



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ANUGRAH MEMORIAL COLLEGE GAYA**

**ANUGRAH MEMORIAL COLLEGE KATARI HILL ROAD GAYA-823001  
823001**

**[www.amcollegegaya.ac.in](http://www.amcollegegaya.ac.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**July 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Anugrah Memorial College, Gaya an institute befittingly christened in memory of the legendary Bihar Vibhuti Dr. Anugrah Narayan Singh, one of the architects of modern independent Bihar, was founded on 18th June 1964 as a result of untiring efforts of Sri Ramaballabh Prasad Singh. The college started with intermediate courses and latter branched into nearly twenty undergraduate Honours & General degree courses in faculty of Humanities, Social Science, Sciences and four Vocational / Professional Honours Degree Courses including B.Ed. under its canopy. The college fraternity have relentlessly been working towards the embodiment of our motto i.e. to inculcate the relevant knowledge to time which is the supreme treasure, and striving in the direction of providing wings to our students while remaining rooted to the ground. That's why it is gathering blossoms in all spheres of human education, curricular and extra-curricular and is turning a benediction to the community and society at large. Their appreciations and recommendations consistently help us in the holistic improvement.

This college was converted into a constituent unit of Magadh University, Bodh-Gaya in 1980. It has gained recognition of UGC under section 2(f) and 12B act 1956 in year 1983. The physical situation of the college is in the heart of Gaya town on south skirts of Katari Hill Road, about 4 km from Gaya Railways station towards west, in a lush green campus of 23 acres of land. It has a number of double-strayed buildings accommodating the faculties of Humanities, Social Science, Science, Vocational / Professional courses, B.Ed. with almost all types of students support units such as NSS, playground, Horticulture, Vehicle Shed, Girl's hostel, Laboratories, Central Library, Gymnasium, Conference hall, Computer Centre, Network Resource Centre, Girl's & Boys Common room etc. The College is managed and maintained as per law under the authority of the Government of Bihar and the chancellor of the universities of Bihar. All departments including the department of vocational / professional studies and department of education are directly governed by the Magadh University, Bodh-Gaya through its authoritative statutory bodies.

### Vision

In the coming years, the college shall strive to promote excellence in quality of teaching, research and co-curricular activities keeping in view the present challenges of globalization, the college is incessantly and vigorously working in the direction of providing quality education and broadening the frontiers of knowledge. In this course, the college plans to :

- Develop a good sports complex.
- To start P.G. courses in Science and Arts Courses
- Start Statutory Professional Regulatory Council's recognized courses such as MCA, MBA, etc.
- To start agro based vocational courses

### Mission

· To strive to provide intellectually developed socially concerned, morally upright, truly patriotic and spiritually oriented citizens for the nation.

- To effectively disseminate knowledge and understanding to young learners in all disciplines for gainful employment.
- To provide affordable education to all concerned and eligible.
- To provide and academic programmes based on local /regional/national /global needs.
- To provide ample scope for multifaceted development of local youths irrespective of religion, race, caste and gender.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

A good quality batch of faculty to train students.

A well-developed big play ground.

- Large campus for future infrastructural development.
- There are one units of NSS in function which expands the area of executing ISR and inculcation of Community Responsibility among students.
- Faculty members are well experienced, highly qualified competent and dedicated.
- Present principal of this college Dr. Shailaj Kumar Shrivastava is a visionary and pro-active personality, who acts actively in the inclusive holistic growth of the college.
- The biggest strength of Anugrah Memorial College, Gaya as an institution is its huge strength of learners particularly those belonging to the urban, ruraland weaker section of the society (SC/EBC/OBC/Minorities) Economically Backwards) which stands testimony to our social commitment.
- The annual college magazine 'VIBHUTI' gives the students an opportunity to exhibit their writing skills.
- Professional course B.Ed started in college and it gives a better employment opportunities to local youth.

### **Institutional Weakness**

The college has only a handful of sanctioned (grant-in-aid) posts. Many teachers are either regular (unaided) or contractual. The financial burden of payment of salaries for majority of the employees falls on the college. Since the college is unable to pay full UGC scale to its temporary employees, it is not able to retain the experienced staff.

- Very few numbers of vocational/professional courses such as BCA, BBM, BSc. IT, M.Sc (IT) and B.Ed. are currently functioning. More vocational Master Degree courses like MBA and MCA can be started.

- Despite all efforts we have not been able to attract too many companies for campus placements.
- Lack of accommodation for staffs.
- Lack of adequate facilities for research and extension activities.
- Lack of Industry-Institutional interface and collaborations.
- No transportation facility for students especially for girls from rural areas.
- There is no permanent faculty member in new age vocational /professional & skill oriented courses.

### **Institutional Opportunity**

- College has a big play ground, which can be developed in a state – of – the –art stadium, so that state level sports events can be hosted.
- Master degree level professional courses like MCA, MBA, M.Sc (IT), PG in traditional subject can be started.
- Agro based Research centres can be established.
- Possibility of collaboration with research institutes and institutions of National importance.

### **Institutional Challenge**

- To organize more faculty training programs to empower and update the faculty members.
- To train the permanent non-teaching staff to use modern ICT techniques to adopt for fast, accurate and scientific management of datas and informations.
- To achieve academic excellence despite adhoc enrolment of teachers.
- To motivate the faculty and university officials to bring change as per the demand of job market in the courses of studies and progressive paradigms in Higher Studies.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Anugrah Memorial College, Gaya an institute befittingly christened in memory of the legendary Bihar Vibhuti Dr. Anugrah Narayan Singh, one of the architects of modern independent Bihar, was founded on 18th June 1964 as a result of untiring efforts of Sri Ramaballabh Prasad Singh. The college started with intermediate courses and latter branched into nearly twenty undergraduate Honours & General degree courses in faculty of Humanities, Social Science, Sciences and four Vocational / Professional Honours Degree Courses including B.Ed. under its canopy. The college fraternity have relentlessly been working towards the embodiment of our motto i.e. to inculcate the relevant knowledge to time which is the supreme treasure, and striving in the direction of providing wings to our students while remaining rooted to the ground. That's why it is gathering blossoms in all spheres of human education, curricular and extra-curricular and is turning a benediction to the

community and society at large. Their appreciations and recommendations consistently help us in the holistic improvement.

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### **Teaching-learning and Evaluation**

Admission of students to various courses is based on merit and is transparent with the single window system. Efforts are made to ensure that all students seeking admission to the various courses stay informed through different modes of publicity. The college has developed its own website for the convenience of students seeking admission to the college. The college strictly adheres to the government norms in the admission process giving chance to the meritorious students belonging to the various sections of the society. Every year a review meeting of the Admission Committee is held to ensure the improvement in admission process. The whole admission process is reviewed and innovative ideas are taken into account and incorporated for making the admission process smooth, democratic and efficient.

Since the college is located in a urban area, which mainly comprising of aspirants belonging to the socially and economically backward groups, the college ensures equity by admitting students from the disadvantaged communities including women. The college adheres to the norms for admitting women students. The girls seeking admission is more and the college admits more than 30% of the women students thereby giving them a better opportunity for higher education. The college organizes an orientation programme explaining various aspects of higher education after admission.

The academic calendar and lesson plan are prepared before the commencement of the academic year. The college provides course outline and course schedule for enabling the students to get an idea of what they are going to learn. Learning in all courses is made more student-centric. The computer-aided learning is given priority in teaching and learning methods.

The college creates a culture of instilling and nurturing creativity and scientific temper among the learners through various academic activities. Earlier it had an informal feedback mechanism to evaluate the teachers and the courses of studies, recently we have develop a feedback mechanism.

The college has adequate number of qualified and competent teachers to handle all the courses. As an evidence of the quality of the teachers, the teachers have received a number of awards for their outstanding contribution in academic and co-curricular activities.

## Research, Innovations and Extension

Anugrah Memorial College, Gaya has a huge campus spread in 23 acres of landed area with almost all the infrastructural facilities for learning up to PG level (in vocational courses). Class rooms are well built furnished and the functional spaces well laid and lighted. With the initiation of new courses the government constructed new building to ensure enough class rooms. Understanding the need for furniture Government provided tables, desks and benches and chairs which is more than needed one. Students have access to the computer through its four computer Labs. Enough digital learning resources are provided to all the departments. Central library of college have sufficient number of text book and reference book, journals, newspapers and Magazines. Central library is computerized. Departments are networked, enjoy connectivity and have independent departmental libraries for augmenting teaching - learning.

[www.amcollegegaya.ac.in](http://www.amcollegegaya.ac.in), the official website of the College, has links to all the major wings and displaying all the activities of the college with continuous periodically updating. Sometimes changes are effected more often based on the necessity and gravity of the information to be uploaded. The Anti Ragging Cell, Career Guidance and Placement Cell have definite roles to perform and contribute to the tradition of this institution. The office is fully computerised and networked. The College Council, the apex body of the institution is in charge of the developmental and the administrative matters. It meets periodically to take stock, audit and execute whatever is needed for keeping the College in a state of good repair. The State Government's related departments too put in their share for this. The extension activities conducted by the college like Blood donation Camp, Drugs awareness campaign, N.S.S. and Red Cross camps etc., are community oriented programmes, which are meant to addressing the needs of the society at large. Science exhibitions and seminars organized by faculty of Science generates scientific aptitude among the students.

## Infrastructure and Learning Resources

The College has adequate number of classrooms for all Departments. There are separate classrooms for all Honours courses. There are smart classrooms, classrooms with LCD projector. There are two seminar halls of more than 200 seating capacity which is well-equipped with projector, sound system and musical instruments. Sufficient classrooms for taking tutorials/extra classes are available in the College. There are well-established laboratories in the College for Sciences, Psychology, Computer Applications, Information Technology and B.Ed.

Besides, Science Departments have good quality equipments which are used for teaching-learning. Well-furnished general staff rooms are available for teaching staff. The central library of the College has a good stock of text books with multiple volumes and reference books. Total area of the library is 185 square meters. It provides a part of space for reading facility both to students and staff. Computers with Wi-Fi internet connection are available both for students and teachers in the library. It provides open-access system to staff only. Library access is open for all on every normal working days (barring National holidays and Puja vacation), before and during examination days and summer vacation for 6 hours (10.30 – 16.30). Departmental library with limited number of text books are available for the Departments of all Sciences, and Vocational courses.

The College has 04 computer labs with many computers in each lab. There is a large playground in the College. Many sports materials are available. Common rooms both for boys and girls with indoor playing facilities and Football/Cricket Field are available. Identity card to students is provided which helps in identification generally

and response in emergencies.

There is a Health Care Centre within the campus. In case of medical emergencies the students and staff are taken to the nearby government hospital which is 3 kilometers away from the College.

### **Student Support and Progression**

The College publishes its updated annual prospectus that contains all relevant information for admission such as academic programmes/ courses offered and intake capacity, available subject combinations and degrees, restriction to the choice of subject combinations, admission criteria and fee structure for various programmes, medium of instruction, attendance instruction etc. The College provides: (a) financial aid to its students through post metric scholarship under state government and central government schemes to the economically and socially backward students, to merit-cum-means students and to all sections of female students. The College publishes its annual magazine '**VIBHUTI**' with substantial contribution from the students.

The College has an alumni association with active service in numerous ways such as during the admission process, Student's Union Council (SUC) formation, large gathering programmes etc. They also guide to the present SUC in regular academic activities. Students are encouraged to organize cultural programmes celebrating national and international days.

The institute provides opportunities to students for participation (a) in co-curricular and extra-curricular activities and (b) at state/regional/national level sports. Many students actively participate every year. Maintenance of discipline in the college is given top priority. The Principal, in the beginning of the session itself, constitutes proctorial groups comprising members of the teaching faculty. These proctorial groups help maintain discipline and healthy atmosphere in the college campus. The non-teaching staff has a well – defined hierarchy. The college superintendent, under the overall control of the college Principal, coordinates various responsibilities assigned to the non-teaching staff. Professional Development of its Teaching and Non-teaching staff is encouraged. Faculty members participates in Seminars / Workshops /Orientation Courses/ Induction Courses and Refresher Courses. There is provision for public addressing system also.

### **Governance, Leadership and Management**

The governance of the college involves active participation of all the senior faculty members to look after the various development schemes of the institution both academic and non-academic. It paves the way for many socially and economically deprived sections of this area and meritorious students to enter into the portals of higher education. Different committees are constituted to implement the plans and policies of the institution. Due representations are given to the stakeholders in various committees for good governance and leadership grooming in the institution. The college also has a perspective plan for teaching, learning, research and extension.

The college conducts various meetings periodically to review matters related to academic and non-academic matters. The management meets the stakeholders of the institution and gets the feedback and their suggestions are duly considered for the overall development of the institution.

### **Institutional Values and Best Practices**

The college adopts a number of innovative Programme and healthy practices to encourage inter- disciplinary academic pursuit. The NSS volunteers work successfully with the objective of making the campus clean, green and eco-friendly. With a view to save energy, energy consuming tube lights and lamps are replaced with Compact Fluorescent Lamps in the campus. Tree saplings are planted to keep the campus green and botanical name of the tree are sited on each tree.

The periodic programme conducted by the Career Guidance and Placement Cell help many of our students get guidance for higher studies and placement. Students can represent their grievances through grievance box placed before the college office. The college encourages the faculty as well as the students to imbibe research culture by presenting research papers in Seminars and Conferences. All the staff members prepare year wise lesson plan. To assess the quality function of college IQAC has been constituted recently.

The best two practices of the Institution are Empowering Less Privileged and all students through Quality Higher Education and equipping the students for Employability.

Dedicated teachers are the pillars of the teaching process. The Principal's dynamic leadership, constant guidance and support give a prominent shape to the teaching and learning process



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANUGRAH MEMORIAL COLLEGE GAYA
Address	Anugrah Memorial College Katari Hill Road Gaya-823001
City	Gaya
State	Bihar
Pin	823001
Website	<a href="http://www.amcollegegaya.ac.in">www.amcollegegaya.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shailaj Kumar Shrivastava	0631-2223225	7631923049	-	amcollegegaya@gmail.com
IQAC / CIQA coordinator	Sumit Kumar	-	8340136223	-	sumitkrmgr@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-06-1964

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

State	University name	Document
Bihar	Magadh University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	16-06-1983	<a href="#">View Document</a>
12B of UGC	16-06-1983	<a href="#">View Document</a>

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	<a href="#">View Document</a>	16-05-2019	60	Permanent validity

**Details of autonomy**

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Anugrah Memorial College Katari Hill Road Gaya-823001	Urban	23	15000

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry	36	Intermediate	English,Hindi	384	321
UG	BA,Economics	36	Intermediate	English,Hindi	480	141
UG	BA,English	36	Intermediate	English	480	261
UG	BSc,Botany	36	Intermedaite	English,Hindi	384	109
UG	BA,Hindi	36	Intermediate	Hindi	480	86
UG	BA,History	36	Intermediate	English,Hindi	480	480
UG	BSc,Mathematics	36	Intermediate	English,Hindi	480	444
UG	BA,Pali	36	Intermediate	Hindi	480	0
UG	BA,Philosophy	36	Intermediate	English,Hindi	480	1
UG	BSc,Physics	36	Intermediate	English,Hindi	384	377
UG	BA,Political Science	36	Intermediate	English,Hindi	480	173
UG	BA,Psychology	36	Intermediate	English,Hindi	384	334
UG	BA,Sanskrit	36	Intermediate	Sanskrit	480	4

UG	BA,Sociology	36	Intermediate	English,Hindi	480	36
UG	BA,Urdu	36	Intermediate	Urdu	480	7
UG	BSc,Zoology	36	Intermediate	English,Hindi	384	323
UG	BBM,Business Management	36	Intermediate	English,Hindi	300	26
UG	BCA,Computer Application	36	Intermediate	English,Hindi	300	172
UG	BSc,Information Technology	36	Intermediate	English,Hindi	180	24
UG	BLibISc,Library And Information Science	12	Intermediate	English,Hindi	60	20
UG	BEd,Education	24	Bachelor	English,Hindi	200	145
PG	MSc,Information Technology	24	Bachelor	English,Hindi	40	0
PG	MLibISc,Library And Information Science	12	Bachelor	English,Hindi	40	20

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	3				12				42			
Recruited	3	0	0	3	9	3	0	12	7	3	0	10
Yet to Recruit	0				0				32			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				73
Recruited	30	3	0	33
Yet to Recruit				40
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	3	9	0	6	1	0	22
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	0	0	7
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	14	5	0	19

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

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2595	32	0	0	2627
	Female	857	20	0	0	877
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	417	474	431	283
	Female	87	85	103	89
	Others	0	0	0	0
ST	Male	10	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	991	1007	856	665
	Female	370	412	363	275
	Others	0	0	0	0
General	Male	1067	1332	1128	1004
	Female	392	454	419	306
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3335	3764	3300	2622



## Extended Profile

### 1 Program

#### 1.1

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

**Response: 330**

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 1.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	22	21	20	20

### 2 Students

#### 2.1

**Number of students year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3335	3764	3300	2622	2104

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 2.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
4090	4090	4070	4040	4040

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
1040	781	584	809	475
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

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

2017-18	2016-17	2015-16	2014-15	2013-14
29	26	28	31	34
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3.2****Number of sanctioned posts year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
62	62	62	62	62
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4 Institution****4.1****Total number of classrooms and seminar halls****Response: 38****4.2****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
310	213	217	376	244

**4.3****Number of computers****Response: 120**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

Anugrah Memorial College, Gaya affiliated to Magadh University, Bodhgaya, follow the curriculum given by the university. The university provides the academic calendar. Based on the university academic calendar, college prepares the academic calendar. The academic calendar provides date of commencement of the academic session, duration of semester, period of internal assessment tests, final year examinations etc. The department allocates subjects to teachers and prepare time table. The teachers prepare the teaching materials and delivery content. The teaching plan is prepared by the individual department under the guidance of concerned staff council.

###### Various Course Delivery Methods are:

**Lectures:** Lectures are used to convey information, history, background and theories. Lectures are used to relate scientific practice with ethical issues. Lectures are also used to expose the students to contemporary issues and the need for life-long learning in the appropriate societal context.

**Class presentations:** Presentations are given to illustrate ideas and concepts in intricate graphical and animation form effectively communicate science and arts and their impact.

**Tutorials:** The tutorials help the students in developing better understanding of the subjects and clarifying their doubts that could not be taken up during lectures and problem solving abilities.

**Lab experimental work:** Laboratory work demonstrates how theory can be verified by experiments through interpretation of results.

**Programming exercises:** Many example are used to explain the concepts in a better way.

**ELearning:** Online resources for self-learning, NPTEL videos and many other educational websites, Case Studies / Technical reports, Webinars.

###### Technology in Education

The quality of class room teaching is enhanced by giving faculty awareness about pedagogical teaching learning method, blooms taxonomy and Outcome Based Education (OBE) by various workshops and faculty development programs conducted in the department and Institute.

**1.1.2 Number of certificate/diploma program introduced during the last five years****Response:** 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 13.51**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 17.39**1.2.1.1 How many new courses are introduced within the last five years****Response:** 4**File Description****Document**

Details of the new courses introduced

[View Document](#)

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

Faculty makes students aware about the basic components of environment and their application in various fields. Institute organizes various activities like tree plantation, public awareness with the help of students. e.g. Importance of Blood donation and blood donation camps, importance of hygiene and individual responsibilities regarding the same, etc. Anti-Ragging committee has been displayed on notice board and at various places like hostel etc. To match with today's need for fast and accurate information, institute provide access to fast internet to students under "Bihar ke Saat Nischay" Project. Student's inputs and complaint regarding same are properly studied and addressed.

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

**File Description****Document**

Details of the value-added courses imparting transferable and life skills

[View Document](#)**1.3.3 Percentage of students undertaking field projects / internships****Response:** 1.35

1.3.3.1 Number of students undertaking field projects or internships

Response: 45

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**1.4 Feedback System****1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise****Response:** C. Any 2 of the above**1.4.2 Feedback processes of the institution may be classified as follows:****Response:** C. Feedback collected and analysed

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.39

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 39.64

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1347	1145	1475	1294	731

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2860	2860	2820	2760	2760

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years



**Response:** 39.78

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

2017-18	2016-17	2015-16	2014-15	2013-14
1876	1978	1753	1312	1176

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

The College organizes orientation program for the students at the commencement of new batch every year. The program would help students to get familiarized with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Before the commencement of classes, the differential requirements of students are identified and addressed at the earliest by way of a strategic approach.

Every year students are given personality development programs that involve bridge programs like, communication skills, personality development, time management and motivational sessions. In order to motivate both the slow learners and advanced learners workshops are organized to enhance their skills.

Advanced learners:

High performing students are identified on the basis of internal assessment, university examination, and involvement in classroom. Students are encouraged to participate in group discussions, Scientific quizzes to develop analytical and problem- solving abilities in them and thereby, to improve their presentation skills. Opportunities are provided to develop their creativity by participating and organizing intercollegiate as well as national level symposiums. Students are encouraged to obtain University ranks and also take up competitive exams like CTET, GATE, GRE, TOEFL, IELTS, CAT, etc.

**Slow learners:**

The Institute practices a robust student academic counselling process. During the time of admission, Principal interacts with the parents and the student to assess the need and aspirations. Further during the

course of study, group of students are assigned to a faculty for counselling. The counsellors monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impeding their academic success. The institute has a system to communicate performance and attendance of students to parents regularly. Care is taken by faculty in monitoring the performance of slow learners. Faculty members do periodic interaction about the performance of slow learners. Departments conduct remedial classes; provide course notes for students who are slow learners and those students who are in the verge of dropping out due to arrear subjects. Those students are given regular class tests in order to improve their performance in the university exam, Further faculty members revise the tough topics as per the students requisition and provide university question bank and discuss the way of presenting the answers in the exam to score marks. Extra classes are organized to clarify doubts, re-explaining of critical topics for improving performance. Appropriate counselling with additional teaching, eventually helps to attend classes regularly.

### 2.2.2 Student - Full time teacher ratio

**Response:** 115:1

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

The following are the various Student centric methods to enhance Teaching- Learning

#### Course Delivery Methods:

- Lectures
- Class presentations
- Tutorials
- Lab experimental work
- Written Assignments

- ELearning: identifying online resources for self-learning
- Case Studies

The college encourages teachers to use the latest pedagogical teaching technology including audio–visual teaching machines. Student learning is enhanced by adopting approaches / methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in State / National level seminars for which beneficial assistance is given by the college. Challenging assignments and projects are given to the students to hone up their intellectual calibre, sharpen their inquisitiveness, induce them to experience the thrill of learning and enjoy the pleasure of achievement. Study material and periodic assignments are also made available to the students. This enables students to come prepared for the classes. This practice has led to better interaction in the classrooms and laboratories. Invited talks by experts from the industry and academia; and add on courses are organised by the

departments, to cover contents beyond the syllabus and recent trends.

#### **Interactive Learning Environment:**

It consists of the interaction between students and interactive e-learning platforms.

Case study to impart skills and enhance students interaction and involvement in learning process. Another mode of providing learning experience to students is arranging guest lectures, invited talks and student's seminars by the Department Associations.

#### **Collaborative Learning:**

The Institute also promotes industry sponsored projects and research projects. In activity based learning, students are encouraged to participate in competitions.

#### **Independent Learning:**

E-learning platforms are provided to facilitate independent learning wherein students can access course contents online. Thus e-learning platforms bridge the gap from classroom learning, and also

#### **Supplement advanced learning:**

Available e-learning platforms, learning resources through CDs and DVDs. Wi-Fi facility is available on campus to allow students to access technical resources such as NPTEL Lectures, video clips, etc.

Student-centric learning is provided in the practical sessions. Experiential learning is ensured through individual or group projects. Competitive and Team Spirits are developed through group discussions and debates. ICT based learning is promoted through web-assignment, web-quiz. Analytical and presentation skills are shaped through case study. Interest in research is inculcated through paper presentation and publication.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 29

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 962:15

#### 2.3.3.1 Number of mentors

Response: 52

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Teaching-Learning is a phenomenon where the teacher and the student are learning. The teacher is refining his/ her subject knowledge and effective teaching skills, where as the student finds it easier to understand the subject and its application. Traditional teaching has been replaced with more innovative and creative ways of disseminating, sharing and facilitating knowledge development in students. The various innovative teaching methods that our teachers follow to make their class more interesting are:

- Group discussion session
- It is a group creativity technique by which efforts are made to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members.

The goals of a role playing scenario are to expose students to different viewpoints or ways of thinking about a situation, expand their ability to resolve situations, and provide experience within a given context.

Case study:

They are constructed by stating a performance that describes specific knowledge, attitudes, or skills that a student should be able to demonstrate following exposure to a learning activity.

Discussion Method: Discussion using Audio & Video tools, Animated presentation, Puzzles and Games, and Real-World Learning

Linking the lessons to real world learning.

As both are involved with commitment, through this method, an interest has been created in the student and the teacher has to encourage the student to come out with new and innovative ideas In this endeavour, our faculty has been taking pains with interest to demonstrate live / practical/ day-to-day examples, sometimes taking some live examples from the students to discuss a topic, coupled with scientific facts. Newer approaches to teaching and learning such as Outcome-Based Learning (OBE), Student-Centred Learning (SCL), Problem-based learning (PBL), Case Study (CS) have also emerged in recent decade has proven that many have positive impact on learning and we have been implementing the above different methods in our endeavour.

## 2.4 Teacher Profile and Quality

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

**Response:** 47.74

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 96.55

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	26	28	31	34

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 37.83

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

Response: 1097

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 60.81

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 2.9

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

University guidelines are strictly adhered to with respect to evaluation process. The schedules of internal assessments are communicated to students and faculty in the beginning of the academic year through institute academic calendar which is prepared based on the university academic calendar. Before a week internal exam time table is displayed on the notice board. Questions are framed, such that they adhere to university standard. The subject handling faculty prepares question bank that covers equal number of questions from each unit, covering all the topics Department internal exam coordinator under the guidance of HOD, checks for the standard of the question bank. College Internal exam Coordinator along with an Exam team selects the final internal questions for each subject from the question bank. Question papers are given to the internal exam coordinators of the department on the day of test, after approval from the Principal. Internal exam coordinator ensures smooth conduction of test and proper valuation of internal books. A Centralized valuation system is followed. Marks are entered in Softcopy as well as in hard copy.

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

Institute is affiliated to Magadh University, Bodhgaya, the rules and regulations for evaluation process are laid down by the affiliating University and are communicated to students through syllabus copies supplied in the beginning of first year of their academic program. The schedules of internal assessments are communicated to students and faculty in the beginning of the year through institute academic calendar. Schedule for examinations will be communicated as and when schedule is released by the University. The internal assessment evaluation process is communicated to students by the respective faculty and also during classes. Students are given general instructions regarding the evaluation methods of University answer scripts. The periodic instructions issued by the university are promptly communicated to the students. Such instructions are read in the classrooms and the copy of the same is displayed on the students notice board. The tutors are entrusted with the duty of providing awareness among the students regarding this. Further any changes in the examination and evaluation process will be communicated to students and faculty through circulars. Question papers are set based on Course outcomes and are approved by heads of the department.

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

At the college level, an examination committee, comprising of a teacher as convener and their teaching and non-teaching staff as members, is constituted to handle the issues regarding valuation process. The college

follows strictly the guidelines and rules issued by the affiliating Magadh University while conducting examinations. Seating plan and table marking is followed and it is displayed on the notice board. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in examination. Students and faculty members are made aware of the transparency to be maintained during examination. This further enhances the transparency and rapport between faculty members and students.

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

The college is affiliated to Magadh University, the university releases the calendar of events for the affiliated colleges at beginning of every academic semester, which includes start and end dates of the examination schedules. With reference to University calendar, IQAC of the the college prepares the detailed calendar of events at the institute level. The Academic Calendar, a part of the College Hand book, is prepared by the HODs and Vice-Principals headed by the Principal and provided to all the teachers and students at the beginning of the academic year. It includes the dates of re-opening, commencement of tests, commencement of tentative date of examinations, important functions of the college and Government, local and institutional holidays etc. The College announces academic calendar annually. The academic calendar provides date of commencement of the academic session, period of internal assessment, examinations etc. Striking features of the academic calendar are highlight teaching days, events planned, State Govt. and local holidays. The teaching plan is prepared by the individual department under the guidance of concerned staff council.

## **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 on website and communicated to teachers and students**

##### **Response:**

The college has well defined Program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) for all programs. Teachers are conversant with POs, PSOs of the programs as they are involved in PO PSO formation process. Vision and mission of the college is discussed in meetings. Head of the department and teachers discuss POs and frame PSOs of the programs which are in line with Graduate Attributes and Vision,

Mission of the Institute.

POs and PSOs are displayed for teachers and students at following locations:

- Institute web site
- HOD cabins
- Notice Boards



- Department laboratories
- Department Library

Principal delivers address to all newly admitted students. During this address the vision of the college, mission and program objectives are stated. POs, PSOs and COs are mandatory part of course file prepared by course teacher.

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

#### **Response:**

The college follows student centric education system in which the focus is laid on what the students are expected to be able to demonstrate at the end of a course or we can say after the learning period. The teachers are devoted toward the students to make them skilled in their courses.

In the Outcome Based Education (OBE), assessment is done through one or more than one processes, carried out by the college, that identify, collect, and prepare data to evaluate the achievement of course outcomes (CO's).

### **2.6.3 Average pass percentage of Students**

**Response:** 98.81

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1324

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1340

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## **2.7 Student Satisfaction Survey**

### **2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.15

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 37.93

3.1.2.1 Number of teachers recognised as research guides

Response: 11

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.12

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 41

#### File Description

#### Document

Supporting document from Funding Agency

[View Document](#)

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

**Response:**

Steps have been taken to inculcate research motivation to all our students. They are trained with basic approaches of nature studies-acquisition of primary data, data processing, documentation and analysis. They have to submit individual project reports based on primary guidance imparted to them by our faculties involved in Environmental Studies (strictly adhering to UGC guidelines). The students are also encouraged to develop research attitude and aptitude beyond the curriculum projects. They are encouraged to undertake co-curricular research projects, organize and participate in inter college competitions on paper presentation, quiz, debate, group discussion and workshop. Easy access to the books and journals in the central and departmental Libraries also helps students to learn new things and nurture scientific temper. Restricted access to Wi Fi has been provided for students. The facility would be extended for all interested students in a phased manner, so that they can access internet on shared basis. E-books and free downloads of available study materials are also provided, as far as practicable. Students are encouraged to participate in classroom group discussions, seminars, competitions. This helps to enhance research culture and aptitude among students. Laboratories in the departments enable the students to learn and practice of various research activities.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response: 4**

#### 3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response: No**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 1.22

#### 3.3.3.1 How many Ph.Ds awarded within last five years

Response: 11

#### 3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 9

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 2.33

#### 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	1	4	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	2	2	1

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

The college is taking various initiatives to improve the quality of life of people surrounding the institution. The institution insists all the students to be a part of representing various social issues through parallel activities in various students club. These steps are taken with the help of students and different units in the college, which include Health & Hygiene Club, National Service Scheme. The main objective of Health and Hygiene Club is to create awareness among the faculty, students and supporting staff members about the food consciousness and healthy living habits.

The College NSS Unit also has arranged blood donation camps in collaboration with Indian Red Cross Society.

The Eco club is creating the awareness among the students of the institute regarding road safety, pollution free celebration of Deepavali, Hazards of Plastic Use. Institution is taking at most care on neighbourhood development without much scarcity in terms of basic needs and other relevant needs of the society.

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

**Response: 5**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 2**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response: 3.48**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
265	0	0	120	0

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 31

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	2	4	5	6

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response:** 0

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

a) The college has five double-storied buildings. Spread over in 23 acres of land, the college campus is heavily planted. It has a modern auditorium / seminar hall equipped with LCD, and has an accommodation of 150 people. There are 38 classrooms, 3 store rooms, and 6 laboratories, many toilets, 1 office room, 1 staff room & 1 room for accounts.

- There are 7 laboratories in different lab-based subjects.
- Visual teaching aid like LCD projectors is used by some departments. There are 3 classrooms equipped with LCD projectors. We have 7 additional LCD's that can be used as and when required and can be requisitioned for departmental purposes.
- All the laboratories are equipped with the instruments required by the curriculum. The college makes utmost effort to replace the damaged out ones by installing upgraded models necessary for the students. In case the revised syllabus requires new equipments, instruments or specimen, purchase for the same is made at the beginning of the sessions so that students do not face any difficulty. Instruments and Equipments are kept under AMC where ever possible. They are maintained at the beginning of the session or before university examinations. Repairing is done as and when necessary.
- The college has a well-planned computer laboratory with computers of high configuration with internet facility and WIFI facility. There is a staff to maintain the system and to provide technical assistance to the faculty members and students. Different departments have their own Desktop/laptops with internet connection and desktop computers necessary to conduct practical classes and departmental works. Specific departments have software according to their course curriculum.
- The college organizes workshop on Entrepreneur Development Program for the ongoing students to get them accustomed with the career opportunities.
- The college runs a short course on soft skill development for its students to make them eligible for the job market.
- Field work and excursions form part of the curriculum in some departments (Mainly vocational / professional departments). Under the supervision of the teachers and the staff, the students are taken to various places all over India to carry out their field work.
- In addition to the General Library, some departments has seminar library with sufficient stock of books and journals to cater the necessity of the honours students. Central

Library is automated with OPAC facilities.

- The college also has a Common Room.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

##### Response:

The college encourages its students to participate in both intra and inter college sports events and is proud to have produced many sports persons who have played at the University and State levels and have numerous prizes and awards to their credit. The college does have a large field available for almost all outdoor games.

- The common room is equipped with indoor games like table-tennis and carom boards.
- The fitness equipments are available for use of students gymnasium.
- The students are entrusted with the task of organizing the Fresher's Welcome, Teachers Day Celebration, Sports & Cultural Programmes with the help of the teachers and staff of

the college. Various intra and inter college competitions on debate, quiz, extempore speech, vocal and instrumental music, dance are organized annually.

- The college organizes memorial lectures every year by the endowments made by its past teachers and patrons which provides a unique exposure to new thoughts and areas of current research in different disciplines.

- NSS: The College has one NSS unit has 100 students in its roll strength. It is gaining strength steadily and has plans to focus on problems related to public health. We have health care centre with all first aid equipments to attend in case of emergency.

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 13.16

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 16.18

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
22.97	16.34	12.65	78.66	95.28

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

In addition to the General Library, some departments has seminar library with sufficient stock of books and journals to cater the necessity of the honours students. Central Library is automated with OPAC facilities. OPAC is an Online Public Access Catalogue system. The library has prepared databases of books in English Language. As soon as new books are purchased and processed, their bibliographic description is added in the OPAC. One terminal is dedicated for the readers to use OPAC for their search of books. Library staff is always there to help the users. The Internet facility is available for the users to access the e-resources. Following supports are provided by the library staff

- OPAC: how to use it.
- How to search the particular document from the shelves
- How to search information from e-resources
- Helping them in compiling projects.
- Current Awareness Services.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

The College Library is rich and has approximately 30000 books of national and international reputes, includes textbooks, reference books of various disciplines, some research journals, magazines as well as some general and popular reading books. There is no special practice for the collection of rare books in library; however, library staffs have some books or manuscripts seems to be rare are kept with special precaution separately.

The College joined the "National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET N-LIST)" program under which access to e-resources(3000+e-journals and 75000+ e-books) to students, researchers and Faculty from Colleges is provided. Also, students are advised to use other e-library like Wiely, Elsevier, PubMed, Library Genesis etc. to access more books, most of them are freely available.

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 3.1

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.3558	1.32948	0.86355	5.98476	6.97436

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 1.49

4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 50

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The IT facilities available in our college can be summarized as follows,

Number of computers with Configuration (provide actual number with exact configuration of each available system): 100 (Most of the computers in the College are either i3, Core 2 Duo, with 1-2 GB RAM or 80- 320 GB Hard Disk)

Computer-student ratio: 1:30

Stand alone facility: Available

LAN facility: Available

Wi Fi facility: Available

Software: MS office, JAVA, C, C++, VB, LINUX, We also use open source operating systems such as Fedora, Ubuntu and CentOS. All windows systems are protected with Sophos end protection anti-virus

Number of nodes/ computers with Internet facility: Our college campus has Wi-Fi so all the computers of the college has internet access.

Printers: 15 Laser jet printers, 1 Xerox work centers and 15 scanners are provided across the campus for academic and administrative purposes.

#### 4.3.2 Student - Computer ratio

**Response:** 667:24

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**Response:** 5-20 MBPS

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 34.7

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

2017-18	2016-17	2015-16	2014-15	2013-14
93.49	91.12	133.91	54.58	59.39

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

#### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

The institution has the structured system for maintaining and utilizing the facilities available. Facility management team maintains the physical and academic support facilities. The various responsibilities of the team are housekeeping activities, maintenance of Garden, pest control, entire campus snag work etc. AMC deployed location supervisors across the campus. Each location supervisor will report to the maintenance manager regarding his observations on electrical, plumbing, and housekeeping related issues/complaints. A logbook is maintained for the same. The college provides transportation facilities for its faculties and students. The security of the institute is taken care by in house security guards with the help of an external private agency in two shifts round the clock.

#### **Classroom and Sports facility Maintenance:**

The sports facilities of AMC are maintained by physical education department. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the beginning. Regular maintenance of the play area is conducted under faculty sports coordinator. At the beginning of each year the readiness of the classrooms and labs are checked by the facility management team. Regular inspection, maintenance of the furniture's and classroom equipments is done on a regular basis.

#### **IT Maintenance:**

IT help desk is functioning in the campus for resolving the issues like hard ware trouble shooting, software installation, Maintaining Biometric devices and network related issues are monitored and maintained.

#### **Library maintenance:**

There is regular stock verification process carried out by the library. A file is maintained which contains the stock verification reports carried out at different intervals. Physical verification of the library stock is the process by which the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library.

#### **Laboratory Maintenance:**

All the laboratories are spacious and well-lit. Do's and Don'ts/safety precautions are displayed in each laboratory. All electrical wirings and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves, welding goggles are provided wherever necessary. The institution has doctor of its own. Hence any sort of medical emergency can be immediately addressed.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 9.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
671	0	613	182	0

#### File Description

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

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling



**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 6.28

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

<b>Response:</b> No	
<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

<b>5.2.1 Average percentage of placement of outgoing students during the last five years</b>				
<b>Response:</b> 2.39				
5.2.1.1 Number of outgoing students placed year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
10	0	0	22	32
<b>File Description</b>	<b>Document</b>			
Details of student placement during the last five years	<a href="#">View Document</a>			

<b>5.2.2 Percentage of student progression to higher education (previous graduating batch)</b>	
<b>Response:</b> 0	
5.2.2.1 Number of outgoing students progressing to higher education	
<b>File Description</b>	<b>Document</b>
Details of student progression to higher education	<a href="#">View Document</a>

<b>5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>Response:</b> 31.83	
5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	3	1	0

## 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	20	10	40	40

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</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) during the last five years.

Response: 0

## 5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

## 5.3.2 Presence of an active Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution

Response:

## **STUDENTS PARTICIPATION IN ACTIVITIES**

The institution does have a student council and societies / clubs the heads of which are part of council which oversee all the cultural activities. The objective is to make the students participate in the development of the institute as well as in the process develop their personality, organizational skills and career through interactive programs with the faculty, administration and society. The goal of the student council is to provide a common platform to students for co-curricular and extra-curricular activities. It is responsible for all the major technical, cultural, literary and sports activities organized in the college premises. Activities under the council will be well supported by a team of faculty members. Every class has a class committee which consists of the students and faculty members. Class committee sets the rules and regulations for the class behavior. It serves as the voice of the students in front of faculty and has say in academic matter such as conduct of test and so on. The institution also provides avenues for the development of technical skills, updating knowledge, personality development and service to the society through various technical clubs/societies.

## **ANTI-RAGGING COMMITTEE**

Institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender. The anti-ragging committee is constituted as per the guidelines of All India Council for Technical Education.

## **ANTI-SEXUAL HARASSMENT COMMITTEE**

The College has constituted anti-sexual harassment committee comprising of senior faculty members and students for preventing any act of sexual harassment.

## **STUDENT GRIEVANCE REDRESSAL COMMITTEE**

A redressal committee functions in the institution. These following are the functions of redressal committee.

- To receive the grievance in person.
- To analyze and examine the nature of grievance.
- To deliberate with the members of committee and call for remarks if necessary
- To resolve the issues impartially

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 6.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	4	4	3	3

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

Alumni Day is an all-day meet creating an opportunity for alumni, current students and faculty to interact and bond. This day is celebrated with a mixture of cultural events and talks by alumni, students and faculty. Discussion on industry trends, opportunities and Institute development initiatives form the crux of the talk. It is also a day for alumni to relive their days at the Institute and share memories and experiences during their stay at the college and post their graduation. The Alumni Association is a formally registered body. Membership is automatic upon completion of courses under any programme at the campus. Alumni Association creates and maintains a life-long connection between the Institute and its alumni.

This meeting was attended more than 200 alumni representing the students from very beginning to till the recent batches of 2018. They come from many places of India. Members are also invited to campus events like Foundation Day, and other cultural events on Campus. In addition, there are sports events, and meetings of various special interest groups within the alumni. The college has shaped many renowned alumni, who collectively have a wealth of

knowledge and experience. This Alumni Association brings all these outstanding people together on a single platform. This collective excellence is our contribution to the growing generation, the Institute and the society as a whole. “Engage, energize and enhance – keeping this motto in mind”, we seamlessly connect with the Institute, faculty, students and fellow alumni. Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution and achieve its vision, and to enable the institute to add value to all its stakeholders.

**NON-FINANCIAL ACTIVITIES:**

To arrange and support in placement activities for the students.

To encourage the students of the college & members of the Association for research & development work in various fields like Computers, Science, Arts etc.

To conduct workshops, guest lecture, skill development program.

To encourage and guide the students of the college on self-employment to become successful person.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 4

**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

The governing body of Anugrah Memorial College is the administrative authority of Magadh University and college; furthermore, different college level committees of principal and faculty members have control on the affairs of the college. Committees hold regular meetings with the Principal for planning and directive tasks of their respective committees. The committees at department level form the basic root level structure for the smooth implementation of the administrative directives.

The Staff Association and elected non-teaching staff members on Grievance Committee and students' association of college represent the issues and welfare of their respective bodies to the authorities. Interaction with students is a continuous process to discuss issues and seek feedback about various aspects of the college functioning.

The college has well qualified and adequate administrators to provide effective leadership and management. The leadership strives to maintain an open and interactive environment for fulfillment of the college mission. All colleagues are actively encouraged to participate for effective decision making & policy formulation. An effective communication channel between the staff and the leadership is an important feature of Anugrah Memorial College. The Principal interacts with staff and students at formal and informal levels, at various occasions. Regular and active interaction with all colleagues maintains during the span of an academic session.

**Vision:** To build knowledge for complete social development and cast globally proficient and socially sensitive professionals towards social renovation. The vision of the Institution is self-sacrificing service to the society and nation without any return. It is well said that “*Knowledge is the Supreme Treasure*”; therefore, skilled citizens keep the society and the nation to progress towards knowledge to achieve all-round improvement.

**Missions:** The missions of the Institution are-

- To pursue and bring the rural masses into main stream of the society.
- To strive to provide intellectually developed socially concerned, morally upright, truly patriotic and spiritually oriented citizens for the nation.
- To develop rural student to face challenges of future and make them responsible citizens of India
- To provide affordable education to all, concerned and eligible.
- To inculcate scientific attitude
- To provide ample scope for multifaceted development of youths irrespective of religion, race, caste and gender.
- To effectively disseminate knowledge and understanding to young learners in all disciplines for gainful employment.

The Vision and Mission defines the college distinctive uniqueness in terms of the needs of students and

society it seeks to be provided by:

- a) Providing courses in all streams in innovative and promising areas.
- b) Developing graduate attributes as per the need of the stream or profession.
- c) Research and innovations should be productive.
- d) Inculcate human ethics to be a good human being and having regard for tradition and culture.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

The College encourages a culture of contributory management by committees constituted for academic and non-academic activities. Major committees occupy of teachers, and several include non-teaching staff and students as well. The college decision making structure is decentralized, where departmental committees share their decisions with college committees for fertile output. Various committees are constituted by principal for administrative functions of the college. These committees are responsible for college time table, purchases, allocation of co-curricular work, admission, monitoring the welfare of students, make working guidelines for smooth functioning of the college. Before the beginning of every academic session all committees are reorganized under the guidance of the Principal, teaching and non-teaching staffs.

All departmental committees have choice to formulate their plan and decide implementation strategies. Their activities and decisions are discussed with college committee meetings if required. A report of yearly activities is presented to the Staff council at the end of the session. Department representatives of committees interface at both levels passing on ideas from side to side and hence enabling decentralized cum participatory management of the college.

## **6.2 Strategy Development and Deployment**

### **6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**

#### **Response:**

The maintenance of quality is integral to the pursuit of excellence. The quality policy of the college is in alignment with the parent Magadh University and the UGC. Most of the strategic plan and deployment documents are sent by the University and UGC and many are available on the University website. Further, for developing, and deploying its quality policy and plans effectively, Anugrah Memorial College, Gaya has an efficient co-ordination and internal management system under the leadership of the Principal. The Principal, the IQAC, several committees constituted by the principal and all staff are always working together and offering their advice and insights for the designing and implementation of quality policy. The college has been tirelessly engaged in the task of creating a long and illustrious lineage of achievers in every field of life. To accomplish the Vision and Mission statement and for academic growth and infrastructure development of the college, the members of management have continuous and tired-less



effort.

The **Strategic Plan** comprising of review, evaluation, reporting and, re-planning ensures that the set objectives are achieved through liability process. The long term (5yrs) Strategic Plan for developing & short term (annual) plan is developed by the Institutional Quality Assurance Cells (IQACs). Principal/HoDs through IQAC set Individual targets (Faculty/Staff), fixing targets and accountability considering the aspects on Academic & Teaching-Learning Planning, Infrastructure Resource Planning, Faculty/Staff Resource Planning, Industry Interaction and Placement Planning, Research & Innovation Planning, Student Development Activities Planning, Events & Annual Calendars Planning, Operational Planning and Financial Planning.

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

The College functions under the regulation of the governing body whose powers are defined by the Magadh University, Bihar University Act and UGC. Principal is the administrator and chief executive of the college who coordinates all the activities of the college. Principal is the chairperson of the various committees to carry out various activities of the college. The time tables, workload calculation, library purchases, maintenance of infrastructure, admission etc. decisions related to academics are taken by the Principal through its committees, following the norms of University. Vice Principal, HODs' of all departments, Bursar, Warden, Library In-charge, Administration Officer, Section officer, Head Accountant, Technical Assistant Computer, Facility Provider and Student Union representative report to the Principal and perform out all the functions of the college. The college has a well defined organizational structure in the administration staff and laboratory staff.

There are some of the committees of the college that functions and monitors quality. **Departmental Committee of HODs'** discuss student's performance in examinations and their results in meetings of individual departments with the Principal and Academic committees. **Academic Committees** such as Admission committee take care of admission as per the allotted reservation seats. Time-table committee controls and monitors the academic workload, scrutinizes the student-teacher ratio, sanctioned work load and observance to time table and exam results of students. Examination committee schedules the timely examination evaluation process; also, decides and monitors internal assessment and marking scheme of practicals. **Development Committee** monitors the conservation and maintenance of the building. The committee facilitates repairs and replacements when required in the building. **Anti-ragging and Sexual Harassment Committee, Grievances Redressal Committee, and Women Cell** is in function to maintain quality in the work environment and to create open and safer environments for persons to work in the college. The College has **SC/ST, OBC and Minority Cell** to address the issues related to students belonging to Schedule Caste/Schedule Tribe, Other Backward Caste and minorities. The service rules, procedures, recruitment, promotional policies and grievance redressal mechanism are defined as per the rules of the Magadh University, Bodhgaya. The approval of staffing pattern through Bihar Government as per the rule of UGC.

**6.2.3 Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

**Response:** E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

The meetings of various bodies /cells/committees are held frequently and all activities are conducted in the college based on the resolutions in them. The minutes of all the committees meetings and action taken are mentioned in their register and keep as record. The committee monitors regularly in time progress of work is in accordance with the resolution in meeting minutes. The progress of work is also keeps in records with time. Development & Maintenance Committee looks after requirements for new rooms, laboratories and maintains the college facilities. Request of items to be renovated/repaired/constructed by the concerned department is given to the committee and consultant contractor works and prepare bills of quantity, estimates based on latest DSR rates and according to the availability of funds.

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**Response:**

Efforts are taken to enhance the professional development of the teaching and non-teaching staff through adoption of learner-centric education, academic planning and modern teaching-learning aids, along with the training relating to various official works, especially for the non-teaching staff. The college authority provides encouragement and assistance to the faculty members to carry out all sorts of research activities. Our esteemed Institution is generous enough to provide permission and leave to the teachers whenever required to attend Refreshers Courses, Orientation programmes and the like organised by the Academic Staff Colleges of the different universities. The college encourages to participate by the faculty members in different Seminars, workshops national or international conferences. The college also timely organising seminars and workshops by the different departments on different subjects related to popular interest as well as frontier areas of research to attract eminent scholars to visit the college and interact with teachers

and students. Our faculties are always provoked to engaged in various co-curricular activities as like NSS, NCC, sports, plantation, awareness programs etc..The students, the teachers and the non-teaching staff are encouraged to take part in debating, quiz competition and eloquence competition as well as songs, music, dance competitions etc. The college promotes Skill Development and Training for non-teaching staff through computer training especially to old staffs.

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

Details of teachers provided with financial support to attend conferences,workshops etc during the last five years

[View Document](#)

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

**Response:** 0.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

#### File Description

#### Document

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

Any additional information

[View Document](#)

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 10.96

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	1	1	3

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

The performance of faculty members is assessed and monitored by the head of the concerned department. The annual appraisal is conducted by issuing them a questionnaire. The college authority studied the report and also gets the feedback from the students about the performance of the faculty members without disclosing the names of the students. After analyzing the appraisal report as well as the feedback the college authority evaluates it and sends it higher authorities for the necessary action. If he finds any difficulty in getting the proper report of the functioning of the staff, the college authority closely monitors the participation of the teachers and staff in various activities of the college. In this way he receives correct information for better appraisal. In same way feedback all the non-teaching staffs are taken by teachers and students, evaluated by principal committee and sent to authorities for necessary action.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

The College doesn't have internal audit system. The annual financial of college is carried out by an external auditor appointed by the Department of Higher Education, Government of Bihar. The external audit is done up to the session 2017-2018.

Audit is conducted in accordance with the Auditing standards generally accepted in India. They plan and perform procedure to obtain the reasonable assurance about whether the financial statements are free from material misstatements. Auditor will examine on a test basis evidences, supporting for the amounts and disclosure in the financial statements. It also includes assessing the accounting principles used and management estimates and evaluation of overall financial statements presentation. Based on such audit, will issue audit report of for True and Fair view on the financial statements.

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

**Response:**

The major sources of the college receipts are the salary and contingent amounts from the University in every month. The tuition fee and other developmental fee received from the students are deposited to the University Account "A". Time to time grants received under various schemes from UGC and the State Government for developmental purposes. College submit project proposal to UGC and state government to provide fund for different works, construction of new buildings, women's hostel, enrichment of laboratories and library, sports etc. The tuition fee of the self-financing courses is another receipt. The college administration use to provide road-side shops on rent to generate a little fund.

The college utilizes its funds for the regular maintenance work, salary of contractual and staffs on daily basis, contingencies for department and lab, regulating electric generator, purchase of chemicals, glassware's, lab equipments etc..

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The IQAC has been re-established in 2019 to access the quality benchmarks for the various academic and administrative activities of the Institution. Cell monitor and maintains the academic and administrative standards of the college as per the standard norms set by NAAC and UGC. The decision taken in the IQAC meetings is in agreement with all the staffs and administrative authority's and they try to implement them accordingly. All teachers, non-teaching staff and students are always in synergistic communication with IQAC and engage themselves for betterment of the institution.

IQAC contribution is significant on maintaining the various quality parameters of higher education in academic and administrative activities of the institution. Documentation process of college improved, Curriculum Development, Organisation of lectures, Participation in Innovation and Research, Extension activities for the community development, Remedial classes and Student counseling sessions, Feedback from stakeholders, Collaboration with Industry and placement meet Initiatives has been taken and reached upto the bench mark level.

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

IQAC has been constituted to monitor its teaching-learning process, structures and methodologies of operations and learning outcomes at intervals and to improve the same. Some class rooms have been equipped with audio visual aids. Wi-Fi connections have been upgraded on priority basis. Students' Internal assessment and attendance is beginning monitored. Placement cell organizes annual placement mela. The academic committee reviews the results and makes strategy for the academic growth of the institution. Various quality initiatives like Organization of seminars, improved Documentation process, use of ICT and E-resources in teaching and learning encouraged.

The IQAC reviews the teaching learning process, structures and methodologies of operations and learning outcomes by introducing several initiatives. Sample suggestion of IQAC are use of innovative teaching methods; and programs on content beyond syllabus; and avail Professional bodies funding; Establish Research Journal of the institute; Motivate faculty for registering for Ph.D.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 0.8

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

**Response:**

Since the re-establishment of IQAC in 2019 Feedback system has been formalized and structured. Students, parents and alumni feedback is collected on curriculum and infrastructure. Based on feedbacks taken from students and been discussed with teachers to improve the curriculum. In view of the academic feedbacks from all concerns the curriculum was revised and contemporary concepts were incorporated. On suggestion of IQAC development committee examined maintenance made where required, labs were equipped, a Research lab is begin establish, class rooms were added with audio-visual aids, parking and cycle stand is developed, Health Care Centre is begin developed, NCC re-establishment is in final stage, a Collage Canteen is begin to develop, mapping of college facilities has been initiated and washrooms have been renovated. Towards the development sector and industries student visibility has increased. On the request of students extra time slot for pursuing co-curricular and extra-curricular activities are provided on Saturday afternoon. Although placements were done at some extent, however, it still requires promoting placements at the undergraduate level. It is now at the priority of IQAC to establish the Post-Graduate Programs in all streams.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response: 5**

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

**7.1.2**

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

A. M. College is taking certain specific initiatives to facilitate gender equity and their development and empowerment. Our Gender Positive Initiatives are,

1. Women Empowerment Cell

To promote general well-being of female students, teaching and non-teaching women staffs.

To promote a culture of respect and equality for female gender.

To inculcate entrepreneurial attitude among young girls at the earliest so that they can be “job givers” rather than “job takers”.

2. Internal Compliance committee



To address any issues regarding the safety and security of girl students and female staffs in the campus.

The committee members are vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students and female staffs.

### 3. Anti-Ragging Committee.

As per the notification in regard to prevention and prohibition of ragging in the University, the committee has been constituted to prohibit, prevent and eliminate the scourge of ragging.

The outcome of the specific initiatives is for the promotion of women's development, not only for the students, but also for the faculty, it is necessary to establish equality of opportunity and gender justice, ultimately resulting in the optimum utilization of women's resources.

### 1. Safety and Security

In order to maintain safety and security to the girls students and woman faculties, a committee has been constituted for redress of grievances. Our Internal Compliances committee stays alert all the time to prevent any sexual abuse to words students and female workers. We also focus on preventing this kind of harassments by using secret monitory services, which keep a keen eye on the entire campus.

#### 1. Deployment of CCTVs across the campus for round-the-clock surveillance.

Programming includes the following:

#### 1. Self-Defence Workshop

#### **b) Counselling:**

The major objective of the counselling centre is to facilitate Academic, Emotional, Social and cognitive development of the students hence to empower them in their learning and personal development. Other than students, parents and teachers are also getting the benefits from the counsellor in order to pave a path to the students inside the campus and in their homes.

#### **c) Common Room:**

The Common Rooms are not only physical locations within the college, but they are also communities of students and staff.

### **Common Room for Boys and Girls-**

Both Girls' and Boys' common rooms are spacious and airy. They have various indoor game facilities like table carom and chess. Magazines and newspapers are also arranged in the common room. They have display boards where the students display notices as well as publish wall magazines where they express their thoughts in various forms like drawing and painting, poems, stories etc.

### **Common Room/Staff Room for Faculties**

The purpose of common room facility for faculty members is to create a stress-free environment. It is open from 8:00 am - 5:00 pm every day.

#### **7.1.3 Alternate Energy initiatives such as:**

##### **1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0.67

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 44699

<b>File Description</b>	<b>Document</b>
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

#### **7.1.4 Percentage of annual lighting power requirements met through LED bulbs**

**Response:** 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 5913

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

#### Response:

##### 1. Solid waste management:

With smart initiatives like “Har Parishar Hara Parisar”, Waste Management is helping our college, to achieve a higher level of environmental performance. All the waste from the campus’s hospital, college, canteen and hostel is collected and segregated into wet, dry and plastic waste. Biodegradable materials such as Food waste from college hostel are converted into manure in compost pits which are used as an organic fertilizer for the garden. Non-biodegradable materials such as paper and plastic waste are segregated and resold by the college.

##### b. Liquid waste management:

The audit committee studied the Water conservation and prevention of water wastage in the campus. The College is installing the water harvesting. The drinking water in the campus is being analysed by the College in every week.

##### c. E-waste management:

All e-waste is disposed. The non-working computer spare parts and other non-working equipment are safely disposed outside. The cartridge of laser printers is refilled outside the college campus. UPS Batteries are recharged / repaired / exchanged by the suppliers. Waste compact discs are used by students in art and craft.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Rain water tanks are constructed for harvesting rain water to prevent soil erosion and meet the water requirements partially. A. M. College Gaya is utilizing Rainwater harvesting technology to collect, convey

and store rain water for later use from relatively clean surfaces such as a roof, land surface. Rainwater harvesting is the technique of collecting water from roof, filtering and storing for further uses. Rainwater Harvesting is a simple technique of catching and holding rainwater where its falls. Either, we can store it in a place for further use or we can use it to recharge groundwater depending upon the situation. Rainwater harvesting system provides sources of soft, high quality water reduces dependence on well and other sources and in many contexts are cost effective. Rainwater harvesting system is economically cheaper in construction compared to other sources, i.e. well, canal, dam, diversion, etc. Since the college well is much below the road level, water level rises in rainy season. Water collected from terrace by the outlet depends upon the area and number of pipes provided. Water is flowing through the chamber and drainage. The drain wells are constructed for water collection & recharge of surrounding ground. Drain connected from all the building flow towards lower level through external drain.

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### **Response:**

**Bicycles:** A. M. College students and staffs who are staying in nearby college are using bicycle for transportation for reducing both pollution and fuel usage.

**Public Transport:** Most of the A. M. College students and faculties are availing buses and auto-rickshaw.

**Pedestrian Friendly Roads:** Pedestrian Friendly roads in is enabling pedestrians and cyclists to travel safely and freely in the campus. Installation of speed humps in the campus road is done to improve the traffic and pedestrian safety.

**Plastic free campus:** A. M. College is a plastic free campus. A. M. College has organized programs to create awareness on harmful effects of plastic free zone.

**Paperless office:** The college gives emphasis on paperless office to save carbon emission in printers. Reuse of one-side paper printouts is also being done. Most of the work is paperless as college has been utilizing OFSS, Online Registration and Application software.

**Green landscaping with trees and plants:** Carbon dioxide neutrality is maintained on the campus by planting different varieties of trees and plants. The green campus concept offers the college to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

### **Major Green Campus Initiatives**

1. Green audit of the institute is conducted annually.
2. Tree Plantation is done every year through NSS.
3. Recycled water is utilized for maintaining green campus.
4. Rain water harvesting and solid waste management.
5. The college has nurtured number of trees of different variety.
6. Clean and Green Committee with a tag line “Har Parishar Hara Parishar” work enthusiastically to plant various varieties of plants.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 12

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 6

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff**

**Response:** No

### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** No

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 33

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	4	4	4	5

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

- Mahatama Gandhi Jayanti is celebrated every year on October 2nd to mark the occasion of the birthday of Mohandas Karamchand Gandhi, who is called the "Father of the Nation".

- Independence Day is annually celebrated on 15 August, as a national festival commemorating the nation's independence from the United Kingdom on 15 August 1947.
- Republic Day honors the date on which the Constitution of India came into effect on 26 January 1950. Republic day is celebrated on 26th January every year.
- The most loved President APJ Abdul Kalam's birthday is celebrating as Students' day on October 15th.
- Babu Veer Kunwar Singh Jayanti is celebrated on 26th April. Babu Veer Kunwar Singh was a leader during the Indian Rebellion of 1857.
- Sri Satyendra Nath Sinha Jayanti is celebrated on 12th July. Sri Satyendra Nath Sinha was an Indian statesman, participant in the Indian independence movement.
- Ambedkar Jayanti is celebrated on 14 April to commemorate the memory of B. R. Ambedkar. He was a social activist, economist, and politician who inspired the Dalit Buddhist movement and campaigned against social discrimination towards the untouchables.

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

#### **Financial**

All financial transactions of the college relating receipts and payments are through the valid supporting documents, such receipts and payments are made with approval of respective authorities. Financial transactions have been accounted on the daily basis and the same has been verified by auditors on yearly basis. Based on the audited transactions, financial statements are prepared and signed by auditor and management of college. Such financial statements are also filled with the Income Tax Department every year.

#### **Academic**

For admissions in the different courses, selection of candidates is done on the basis of merit list prepared by the institute based on merit score using online and offline processes. Candidates seeking admission must possess higher secondary certificate with the honours subject as one of the optional subjects. Minimum required aggregate is 45% for admission to the degree program.

Eligible candidates can apply through the forms available at the college admission office. For admission to master program (vocational courses), candidates are admitted on the basis of merit, qualifying board exam conducted by the state government. Candidates should have obtained bachelor degree in the relevant field with at least 45% marks from an AICTE/ UGC approved institution recognized by the Government as equivalent thereto.

#### **Administration**

The college since 1964 has transformed from a conventional academic Institute to a very proactive environment for students to hone in science and arts subjects. The college adopts the path of continuous self-improvement by assessing the needs of the social systems in years to come. With around 70,000



people graduating till date, the college has become a preferred college for students aspiring to pursue their bachelor degrees.

### Sports

The college train students to participate in national and international tournaments. A strong dedication to sports extends to hosting the Intercollege Tournament for Cricket, Basketball, Handball, Kho-Kho, Table Tennis, Badminton and Kabaddi. Students represent in various competitions across the state and have won many accolades making the college one of the feared competitors in the university.

### Accommodation & Facilities

The college has accommodation for girl students in the hostel. Facilities that are both necessary and nice-to-have are in place in an atmosphere that is conducive to learning and development.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### **Title I - Establishment of Internal Quality Assurance Committee (IQAC)**

**Objective** - The College has taken strategic steps to become a leading institution by providing quality education. In this context the establishment of IQAC was a distinctive step to work on classified strategies and ensure the implementation of these to build an institution that will stand tall for the high impact of its teaching, research and innovation.

**Context** - The IQAC has been considered and developed as a centre to facilitate and support activities of the teaching community. It provides resource support (non-financial) and acts on feedback received from all the stakeholders. It plans, develops and implements strategies to improve the overall quality of the faculty and administration.

**Practice** - The committee works by the cumulative efforts of twelve members, which including one coordinator, a senior faculty as expert, two external senior persons from society who work and support the coordinator and seven young faculty as criteria expert. The cell interacts with the teachers and students at the departmental level periodically to get feedback and suggestions. The department sets target with a time frame and submit the same to the IQAC. These will periodically be assessed by the cell and a review meeting will be held. The cell also introduces programmes or dialogues to ensure accountability with transparency in all teaching practices and assessment patterns. In this effect the cell made it mandatory for all teachers to issue a copy of the Course Plan to all the students. The cell initiated dialogue among the departments to introduce transparency into the assessment of the students' learning outcome. The cell interacts with the Student Council, Parent's Committee and receives feedback from these groups and uses this feedback in planning its strategies, especially in bringing transparency / objectivity / accountability in

the teaching–learning–evaluation process. The committee also acts as a documenting centre of the college curriculum.

**Evidence of success** - For IQAC, the major success has been acceptance of the concept as part of the processes in the campus. The initiatives of the committee are now accepted by the teaching, non-teaching community and the students. The initiative on strengths, weaknesses, opportunities and threats (SWOT) analysis introduced in every department was accepted by all the concerns and worked upon positively. Subsequent review meetings held with all the departments to work out strategies based on the SWOT analysis.

**Problems encountered and Resources required** - The primary problem encountered is that of resistance – to change. A lot of convincing and persistent measures to alter strategies wherever needed has resulted in a lot of time being lost. Thereafter, we faced a lot of difficulties to accumulate old record that was not in digital form. Infrastructure support required from all other administrative departments/ infrastructure & finance office to organize programs.

## **Title II - Digitalization of Academic and Administrative Set-up**

**Objective** – To be more emphasis on e-governance, our college administration take the initiative to update and digitalization of all the teaching- learning processes and all the administrative work. Digitalization focused on the recent updates of the library database, making digital records of all college curriculums in concerns of academics and administration activities. To aware and promote the use of Information and Communication Technology (ICT) among all faculties, non-teaching staffs and students.

**The Context** - The College had been following the age old pattern of working manually in the office. The management and the head of the institution decided to strike back in a powerful manner by introducing the technological world to the academics and administration. The college has a network of internet servers and ensures hole campus Wi-Fi enabled and its access is made free for faculties, staffs and students. The whole of the administrative branch has been computerized. The whole campus is made under the surveillance of CCTV cameras. ICT enabled class-rooms are begun established. This apart the library too has been computerized.

**The Practice & the Evidence of the Success** - The college by computerizing the total accounts has successfully got rid of many hurdles. This has resulted in making the system smooth. By computerizing the system, the college has successfully overcome the difficulties to store, find and access the record data. Books in library are now loaded and coded in computers, inreases the ease of access to students and faculties. Class rooms become more attractive to students as ICT uses help students to grasp more easily the subject or matter of concerns. Now, the administrative work has been facilitated to the extent that the staffs increase in their efficiency.

**Problems Encountered and Resources Required** – Not all staffs, particularly older one doesn't know to use computers, they need to trained first. The college requires more infrastructures to protect, keep and maintain computers in all departments.

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

The college distinguishes itself from peer institutions by offering an affordable, highly personalized, student centered education to diverse students from very establishment (1964) of the college. A. M. College is the one of the best college in Gaya, Bihar and hold rank in top colleges in Bihar state. The college is situated in 23 acre campus filled with many attractive building. The college has the permanent affiliation from Magadh University, BodhGaya. The college is conducting 21 undergraduate and 2 post graduate programs. The college has state of the art infrastructure, creating an environment for progressive learning and development. We have well equipped classrooms and laboratories to cater for the academic needs of the students. The departments have good facilities for teaching and learning procedure. All class rooms and labs /Seminar halls are clean and airy. In labs and Class rooms WIFI facilities are available. All departments are provided with portable LCD projectors. Our motivated and quality faculty our students display consistently high academic performance in the university examination.

#### Sports in A. M. College Gaya

Large playing fields support a wide variety of games, such as Cricket, Football, Volleyball, Hockey and Kho-Kho. There are also dedicated spaces for Indoor sport, including Table Tennis, Badminton, Weight Lifting, Chess, and Caroms. The sports ground has courts for Basketball, Volleyball, Handball, and Throw Ball. The college also has a large indoor gymnasium facility with areas marked for Yoga, Weight Training and Cardio exercises.

#### Central Library

In addition to the General Library, some departments has seminar library with sufficient stock of books and journals to cater the necessity of the honours students. Central Library is automated with OPAC facilities. OPAC is an Online Public Access Catalogue system. The library has prepared databases of books in English Language. As soon as new books are purchased and processed, their bibliographic description is added in the OPAC. One terminal is dedicated for the readers to use OPAC for their search of books. Library staff is always there to help the users.

#### IT facilities

The IT facilities available in our college can be summarized as follows,

#### Wi-Fi:

The college is a Wi-Fi enabled campus, all students are given access to the Wi-Fi network. Wi-Fi access points across the campus are 6 in number and are placed to cover all campus with a speed of 20 MBPS distributed among the students group based on application and monitored and controlled by fire wall for the better content. All access points are routed to a Wi-Fi controller in the server room to see to that the configuration and updation are centralized.

### **Accommodation**

The college has separate hostels for girls with a range of rooms and a variety of services that make living on campus safe, comfortable and affordable.

### **Security and Safety**

The college has a team of professionally-trained security personnel patrolling and guarding the campus to ensure safety of students, staff and infrastructure. The complete campus is under CCTV surveillance.

NAAC

## 5. CONCLUSION

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### Additional Information :

- College Website: All relevant information is available on the college website. It has helped the students especially during admission.
- Computerization of the administrative work: This has helped to optimize the use of man power. All relevant documents can be preserved and tracked readily.
- Feedback system: Feedback on the college, departments and the performance of teachers is taken from regular third year outgoing honours students. Analysis of data is used for improvement as well as encouragement. This helps to understand both the strengths and the weaknesses of the faculty.
- ICT enabled teaching and learning: A student-friendly curriculum delivery is ensured through the adoption of modern trends in teaching-learning process using computers and audio-visual aids parallel to the classical system of lecturing using chalk and board method. For this, the departments are provided with desktop and laptop computers with internet facilities. Some departments use specific software as required by the curriculum.
- Inter-departmental exchange of faculties: This practice improves quality of teaching and allows optimum utilization of in-house expertise, particularly addressing the interdisciplinary topics introduced in the vocational/professional syllabus.
- Renovation of infrastructure and computerization of library and other improvements: The library has been renovated and reorganized for maximum utilization of space. Computerization of library has done to ensure computerized transactions and access to open-access e-journals etc.
- Academic innovations: The College is aware of the emerging areas of study. So it has introduced several vocational and professional courses and it has taken in its future agenda to introduce more SRA approved master degree vocational courses. Students of our vocational courses are highly satisfied. We have introduced soft skill development programmes and workshops on entrepreneurship management for outgoing students to get them acquainted with the job market. Some departments of the college organise student seminars to develop the skill of public speaking and to encourage research abilities.
- The College has organized compulsory computer literacy programme within college hours for students to impart knowledge of basic computer skills.

### Concluding Remarks :

Anugrah Memorial College, Gaya an institute befittingly christened in memory of the legendary Bihar Vibhuti Dr. Anugrah Narayan Singh, one of the architects of modern independent Bihar, was founded on 18th June 1964 as a result of untiring efforts of Sri Ramaballabh Prasad Singh popularly known as Bala jee. The theme of our motto that “Knowledge Only is the Supreme Treasure”. The college started with intermediate courses and latter branched into nearly twenty undergraduate Honours & General degree courses in faculty of Humanities, Social Science, Sciences and four Vocational / Professional Honours Degree Courses including B.Ed. under its canopy. The college fraternity have relentlessly been working towards the embodiment of our motto i.e. to inculcate the relevant knowledge to time which is the supreme treasure, and striving in the direction of providing wings to our students while remaining rooted to the ground. That’s why it is gathering blossoms in all spheres of human education, curricular and extra-curricular and is turning a benediction to the community and society at large.

This college was converted into a constituent unit of Magadh University, Bodh-Gaya in 1980. It has gained

recognition of UGC under section 2(f) and 12B act 1956 in year 1983. The physical situation of the college is in the heart of Gaya town on south skirts of Katari Hill Road, about 4 km from Gaya Railways station towards west, in a lush green campus of 23 acres of land. It has a number of double-strayed buildings accommodating the faculties of Humanities, Social Science, Science, Vocational / Professional courses, B.Ed. with almost all types of students support units such as NSS, playground, Horticulture, Vehicle Shed, Girl's hostel, Laboratories, Central Library, Gymnasium, Conference hall, Computer Centre, Network Resource Centre, Girl's & Boys Common room etc. The College is managed and maintained as per law under the authority of the Government of Bihar and the chancellor of the universities of Bihar. All departments including the department of vocational / professional studies and department of education are directly governed by the Magadh University, Bodh-Gaya through its authoritative statutory bodies.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited to zero because data to be consider only during assessment period.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	3	1	0	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	1	0	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 45</p> <p>Answer after DVV Verification: 45</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>Answer before DVV Verification : B.Any 3 of the above</p> <p>Answer After DVV Verification: C. Any 2 of the above</p> <p>Remark : HEI input edited according to provided documents.</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : C. Feedback collected and analysed</p> <p>Answer After DVV Verification: C. Feedback collected and analysed</p>																				
2.1.1	<p>Average percentage of students from other States and Countries during the last five years</p> <p>2.1.1.1. Number of students from other states and countries year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>14</td> <td>15</td> <td>8</td> <td>12</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	9	14	15	8	12										
2017-18	2016-17	2015-16	2014-15	2013-14																	
9	14	15	8	12																	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Required documents are not provide by HEI. So HEI input edited to zero.

2.1.2

Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3335	3764	3300	3622	2104

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1347	1145	1475	1294	731

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8180	8180	8140	8080	8080

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2860	2860	2820	2760	2760

2.3.3

Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors

Answer before DVV Verification : 52

Answer after DVV Verification: 52

2.4.4

Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14



5	2	3	2	6
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Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	1

Remark : HEI input edited according to supporting documents. Assessment year data to be consider.

3.1.3	<p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years            Answer before DVV Verification : 1            Answer after DVV Verification: 1</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years            Answer before DVV Verification : 41</p>																				
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years            Answer before DVV Verification:</p> <table border="1" data-bbox="304 1173 1046 1308"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1386 1046 1520"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited to zero because required documents are not provide by HEI.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	0	1	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	0	1	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
3.3.1	<p>The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</p> <p>Answer before DVV Verification : Yes            Answer After DVV Verification: No</p>																				
3.3.3	<p>Number of Ph.D.s awarded per teacher during the last five years</p> <p>3.3.3.1. How many Ph.Ds awarded within last five years            Answer before DVV Verification : 11</p> <p>3.3.3.2. Number of teachers recognized as guides during the last five years            Answer before DVV Verification : 9            Answer after DVV Verification: 9</p>																				

3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 521"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>13</td> <td>8</td> <td>15</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 734"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>2</td> <td>1</td> <td>4</td> <td>2</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided excel sheet. Consider only UGC approve journal.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	24	13	8	15	9	2017-18	2016-17	2015-16	2014-15	2013-14	8	2	1	4	2
2017-18	2016-17	2015-16	2014-15	2013-14																	
24	13	8	15	9																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
8	2	1	4	2																	
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1133 1046 1265"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1346 1046 1478"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited to zero because awards to be consider for institute not for indivisual.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	0	1	1	1	2	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	1	1	1	2																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
3.4.4	<p>Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years</p> <p>3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1917 1046 2049"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>265</td> <td>50</td> <td>0</td> <td>120</td> <td>75</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	265	50	0	120	75										
2017-18	2016-17	2015-16	2014-15	2013-14																	
265	50	0	120	75																	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
265	0	0	120	0

Remark : HEI input edited with reference to metric id 3.4.3. In academic year 2016-17, 2015-16 and 2013-14 extension activity not conducted by HEI.

4.2.3	<p>Does the institution have the following:</p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> </ol> <p>Answer before DVV Verification : C. Any 2 of the above            Answer After DVV Verification: E. None of the above</p>
5.1.3	<p>Number of capability enhancement and development schemes –</p> <ol style="list-style-type: none"> <li>1. For competitive examinations</li> <li>2. Career counselling</li> <li>3. Soft skill development</li> <li>4. Remedial coaching</li> <li>5. Language lab</li> <li>6. Bridge courses</li> <li>7. Yoga and meditation</li> <li>8. Personal Counselling</li> </ol> <p>Answer before DVV Verification : C. Any 5 of the above            Answer After DVV Verification: E. 3 or less of the above            Remark : HEI input edited according to provided documents.</p>
5.1.5	<p>Average percentage of students benefited by Vocational Education and Training (VET) during the</p>

last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
185	217	221	176	140

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : HEI input edited to zero because required authenticate documents (documents certified by Principal/ program report)relevant to this metric id. , excel sheet not consider.

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : HEI input edited because required documents are not provide by HEI.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	12	0	22	32

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	0	0	22	32

Remark : HEI input edited because required appointment order of placed students during year 2016-17 which is not provide by HEI.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
26	8	0	11	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	3	1	0

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
30	20	10	40	40

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
30	20	10	40	40

Remark : HEI input edited according to provided documents. Assessment year data to be consider.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18	4	4	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
18	4	4	3	3

Remark : Documents are provide by HEI.

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

Remark : HEI input edited according to supporting documents.

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : D. Any 2 of the above

Answer After DVV Verification: E. Any 1 of the above

Remark : HEI input edited because no supporting documents provide by HEI.

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	1	2	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	1	1	3

Remark : HEI input edited according to supporting documents. Assessment year data to be consider.

### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : D. Any 1 of the above

Answer After DVV Verification: D. Any 1 of the above

7.1.1	<p>Number of gender equity promotion programs organized by the institution during the last five years</p> <p>7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 745 1046 882"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 958 1046 1095"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	1	1	1	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	1	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	1	1	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	1	0	0																	
7.1.3	<p>Alternate Energy initiatives such as:</p> <ol style="list-style-type: none"> <li>1. Percentage of annual power requirement of the Institution met by the renewable energy sources</li> </ol> <p>7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH)</p> <p>Answer before DVV Verification : 300</p> <p>Answer after DVV Verification: 0</p> <p>7.1.3.2. Total annual power requirement (in KWH)</p> <p>Answer before DVV Verification : 44699</p> <p>Answer after DVV Verification: 44699</p> <p>Remark : Required documents are not provide by HEI. So HEI input edited to zero.</p>																				
7.1.4	<p>Percentage of annual lighting power requirements met through LED bulbs</p> <p>7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH)</p> <p>Answer before DVV Verification : 5913</p> <p>Answer after DVV Verification: 0</p> <p>7.1.4.2. Annual lighting power requirement (in KWH)</p>																				

Answer before DVV Verification : 5913

Answer after DVV Verification: 5913

Remark : HEI not provide any supporting documents.

7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> <li>1. Physical facilities</li> <li>2. Provision for lift</li> <li>3. Ramp / Rails</li> <li>4. Braille Software/facilities</li> <li>5. Rest Rooms</li> <li>6. Scribes for examination</li> <li>7. Special skill development for differently abled students</li> <li>8. Any other similar facility (Specify)</li> </ol> <p>Answer before DVV Verification : C. At least 4 of the above          Answer After DVV Verification: D. At least 2 of the above          Remark : HEI input edited according to provided documents.</p>																				
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1106 1046 1240"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1319 1046 1453"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	4	2	2	2	2	2017-18	2016-17	2015-16	2014-15	2013-14	0	1	1	1	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
4	2	2	2	2																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	1	1	1	0																	
7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1731 1046 1865"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1944 1046 2078"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	1	1	1	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	1	1	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	1	1	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	1	1	1																	



7.1.12	<p>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No</p> <p>Remark : Required documents are not provide by HEI and also weblink required for same metric is not provide.</p>
7.1.16	<p>The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No</p> <p>Remark : Required documents are not provide by HEI.</p>

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 23 Answer after DVV Verification : 330</p>																				
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="197 1227 986 1339"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>8</td> <td>7</td> <td>6</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="197 1420 986 1532"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>22</td> <td>21</td> <td>20</td> <td>20</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	9	8	7	6	6	2017-18	2016-17	2015-16	2014-15	2013-14	23	22	21	20	20
2017-18	2016-17	2015-16	2014-15	2013-14																	
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