



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	
Name of the head of the Institution	Surat Pandey Degree College
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	Dr. Mritunjay kumar
Phone no/Alternate Phone no.	06561222329
Mobile no.	7759828915
Registered Email	spdc.npu2015@gmail.com
Alternate Email	rkdwivedi@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.spdcollege.org/wp-content/uploads/2020/04/aqar-report-2015-16.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
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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
National Seminar on Quality assurance in higher education: Challenges and opportunities	10-Feb-2016 1	279
Short education tour of Botany and Zoology Hons	21-Mar-2016 1	40

Students of I st Year Students		
Field study of Saruat mountains at Bargar Block for Geography Hons Students	19-Nov-2015 2	70
Computer literacy for Final Year students	17-Aug-2015 5	200
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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
Botany Department ,	National seminar	UGC	2016 02	150000
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	2
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)

Seminars were conducted for Faculty and Non-Teaching Staff to create awareness about quality aspects.

Quality for departments and the Institute are discussed

Based on the quality indices, analysis was done in the areas of attendance, results, faculty publications, projects, faculty quality, placements, intake, gender ratio etc.

Periodical meetings are conducted to review the progress of Self Study report Preparation.

Analysis of research publications was done.

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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
Implementation of feedback system	Feedback from student on overall performance of the college was completed
Up gradation of Career and Counseling cell	Career and counseling cell was re constituted under the leadership of Prof. Arjun Prasad.
Preparation for submission of Annual Survey Report of Higher Education	AISHE data was uploaded
Formation of new committee	Different committees have been formed for smooth functioning of the Institution
Up gradation of the college Website.	The College Website has been beautifully designed and upgraded
Purchase of equipment for different departments	Equipments were purchased as per resolutions of the Purchase and Finance Committee.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	16-Mar-2020

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

2016

Date of Submission

15-Feb-2016

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

Curriculum is achieved in the course of implementation through different way. Through lesson plan, lesson note, evaluation of students, feedback on curriculum etc. Our college has been maintaining high quality of academic performance for a long time. The increasing number of university toppers in various departments and the placement thereof clearly underline the fecundity of the academic environment within the campus.

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	31/12/2016	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
BA	Nil	31/01/2016
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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
BA	Nil	31/12/2016

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

	Certificate	Diploma Course
Number of Students	0	0

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
Nil	31/12/2016	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Nil	0
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
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

Yes, feedback is taken from each honours students regarding the curriculum coverage, quality of teaching, infrastructural facilities etc. The overall impression in these 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	hons	250	305	228
BSc	Gen	100	34	30
BCom	Hons	100	101	101
BA	Hons	700	710	693
BA	gen	100	90	88
BCom	Gen	100	24	24
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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
2015	1140	0	30	0	30

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 Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
30	0	1	0	0	0
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)

No formal Mentoring System developed in the college. however college promote teachers to personally provide all possible helps to complete their course.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1140	30	20:1

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	30	22	0	8

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
2015	Nil	Assistant Professor	Nil
2016	Nil	Assistant Professor	Nil
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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
BA	gen	Year	18/08/2015	08/01/2016
BA	Hons	Year	18/08/2015	08/01/2016
BCom	gen	Year	19/08/2015	08/01/2016
BSc	gen	Year	20/08/2015	22/12/2015
BSc	Hons	Year	20/08/2015	22/12/2015
BCom	hons	Year	20/08/2015	22/12/2015
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The academic calendar is released by the affiliating university and is to be followed in totality by our college. The same academic calendar is published in the College prospectus and college website before the beginning of the session of every academic year. It provides plan for the academic year to students,

teachers and parents. Each department functions according to the teaching plan prepared at the department level. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The faculty follows a lesson plan, which contains the details regarding institutional objectives to be achieved, details of contents to be covered, the kinds of aids and the logistics to be used inside the class room. Copy of the same is issued to all heads of departments and coordinators. Teaching plan is prepared by all the concerned and submitted to the respective heads of the departments every academic year. A copy of the teaching plan is submitted to the Principal also. Timetable is prepared and displayed on the notice board. The departments also carry out internal assessment based on student test performance and punctuality. The final evaluation of students is done according to the university schedule. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and score cards are issued by the affiliating university.

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

The academic calendar is released by the affiliating university and is to be followed in totality by our college. It provides plan for the academic year to students, teachers and parents. Each department functions according to the teaching plan prepared at the department level. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The faculty follows a lesson plan, which contains the details regarding institutional objectives to be achieved, details of contents to be covered, the kinds of aids and the logistics to be used inside the class room.

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)

<http://www.spdcollege.org/wp-content/uploads/2020/05/Programme-outcome.docx>

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
BA Hons	BA	Part III	624	597	96
BA Gen	BA	Part III	24	18	75
B Sc Hons	BSc	Part III	197	176	89
B.Sc Gen	BSc	Part III	12	9	75
B Com Hons	BCom	Part III	183	169	92
B Com Gen	BCom	Part III	2	2	100
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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)

Nil

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
Minor Projects	0	Nil	0	0
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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	31/12/2016

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	31/12/2016	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	31/12/2016
View File					

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
Nil	0

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
No file uploaded.	

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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
Nill	Nill	Nill	2015	0	Nill	0
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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
Nill	Nill	Nill	2015	0	0	Nill
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	4	1	2
Presented papers	0	4	1	2
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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
organization of beti bachao Beti Padhao	NSS	16	20
providing facility for group marriage	NSS	2	15
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
Nill	0	0	0
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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
gender Equity and indian culture	NSS	Girls of 20th century	2	20
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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	Nil	Nil	0
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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	01/01/2016	31/12/2016	0
View File					

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	31/12/2016	Nil	0
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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	187000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
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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
Nil	Partially	Nil	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10000	450000	5000	50000	15000	500000
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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	31/12/2016
View File			

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	0	0	0	0	0	100	0
Added	0	0	0	0	0	0	0	0	0
Total	10	1	0	0	0	0	0	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
Nil	Nil

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
40000	40000	56000	56000

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)

<p>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 college 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.</p>
http://www.spdcollege.org/wp-content/uploads/2020/05/Programme-outcome.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 implementation	Number of students enrolled	Agencies involved
Nil	31/12/2015	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 passed in the comp. exam	Number of students placed
2015	Nil	0	0	0	0
2016	Nil	0	0	0	0
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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
0	0	0

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
LIC	60	14	None	0	0
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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
2015	4	B Sc	Zoology	VDCH	BDS

2015	26	BA	History	N.P.U	B.Ed
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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
Civil Services	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
nill	Nill	0
No file uploaded.		

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
2015	Nill	National	0	0	00	0
2015	Nill	Internatio nal	0	0	0	0
2016	Nill	National	0	0	0	0
2016	Nill	Internatio nal	0	0	0	0
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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 ,but it nominate the students representative as members in IQAC meeting.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nill

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution practices decentralization and participative management. 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. Likewise, Heads of the Department have been delegated the powers by the principal to smoothly run the Department. In between the Heads and the principal, there happens to be the committees, who also have the powers and use to advice the principal on core issues. 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. Case 1: Hosting of National Seminar on Biodiversity and Ecological Stability on Sustainable Development : In the month of January 2016, a meeting of the principal with all the head of the department taken in respect of hosting of national seminar on ecological awareness in the college in the current academic session 2016-17. On three successive meetings of the administrative committee Department of Botany was requested to proceed for the seminar. Dr. Himanshu Bhushan Jaruhar, Assistant professor agreed to prepare proposal for the seminar and suitable topic selection. An executive committee was formed with five members who were assigned to form the different committees for the execution of the seminar. Case 2: Formation of anti ragging cell: Principal has formed a committee to discuss the issues of ragging in the campus. Principal has finally come to the conclusion that college must have a anti-ragging cell which will address the issues of ragging and take initiative to prevent the ragging and ragging like activities taken in the campus of the college. Anti ragging cell was empowered to book the cases of ragging and forwarded to the police of the district so that further investigation by police can be initiated.

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
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a very effective and efficient Advisory Committee. The composition of the Library Advisory Committee is as under: The advisory committee discusses and finalizes the infrastructural and academic requirement of the library chalks out the strategy regarding the working of the library affairs so that the facility can be utilized to the maximum extent by the staff and the students.. Desktop and printers to all the faculty members with internet facility. • Laptop to all the faculty members • Wi-Fi connections to all the laptops

<p>Teaching and Learning</p>	<p>There is a Governing body of this college, consisting eight members, to help and guide to achieve the finest goal, under the supervision of N.P. University. The apex body of the college that governs all internal matters is the Governing Body. The UGC is the statutory authority to regulate all our norms. The college takes all initiatives to effectively implement the curriculum. The college runs with the basic ethos of providing best education to the students within the available infrastructure. The college always complies with the best of intentions to all formulations from various statutory bodies.</p>
<p>Examination and Evaluation</p>	<p>The academic calendar is released by the affiliating university and is to be followed in totality by our college. The same academic calendar is published in the College prospectus and college website before the beginning of the session of every academic year. It provides plan for the academic year to students, teachers and parents. Each department functions according to the teaching plan prepared at the department level. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The faculty follows a lesson plan, which contains the details regarding institutional objectives to be achieved, details of contents to be covered, the kinds of aids and the logistics to be used inside the class room. A copy of the same is issued to all heads of departments and coordinators. Teaching plan is prepared by all the concerned and submitted to the respective heads of the departments every academic year. A copy of the teaching plan is submitted to the Principal also. Timetable is prepared and displayed on the notice board. The departments also carry out internal assessment based on student test performance and punctuality. The final evaluation of students is done according to the university schedule. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and score cards are issued by the affiliating university.</p>

Admission of Students	Admission is done strictly on the basis of merit and first come first serve basis. The admission committee of the college comprising the Principal, Teachers' Council Secretary and the heads of the departments plays an important role in framing out the admission criteria based on the guidelines of N P University and recommendations of the departments of the college. The student intake capacity for each course and the norms for preparing the merit lists are displayed in the college Prospectus and in the college notice board. The Career Counselling Cell is always there for the help of the candidates. Admission registers of all the classes are prepared where details, such as, the student's name, father's name, period-wise allotment of timetable, section, pass percentage, remarks as to student's preferences of period especially in the case of the village students, are entered. This record is available to any candidate to scrutinize, in case of any doubt.
Curriculum Development	S P D College, Garhwa ensures high academic standard through commitment of teachers. Our teacher's valuable counseling helps students to grasp the basics of the curriculum framed by the university. The teachers encourage the students to understand the rationale of the curriculum and to face the challenges more effectively. Ultimately the give-and-take of the teachers and students leads to the effective implementation of the curriculum.
Industry Interaction / Collaboration	No such interaction evolved since the college provide basic discipline courses only.
Research and Development	college is only have affiliation for under graduate course therefore research and development aspect not considered in the college
Human Resource Management	we only focuses on building up a good academic environment which ensure human resource development

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

E-governance area	Details
Planning and Development	Not implemented
Administration	Not implemented

Finance and Accounts	Not implemented
Student Admission and Support	Not implemented
Examination	Not implemented

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
2016	NILL	Nill	Nill	0
2015	Nill	Nill	Nill	0
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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)
2015	Nill	Nill	31/12/2016	31/12/2016	0	0
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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
Nill	0	31/12/2016	31/12/2016	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

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

college annually conducts financial audits internally as well as externally.
Internal audits done by bursar of the college and external audit done by
Registered chartered accountant

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
None	0	N A
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6.4.3 – Total corpus fund generated

00

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)

Not Practiced

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

Not Practiced

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

1. Electrification of class rooms. 2. Indore games competition in the college 3. Repairing of the campus buildings

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
2015	Seminars were conducted for Faculty and Non-Teaching Staff to create awareness about quality aspects.	14/07/2015	17/08/2015	20/08/2016	34
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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
Nil	31/12/2016	31/12/2016	0	0

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
No such renewable energy source is used in the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	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
2015	1	2	20/05/2015	14	literacy drive among tribals	vocational training in letter Writing	7
2016	1	1	15/06/2016	8	Environmental awareness	Ecological sustainability	8
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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	31/12/2016	no such code of conduct published till date but we follow the human values and professional ethics in the work place with the all stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
workshop on Universal Ethics	17/02/2016	26/02/2016	20
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. purchase of sound less Gen-set.
2. Installation of water harvesting
3. Replacement of Incandescent bulb with CFL
4. reduction of solid waste management by efficient use of paper.
5. Plantation in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The institution strives for the holistic development of students and caters to their needs for progression in academic as well as in curricular and extracurricular activities such as sports, debate, quiz contests, cultural activities and others. It also encourages them to have a feel of the external environment through study trips and visits to various institutions so that they know about the national and global demands. The faculty strives for excellence among students and plans strategies for the same. Providing extra coaching for needy and weaker sections students beyond College hour to make them up to date with the course and other academic work. Remedial coaching, career counselling, group discussion, debate competitions are arranged for quality improvement of respective group of students. To maintain transparency in the admission process we adopt summarily the e-admission procedure of Government of Jharkhand, No capitation fee, no donations, neither of any sort of extra money is being collected from the students. The admission subcommittee monitors the entire process very effectively. Regular health check up camp is being organized for the students in collaboration with doctors of adjacent local government hospital-PHCs. Medical experts from outside are also invited for health awareness programmes organized by the College. We have initiated steps for providing emergency blood transfusion assurance to all the students and members of staff. The College has adopted the following innovative practices during the last four years. The NSS unit has developed and assures all our human resources of emergency Blood transfusion through college web-site. ? The College is planning to install solar lighting facility inside the College campus as a measure to conserve electricity, and to popularize the use of renewable energy sources. ? Institution linkage has been promoted by the institution to enhance practical applications of knowledge acquired in class room.

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 institution strives for the holistic development of students and caters to their needs for progression in academic as well as in curricular and extracurricular activities such as sports, debate, quiz contests, cultural activities and others. It also encourages them to have a feel of the external environment through study trips and visits to various institutions so that they know about the national and global demands. The faculty strives for excellence among students and plans strategies for the same. College is providing extra coaching for needy and weaker sections students beyond College hour to make them up to date with the course and other academic work. Remedial coaching, career counseling, group discussion, debate competitions are arranged for quality improvement of respective group of students. To maintain transparency in the admission process we adopt summarily the e-admission procedure of Government of Jharkhand, No capitation fee, no donations, neither of any sort of extra money is being collected from the students. The admission committee monitors the entire process very effectively. Medical experts from outside are invited for health awareness programmes organized by the College. We have

initiated steps for providing emergency blood transfusion assurance to all the students and members of staff. The College has adopted the following innovative practices during the last four years. The NSS unit has developed and assures all our human resources of emergency Blood transfusion through college website. The College is planning to install solar lighting facility inside.

Provide the weblink of the institution

<http://www.spdcollege.org>

8.Future Plans of Actions for Next Academic Year

1. Budget allocation for LMS. 2. Establishment of NCC centre 3, providing E Governance to the students.