



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	HARISH CHANDRA P.G.COLLEGE, VARANASI U.P.
Name of the head of the Institution	DR O P SINGH
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	05422440042
Mobile no.	9450540981
Registered Email	iqac.hcpgvns@gmail.com
Alternate Email	principalhcpg.vns@gmail.com
Address	Maidagin
City/Town	Varanasi
State/UT	Uttar pradesh
Pincode	221001

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		DR SANJAY SRIVASTAVA			
Phone no/Alternate Phone no.		05422440042			
Mobile no.		9415635846			
Registered Email		iqac.hcpgvns@gmail.com			
Alternate Email		principalhcpg.vns@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://hcpgcollege.edu.in/iqac/AOAR_2017-18.pdf">http://hcpgcollege.edu.in/iqac/AOAR_2017-18.pdf</a>			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.30	2011	30-Nov-2011	29-Nov-2016
6. Date of Establishment of IQAC			02-Jul-2012		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
<b>No Data Entered/Not Applicable!!!</b>					
No Files Uploaded !!!					

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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

No

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

Civil Maintenance work completed in A Block. Seepage problem in Zoology lab removed. CCTV cameras installed at several locations in the campus. Lavatory attached to statistics department constructed. Repairing and maintenance work in Chemistry lab completed.

[View File](#)

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

Plan of Action	Achievements/Outcomes
At the beginning of the session a meeting of IQAC was held in the principal's office on 15/07/2018 at 11:00 AM. Following decisions were taken in the meeting regarding the plan of work for the session 201819 : 1.Civil maintenance work should be initiated particularly in A block. 2. Due to water seepage one portion of	On 16/5/2019 at 12 noon a meeting of IQAC was held in the Principal's office for end of session appraisal of the plan of work. The chairman, Coordinator and members of the IQAC were present in the meeting. The Chairman of IQAC informed the members about the progress made so far with regard to the plan of work decided at the onset of session.

Zoology lab is in dilapidated state. That should be repaired immediately. 3.The Chemistry lab also needs some civil repair work. 4.New water storage tank needs to be constructed.. 5. Additional CCTV cameras needs to be installed in science labs and also at other locations in the campus . 6. A lavatory should be constructed attached to the Statistics department. 7. The campus needs to have to an efficient wifi system. 8. The old building adjacent to the New building (NB) is in dilapidated state. The old structure need to be dismantled and a new building should be constructed in its place.

The details of which are as follows: 1.Civil maintenance work in A block has been completed. 2. The seepage problem in Zoology lab has been rectified. The lab dissection platform has been paved with new tiles. 3.Civil maintenance work in Chemistry lab has been completed. 4. Wifi system has been installed in the college campus. 5.CCTV cameras have been installed in all the class rooms. In the next phase CCTV cameras will be installed in labs also. 6. A lavotary has been constructed attached to the Statistics departemnt. 7.Demolition work of old building for the construction of new building is in progress.

[View File](#)

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	22-Feb-2020
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college strictly follows the curriculum design by the university, Mahatma Gandhi Kashi Vidyapith Varanasi. According to the curriculum provided by the university, the principal of the institution asks the concern teacher to design consolidated time table for the respective faculty, copy of this time table is provided to each department of concerned faculty. The departmental teacher in charge are asked to design their departmental time table based on the consolidated time table. Departmental time table is displaced at the notice board of respective department and a copy of it is also made available to the teachers of the department. Along with the time table the teachers are provided with the copy of syllabus. Each teacher regularly takes classes and covers his

share of syllabus. If near the end of session some teachers have still some portion left to be taught to students, then the teacher in charge manages some extra classes for the same. For covering the syllabus the OHP and multimedia devices are provided to the teachers. Teachers have also access to books, journals, e-journals and unsolved question papers of previous years available in the college library. If any faculty member demands some specific books, then arrangements for it purchased in the library are made by the institution.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Village Report	54
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes

Parents

No

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

Feedback Obtained

Feedback regarding curriculum, library facilities, student-teacher relationship, extra-curricular activities, college infrastructure and office affairs is taken from the students. The students actively participate in these exercises and freely give their views and suggestions regarding these issues. The institution on its part, analyses the feedback received. The shortcomings in the various fields underlined by the students are discussed by the Principal with IQAC and other staff members and are removed at the earliest. Moreover, suggestions of students regarding improvements in Institution are also taken care off and if feasible implemented in due course of time.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	6124	1090	47	34	14

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

An informal student mentoring system exists in our college. In university examination, some students find their scores not satisfactory. At the same time, some students fall short of obtaining pass percentage by some marks. Our University has special provisions for such students in form of improvement and back examinations respectively. The college allows such students to attend classes of subjects in which they are applying for improvement or back examinations. Besides, these students encourage to consult respective teachers and clear their doubts individually also. Some times, guardians or parents of some students, complains about their wards not being sincere in studies. In such cases, concern teachers discussed the problem with the parents and also do counselling with the students regarding their dis-interest in studies. and help in sorting out the problem. Most

of the final year UG and PG students, consult the teachers regarding various prospects in jobs and higher studies. As many of our teachers are NET qualified and have appeared in various competitive examinations such as civil services, banking services ect., they provide valuable guidance to students in these fields.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
7214	81	1 : 89

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
89	56	33	6	52

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

In subjects viz. botany zoology chemistry physics statistics geography psychology have besides theory examination, practical examination of students are also conducted. The practical examinations are conducted in respective departments as per guidelines issued by the university. For this beside external examiner allotted by university, internal examiner is appointed by the college administration. The students are examined on the basis of lab work, (experiments) , class record, collection, chart etc. and marks allotted to them.

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

The college adheres to the academic calendar prepared by the University. Admission, teaching and examinations are held as per schedule given by the university. Admission process is completed in July. After that the classes (theory Practical) start running on regular basis. Semester Examinations are held mostly in December-January where as Annual examinations start by third or fourth week of February and the result declaration start by February (semester) and by April (annual).

## 2.6 – Student Performance and Learning Outcomes

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

[The program outcome of various courses are displayed at university website https://www.mgkvp.ac.in>results](https://www.mgkvp.ac.in>results)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://drive.google.com/file/d/1aOBSXg2-Ncj7O0KuWSzeX7PqmSkBt3dK/view?usp=drivesdk>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0



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

Name of the Department	Number of PhD's Awarded
0	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

**3.4 – Extension Activities**

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10.56	10.56

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Grantha Soft	Partially	Nil	2018

#### 4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	129	3	72	3	3	6	20	35	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>129</b>	<b>3</b>	<b>72</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>20</b>	<b>35</b>	<b>0</b>

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

35 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<a href="#">Nil</a>

### 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
21.3	21.3	0.13	0.13

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

The college website management software is maintained by Semicolon Solutions LLP. The online admission process is managed by private software agency. The

College library is equipped with 10 computer systems along with the INFLIBNET facility which is much beneficiary to research students and faculties. Regular training for athletes is provided by the physical education department at the Bawan Beegha campus. Many of our college students have represented and are playing in different tournaments at inter-university, state and nationals. Free legal advice is provided to the needy person by the law faculty of the college. Cadets of NCC and NSS also contribute to the service of the society through blood donation and running camping for cleaning and against drug addiction. Water quality and water pollution level of the local area is regularly monitored by the environmental pollution laboratory.

<https://www.hcpgcollege.edu.in/facilities>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	7

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Student union elections are held on annual basis. The office bearers of student union take care of students grievances and report the same to the college authorities for timely redressal. Besides this, these office bearers have their say in different committees viz, annual sports, saraswati puja, cultural programme etc. Students with high score have their representation in student union election.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

26
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5.4.3 – Alumni contribution during the year (in Rupees) :

40500

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting -1 National Alumni Meet- 1

## 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)

Admission to PG classes is done at departmental level. Certain departments have departmental libraries for PG students. Teachers are represented in management bodies meetings.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The college conducts entrance examinations for admission to various courses.. Forms for entrance exam. are distributed from college counters. Merit list is prepared according to the marks obtained by students in the entrance exam. The students are called for counselling and their certificates are physically verified by the admission committees.
Industry Interaction / Collaboration	NA
Human Resource Management	Teachers of institution are encouraged to participate in various faculty development programmes, viz. Orientation courses, refresher courses, seminars,
Library, ICT and Physical Infrastructure / Instrumentation	College administration encourages staff members to undertake research projects and publish papers.
Research and Development	College administration encourages staff members to undertake research projects and publish papers.
Examination and Evaluation	For maintaining the sanctity of University examination, internal flying squad teams are regularly constituted.
Teaching and Learning	<ul style="list-style-type: none"><li>• 02 smart classes have been established in statistics department and committee room each.</li><li>• Creative learning among students is promoted through seminars, group discussions, yoga training, project work and field visits.</li><li>• Students are encourage to</li></ul>

	participate in cultural programmes
Curriculum Development	<ul style="list-style-type: none"> <li>The college follows the curriculum prescribed by the University thus college has little role in curriculum development.</li> <li>Although faculty members of the college, who are members or convenors of board of studies of their respective subjects in the University, contribute to the curriculum development by their valuable suggestions in the Board of study meets.</li> </ul>

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

E-governance area	Details
Planning and Development	NA
Administration	Besides the college website any information is also disseminated through the college facebook page. Telephone, mobile and fax services available in the college also help in this regard.
Finance and Accounts	Entrance examination Fees has been taken.
Student Admission and Support	Online admission form for various UG and PG courses.
Examination	Entrance examination results are declared on college website.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	Nill	1	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
College Welfare Scheme	College Welfare Scheme	VSS

#### 6.4 – Financial Management and Resource Mobilization

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

Internet and External financial audits is conducted regularly.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
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6.4.3 – Total corpus fund generated

0
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#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	Principal

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

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

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

Office Automation Library automation Building maintenance
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No



c)ISO certification	No
d)NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Plantation	16/08/2018	16/08/2018	18/08/2018	100
2018	Vermicomposting	20/09/2018	20/09/2018	05/10/2018	50

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture on Gender Sensitivity	16/09/2018	16/09/2018	50	50

##### 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college contributes towards environmental awareness through its multifarious activities with a view to develop environmental consciousness. This year the following activities were organized:- Tree plantation drives by all the students under NSS Visits to Company Garden and bawan bigha campus of the college by students to develop love for nature Encouraging students and staff to use bicycle and public transport for commuting. Encouragement for reuse of paper on back side and communication through email Instead of using disposable plastic cups all departments use earthen or ceramic cups for serving tea. Solar panels are installed on the roof of college buildings.

##### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	11
Ramp/Rails	Yes	9
Rest Rooms	Yes	11
Scribes for examination	Yes	3

##### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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2019	1	1	20/01/2019	1	Awareness Rally by NSS	Drug Abuse	153
2019	1	1	21/01/2019	1	Nukad Natak by NSS	illiteracy	153
2019	1	1	22/01/2019	1	Rally by NSS	Voter Awareness	153
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Bhartendu Jayanti	09/09/2018	09/09/2018	110
Gandhi Jayanti	02/10/2018	02/10/2018	105
National Youth Day	12/01/2019	12/01/2019	150
<a href="#">View File</a>			

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

The college contributes towards environmental awareness through its multifarious activities with a view to develop environmental consciousness. This year the following activities were organized:- Tree plantation drives by all the students under NSS Visits to Company Garden and bawan bigha campus of the college by students to develop love for nature Encouraging students and staff to use bicycle and public transport for commuting. Encouragement for reuse of paper on back side and communication through email Instead of using disposable plastic cups all departments use earthen or ceramic cups for serving tea.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Education with a social cause. Promoting environmental awareness.
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

**7.3 – Institutional Distinctiveness**

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

The College strictly follows antiragging directives To ensure availability of safe drinking water to students and staff of college RO machines and water coolers have been installed in the college campus. As part of commitment to social cause, the college RO water is made available to people coming for cremation purpose at Maidagin. The college awards prizes to students scoring highest marks at university

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

Maintenance , repairing , renovation and painting work is required. From next session onwards admission fee collection shall be through computerised counters.