustbins In The Campus

2) Retention of Rain Water

3) Plantation of Tree Sapling In The Campus

4) Minimization of the use of paper.

5) Switching off fans and lights whenever not needed.

6) Promoting the use of cycles and other fuel efficient alternatives of commuting.

7.2 Best Practices

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

1. To facilitate the fullest development of the potential of our girl students who are from diverse backgrounds and empower them to be successful individuals. Helping them excel in academics, improve their communication skills, develop competencies to be decisive, making them aware about health and sanitation, counseling about career opportunities, develop within them the ability of critical thinking and analysis, etc. through participation in various curricular and co-curricular activities with all available modern resources.
2. Taking into consideration the significance of creating awareness about environmental issues as responsible citizens we try to inculcate concerns about environment in the young minds of our students. Various programs on plantation, water harvesting, awareness about pollution, importance of eco-friendly lifestyles, judicious use of natural resources, etc. are conducted regularly in collaboration with NSS and NCC wings of the college.

7.3 Institutional Distinctiveness

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

Our college is located in a tribal dominated area of East Singhbhum district of Jharkhand. A large section of our students are from lower or middle class families. Many of them are from tribal societies or minority communities who are backward on various developmental parameters. Our institution is imparting education to these girl students from the last 50 years. Empowering these students is the vision and mission of the institution. We are ever committed to provide the best of knowledge, values, skills, competence and so on to bring about radical changes in their lives. Our students are excelling in the field of sports, industry, entrepreneurship, service sector, etc.

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

- Organizing programs for faculty development in order to enhance the quality of teaching in the institution.
- Motivating the faculty members for quality research and funding.
- Organizing national/international seminars/workshops in the college.
- Conducting programs for non-teaching staff development.
- Motivates students to participate in social activities to improve institution-society linkages.
- Implementation of MOOCS.
- Digitization of class rooms
- Biometric attendance for students
- Organizing interactive sessions
- RFID library card

Name :Dr. Kumari Anamika   Name : Dr. D. K. Dhanjal

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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