Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SURAT PANDEY DEGREE COLLEGE**
Name of the head of the Institution	**Rabindra Kumar dwivedi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	06561222329
Mobile no.	7759828915
Registered Email	spdc.npu2015@gmail.com
Alternate Email	rkdwivedi@gmail.com
Address	**Chetna, Besides NH75, Rehla Road Garhwa**
City/Town	**GARHWA**
State/UT	**Jharkhand**
Pincode	**822114**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Himanshu bhushan Jaruhar**
Phone no/Alternate Phone no.	**06561222329**
Mobile no.	**7004001503**
Registered Email	**iqacspdcgarhwa@gmail.com**
Alternate Email	**jaruhar.botany20899@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.spdcollege.org/wp-content/uploads/2020/02/2017-18_aqar_report.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.spdcollege.org/wp-content/uploads/2020/03/Academic-calendar18.docx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.51**	**2016**	**16-Dec-2016**	**15-Dec-2021**

6. Date of Establishment of IQAC	**30-Jun-2015**

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
computer training for office staff	**12-Sep-2018** **5**	**8**
[View File](#)		

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
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)

1. Plantation by NSS Volunteers 2. Womens Hostel completed.

No Files Uploaded !!!

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	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	**20-Mar-2019**

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	2018
Date of Submission	12-Feb-2019
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

It involves several dimensions, including the effective design of curriculum and course content, a variety of learning contexts (including guided independent study, project-based learning, collaborative learning, experimentation, etc.), soliciting and using feedback, and effective assessment of learning outcomes. The college has introduced Choice Based Credit System (CBCS) from the academic year 2018-19 for all honors courses so the students are free to choose the core course and the elective subjects according to their preferences. The college effectively implements the curriculum and the design given by the university. It also involves well-adapted learning environments and student support services. Experience showed that fostering quality teaching is a multi-level Endeavour. Support for quality teaching takes place at three interdependent levels: 1. At the college level: The college follows well designed curricula designed by the University. The internal Quality Assurance Cell (IQAC) supports the effective implementation of the curricula. 2.At the programme level: The program level comprises of actions to measure and enhance the design, content, and delivery of the curricula within a department. For this regular classes are conducted, through classroom teaching and PowerPoint presentations. 3.Individual-level: Each teacher is being individually supported and encouraged by the college administration to achieve the quality parameters set by the college. These initiatives help teachers to achieve their mission, encouraging them to innovate and to support for improvements of student learning and adopt a learner oriented focus. To achieve this, the students are encouraged participatory model, to participate in the teaching-learning process to make sure that each student takes initiative in the teaching-learning. The main purpose of using this method is to bring out the best in each student.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

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 !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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 !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	
Parents	

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

Feedback Obtained
Yes, feedback is taken from each honours students regarding the curriculum coverage, quality of teaching, infrastructural facilities etc. The overall impression in this regard is quite satisfactory. However, a major criticism appears in certain cases, which can directly be related to the temporal administrative lacuna, such as paucity of teachers in few departments due to lien, required infrastructural enrichment for syllabus completion is time taking due to administrative procedures. The curriculum feedback is communicated to the parent University N P University. The necessary modifications are incorporated by maintaining the official procedures.

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
BSc	Gen	100	0	0
BSc	Hons	700	228	211
BCom	Hons	200	90	90
BCom	Gen	100	11	9
BA	Hons	1496	1088	1088
BA	gen	100	69	69

[View File](#)

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	1142	0	23	0	0

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
23	9	2	0	1	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

the college has a well-established mentor-mentee relationship. each department select by choice a group of students for mentees. they provide them special attention and psychological bondage to nurture their learning in the far better way and course outcome evaluated after the examination. A mentor is always friendly to their mentees. Mentees have so closely associated with the mentor that they often take guidance for their carrier related problems and counseling for competitive examination.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1142	23	1:20

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
52	23	29	0	9

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
[View File](#)				

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

For Continuous Internal Evaluation, the college strictly follows the norms prescribed by NilamberPitamber University. In the last five years, the college followed the pattern of annual evaluation as the university was following the annual system. Yet the college was conducting two internal examinations before the annual final examinations. In this academic year with the approval of the university, we have introduced the Choice Based Credit System (CBCS) for the part-I students and having two mid-semester exams and final two external exams. But for the Part-II and Part-III students we follow the annual system. The CIE emphasis was on group projects and presentations which aimed at fostering peer learning and mentoring, as well as building public speaking skills of students. CIE System is meant for improving the student regularity and participation. The outcome for all courses is being achieved through the CIE method. CIE enables the teacher to modify his / her teaching strategies. An alternate date is given to those students who fail to submit their assignments on time due to unavoidable reasons. The date of submission of the assignment is informed to the students in advance for better preparation. The college has a well-set pattern for continuous internal evaluation. The guidelines and methods of internal evaluation allow the college to ensure a timely understanding of the subjects that are taught in the college. Students are given the syllabus in detail at the beginning of the academic year. Regular class tests are taken after the completion of each unit of the syllabus. Teachers take up important questions to discuss in detail. In addition to the class tests, mid-term examinations are conducted as part of the CIA at the college level. University model exams are conducted to make students more confident before appearing for their annual university exams. CIE assesses the students to track their progress and to identify slow and advanced learners. Students are evaluated in theory and practical examinations. An impartial and accurate assessment is done. After the assessment, the students are given feedback of their performance along with suggestions for improvement. The objective of this methodology is to ensure that timely learning takes place and students have learned the important topics of the units.

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

Yes. Academic calendar prepared every year according to the university

guidelines and CIE requirements of the college so that a balance can be achieved between university examinations and the internal continuous evaluation process.

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)

<div align="center">No Data Entered/Not Applicable !!!</div>

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
No Data Entered/Not Applicable !!!					
View File					

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)

<div align="center">No Data Entered/Not Applicable !!!</div>

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
Major Projects	0	Nil	0	0
Minor Projects	0	Nil	0	0
Interdisciplinary Projects	0	Nil	0	0
Industry sponsored Projects	0	Nil	0	0
Projects sponsored by the University	0	Nil	0	0
Students Research Projects (Other than compulsory by the University)	0	Nil	0	0
No file uploaded.				

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	31/12/2019

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
Nil	Nil	Nil	31/12/2019	Nil

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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
Nil	Nil	Nil	Nil	Nil	31/12/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
National	Nil	0	0

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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
Nil	0

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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
Nil	Nil	Nil	2018	0	Nil	0
Nil	Nil	Nil	2019	0	Nil	0

<div align="center">No file uploaded.</div>

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

Nil	Nil	Nil	2018	0	0	Nil

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0

No file uploaded.

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
Nil	Nil	0	0

No file uploaded.

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 Benefited
Nil	Nil	Nil	0

No file uploaded.

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 activites	Number of students participated in such activites
literacy compaign in karandih Village	NSS	Literacy awareness	2	20

No file uploaded.

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
Nil	0	0	0

No file uploaded.

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

Nil	Nil	Nil	01/04/2018	31/12/2019	0

No file uploaded.

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
Nil	31/12/2019	Nil	0

No file uploaded.

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
200000	200000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing

No file uploaded.

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 patially)	Version	Year of automation
Nil	Fully	Nil	2018
Nil	Fully	Nil	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
Nil	Nil	Nil	31/12/2019

No file uploaded.

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	10	1	10	1	0	1	4	100	0
Added	0	0	0	0	0	0	0	0	0
Total	10	1	10	1	0	1	4	100	0

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

100 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
150000	150000	50000	50000

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 has constituted several committees which has power to prepare procedure and policies for resource utilization. These committees recommend their decision to the principal of the college who is the ex officio chairman of these committees. After receiving the recommendation for policy and procedure for resource utilization Principal put these recommendations in the governing body of the collge which is the apex authority of the college. The governing body if accept the recommendation of the committee it shall be adopted by the college for governance.

http://www.spdcollege.org/wp-content/uploads/2020/03/Procedure-and-policy-for-recourse-utilization.docx

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	0	0
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
No file uploaded.			

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 implemetation	Number of students enrolled	Agencies involved

Nil	31/12/2019	0	Nil
	No file uploaded.		

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 passedin the comp. exam	Number of studentsp placed
2018	Nil	0	0	0	0
2019	Nil	0	0	0	0
		No file uploaded.			

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
9	9	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	Nil	0	0
		No file uploaded.			

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	0	Nil	Nil	Nil	Nil
2018	0	Nil	Nil	Nil	Nil
		No file uploaded.			

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
NET	0
SET	0
SLET	0
GRE	0
Civil Services	0
	No file uploaded.

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

Activity	Level	Number of Participants
Nil	Nil	0

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<td colspan="7" align="center">No Data Entered/Not Applicable !!!</td>

<div align="center">No file uploaded.</div>

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

college has no student council . however college has student representation in IQAC and governing Bodies.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

<div align="center">0</div>

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

<div align="center">0</div>

5.4.4 – Meetings/activities organized by Alumni Association :

<div align="center">0</div>

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 functions in a well-structured and defined manner to ensure participative management at all levels of decision making. Powers relating to running the colleges have been delegated to the Principal. Principals have different committees to suggest him/her as far as administering the college. Such is the decentralisation of the power. The Constitution of Committees consists of members from all the various segment/stake holders clearly indicates the de-centralised and participative work culture incorporated within the ambit of college governing body. Academic Administration: Academic decisions pertaining to introduction, revision and reformulation of courses and syllabi are taken through „Academic Council? after obtaining inputs from concerned faculties and departments. The composition of the Academic Council reflects the participative nature of college administration. At the faculty and department levels, there are bodies like Departmental Council, Board of Courses Studies, Departmental Research Committee, etc., which function in a coordinated

manner to take decisions with respect to academic and research related issues. The case of syllabus revision and Establishment of NCC undertaken in 2018 is an example of participatory functioning. 1. Adoption of the CBCS syllabus. In the month of April a meeting of the principal with Vice chancellor, Nilamber Pitamber University, was called on to discuss the implementation of the CBCS syllabus from the current session i.e. 2018-21 as per guidelines of Ministry of HRD Govt. of Jharkhand and the UGC. The V.C. has asked the opinion of principals to submit latest by the end of the April, so that decision of the college can be communicated to the Govt. The Principal took up the message in academic council and IQAC. The IQAC discuss the matter with the members and put the report in favour of the adoption of the Syllabus. On the besis of the report of the IQAC the principal call the meeting of academic council and discuss the report of IQAC the Academic council also recommended in favour of the opinion of IQAC. This is the example of decentralization and participatory management of the college. 2. Establishment of NCC centre in the college: NCC is a initiative of tri-services of the national defense service engaged in grooming the youth. It upholds the means of national unity and undertake community services in the spirit of selflessness. The body of studies of the college has put a proposal before the principal regarding establishment of the NCC centre in the college campus. The principal put this proposal to IQAC. The later has discussed this proposal in their meeting and passed it in favour of the proposal. The principal then put the report of the IQAC to the academic council which passed the proposal and recommended the Name 0f Prof. Dhiraj Kumar Mishra as Coordinator. Principal then sent a letter of intent to the directorate NCC, Ranchi for the establishment of NCC in the college.

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

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 Type	Details
Teaching and Learning	teachers were encouraged to prepare digital study material and provide to the library services.
Admission of Students	Online admission process begins from the session 2018-21.
Curriculum Development	CBCS system of course adopted from the academic session 2018-21
Examination and Evaluation	internal examination per semester introduced in academic session 2018-21
Library, ICT and Physical Infrastructure / Instrumentation	ICT facilities being provided to the students by the relay of swayam prabha channel.
Human Resource Management	Nil
Industry Interaction / Collaboration	Nil

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

E-governace area	Details
Planning and Development	Nil
Student Admission and Support	online admission and their registration to the university.

Finance and Accounts	Nil
Administration	Nil
Examination	Nil

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
2019	01	Indian Science Congress 2019	ISC2019	2000

View File

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)
2018	Nil	Nil	01/04/2018	31/12/2019	0	0

View File

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
Nil	0	01/04/2018	31/12/2019	0

View File

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
22	22	18	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

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

college has a well established internal and external financial audits regularly. college has a bursar who monitor the financial transactions and conduct audits of any transactions above 5000. with vouchers and bills. annually the registered chartered accountant conducts the financial audits of

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
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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		No	
Administrative	No		No	

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

Nil

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

Nil

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

1. ICT for students 2. Incentives for faculties who participate in Seminar/ Conference. 3. Online admission procedure 4. CBCS implemented

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
No Data Entered/Not Applicable !!!					
View File					

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
she4he	10/08/2018	15/08/2019	27	12

| Durga | 14/11/2018 | 15/11/2018 | 15 | 15 |
| Nirbhaya | 12/02/2019 | 12/02/2019 | 12 | 7 |

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
Thee college has replaced all incandescent bulbs (100 W) and Florescent tubes with LED bulbs (9 Watts). In this way, the college has reduced the power consumption by 90 percent for lightenings needs.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Rest Rooms	Yes	0
Ramp/Rails	Yes	0

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
2018	0	0	31/12/2019	0	Nil	Nil	0
No file uploaded.							

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	31/12/2019	college has not adopted Code for human values and professional ethics but in practice it follows natural law of human values and professional ethics related to different stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	01/04/2018	31/12/2019	0
No file uploaded.			

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

water harvesting in the campus
solid waste management in the campus
minimization of electricity consumption by replacing fluorescent tube light with LCD 5 star LED Bulbs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
Best Practices: Computer teaching for all Goal i) To create Computer awareness among the students and staff members for day to day academic and other activities. ii) To create awareness for social media and for active participation through power point presentation in the seminars. iii) To inculcate a spirit of use of advance technology. The Context The congestion of such training will build confidence among all students and faculty members including non-teaching staff members to save time in manual transaction as well as to inculcate innovative and latest teaching methodology through internet and power point presentation. The Practice This is a practice of a group of boys and girls (college students) and all teaching and non-teaching staff members will undoubtedly carry forward for a transparency deal. This awareness programme will also help the student community for attending interviews and to apply on-line job placement. Evidence of Success The success evidences are lying with our faculty members, non-teaching and students with the output by participating in seminars and day to day official transaction including library. Problems Encountered and Resources Required As it is an educational institute, its sustenance involves time and fund constraints. The Practice involves continuous practice and up-gradation with innovation of ideas. Certificate Course in Tailoring, Computer hard ware, Desk Top Publishing in local language and in English and Electrical repairing Goal : To make the Boys and Girl student self sufficient through "earn while learn scheme". Such skill development programme will no doubt help the Boys and Girl students of this rural back ground area with more self sufficient immediately after completing their graduation. The Context: To think for new innovative skill development programme. To create an opportunity for the low income group students to learn tailoring technique in embroidery, hands practice in electrician technology, DTP and Computer Hardware and other stitching courses by appointing experts in the College premises. The Practice: After initiate such skill development programme, only 8 to 10 Boys and Girl students take admission by paying Rs 100/- as registration fee and Rupees 300 as examination conduct and Certificate issue fee for Computer Add-on programme. After 30 days other Boys and Girls shows their personnel interest to take admission for such skill development programme with a minimum affordable fee. After completion of first batch, the Boys and Girl students felt self confident to earn the minimum pocket amount and assured about their skilled based training. They have enquired to go for further higher level course in technology provided by other institutions. Evidence of Success: The evidence of success starts when first batch students complete their training within 30 days. The success never ends when the next batch of student suo-motto take admission for such skill based programme. Problems Encountered and Resources Required: The initial problem starts how to establish such training unit? How to generate funds to purchase machine and equipments and how to collect funds? After through discussion with IQAC, Principal take his own decision to purchase machine from IQAC funds because such training programme is also a part of Quality initiative to make the Boys and Girl students self reliant and to earn on their own ways after completing their Graduation.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.spdcollege.org/wp-content/uploads/2020/03/Best-Practices.docx

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 management has a potential map of the faculty and is able to rightly

identify their individual strengths, areas of interest and accordingly assign responsibilities. It protects the freedom of individuals, appreciating their innovations and thereby motivation is achieved. Responsibilities of every staff are communicated to them through notices that clearly define their role in the implementation of any given assignments. Besides they are also informally counseled so as to make them aware of their duties. The institution promotes the professional development of the faculty to the greatest possible extent. A lot of efforts are made to enhance the professional development of teaching and non-teaching staff. Faculty members of the institution actively participate in national and international seminars and conferences. The institution encourages faculty members to enroll for or provide resources for training programmes and workshops. Most of the members of the teaching faculty are members of national and international professional bodies. Examination training is given to nonteaching staff.

Provide the weblink of the institution
http://www.spdcollege.org/wp-content/uploads/2020/05/institution_distinctiveness_2018-19.docx

8.Future Plans of Actions for Next Academic Year

Enhancing the capacity of laboratory # Enhancing the capacity of the library # Career counseling for student # Weekly visit in the rural area for awareness of education # Generating awareness among the people about medicinal plant # Plantation of deferent tress in or outside the campus