Munshi Lal Arya College

(Constituent Unit of Purnea University, Purnia)

Akshaynagar, Kasba, Purnia

Annual Quality Assurance Report (AQAR)
For NAAC 2nd Cycle (2018-19)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

Submitted to NAAC Bangalore
On 20.12.2019 by M.L.A.C, I.Q.A.C

Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

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NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value Sysstem among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

* It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.
Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution Munshi Lal Arya College, Akshaynagar, Kasba, Purnea, Bihar (A constituent Unit under Purnea University, Purnia, Bihar)

- Name of the Head of the institution : Dr. Mohammed Kamal

- Designation: Principal

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.: Phone: +91 6454 258354

- Mobile no.: 09523511961/ 09038222608

- Registered e-mail: mlaryacollege2016@gmail.com

- Alternate e-mail : mlacollegebnmu@gmail.com

- Address   : Akshaynagar, Kasba

- City/Town   : Purnea

- State/UT   : Bihar

- Pin Code   : 854330

2. Institutional status:
- Affiliated / Constituent: Constituent
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Semi-urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: UGC 2f and 12 (B)

(Please specify)

- Name of the Affiliating University: Purnea University, Purnia (Since 18.03.2018, formerly it was under B. N Mandal University)
- Name of the IQAC Co-ordinator :   Dr. Rajesh Kumar Neogy
- Phone no. : 9038222608

  Alternate phone no.

  Mobile9433973217

- IQAC e-mail address: mlaryacollege2016@gmail.com

- Alternate Email address: rajesh.neogy@gmail.com

3. Website address: https://www.mlaryacollegekasba.ac.in/
   Web-link of the AQAR: (Previous Academic Year):
https://www.mlaryacollegekasba.ac.in/naac/a-q-a-r/

 4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: http://www.purneauniversity.ac.in/academic-calendar

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.03	2017	from:30.10.17 to: 29.10.22
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 20/07/2013
7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

by

(1) Taking structured Feedback from all the stake holders of the college i,e Students, Alumni, Teachers, Guardians etc.

(2) Starting of new and dynamic college website according to the guidelines of NAAC/UGC. Domain purchased from ERNET, India. It is also SSL Certified for more security.

(3) Upgaradation of two existing Smart Class Rooms to Smart Classrooms with ICT enabled facilities and   Digital boards.

(4) Construction of attached bathrooms (with all modern facilities) for Gents and Ladies faculties in the staff room itself. Now they will not have to use students toilets.

(5) Installation of more CCTV cameras (now total 16) in every Office, Lecture Halls and premises for enhanced security and monitoring

(6) Selection of the college by the prestigious Central University, IGNOU as one its Study Centre (Code No86019)

(7) For environmental causes and greener campus, through collaboration of Forest Division, Purnea, more than trees were planted along the length and breadth of the ca

(8) Conducting Regular meeting of IQAC cell to take stock of the situation of the college in terms of quality and quantities of its activities.

(9) Encouraging Faculties to make full utilization of ICT and Smart Rooms for better teaching methodologies. Use of Power Point Presentation (PPT) has been mandatory a

(10) Giving details and encouraging college administration about the necessity of developing of Rain Water facility, Wormi compost Plants, Plantations etc. in the college.

(11) Participation of our college in Swattch Bharat Abhiyan ranking competition undertaken by the Govt. Of India.

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL in this session	----	----	----	----

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

   *upload latest notification of formation of IQAC
https://www.mlaryacollegekasba.ac.in/naac/membership-list/

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

Yes/No : Yes . https://www.mlaryacollegekasba.ac.in/naac/minutes-of-meeting/
   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No: Does not get fund received during the year 2018-19   No

   If yes, mention the amount: Year:

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

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(1) Taking structured Feedback from all the stake holders of the college i,e Students, Alumni, Teachers, Guardians etc.

(2) Starting of new and dynamic college website according to the guidelines of NAAC/UGC. Domain purchased from ERNET, India. It is also SSL Certified for more security. All college updates are uploaded here.

(3) Upgaradation of two existing Smart Class Rooms to Smart Classrooms with ICT enabled facilities and   Digital boards.

(4) Construction of attached bathrooms (with all modern facilities) for Gents and Ladies faculties in the staff room itself. Now they will not have to use students toilets.

(5) Installation of more CCTV cameras (now total 16) in every Office, Lecture Halls and premises for enhanced security and monitoring

(6) Selection of the college by the prestigious Central University, IGNOU as one its Study Centre (Code No. 86019)

(7) For environmental causes and greener campus, through collaboration of Forest Division, Purnea, more than trees were planted along the length and breadth of the campus.

(8) Conducting Regular meeting of IQAC cell to take stock of the situation of the college in terms of quality and quantities of its activities.

(9) Encouraging Faculties to make full utilization of ICT and Smart Rooms for better teaching methodologies. Use of Power Point Presentation (PPT) has been mandatory also. They have to submit monthly lectures delivered through PPTs to the university for evaluation.

(10) Giving details and encouraging college administration about the necessity of developing of Rain Water facility, Wormi compost Plants, Plantations etc. in the college.

(11) Participation of our college in "Swattch Bharat Abhiyan" ranking competition undertaken by   the   Govt.   Of   India.

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

Plan of Action	Achievements/Outcomes
1. Upgaradation of two existing Smart Class Rooms to Smart Classrooms with ICT enabled facilities and e-boards. Now the total count of Smart Class rooms is three. 2. Starting of the new Office counters with shade and greater space and facilities like CCTV cameras etc. Separate counter for physically challenged students with ramp facilities. 3. Starting of new dedicated I.Q.A.C Co-Ordinator's room in the 1st floor of the main building. Now all NAAC related activities will be carried out from here. 4. Installation of Purified (Kent made) drinking water facility with chiller (Voltas made) in the campus. It is also encaged with iron grills so prevent its mishandling theft etc. 5. Construction of attached bathrooms (with all modern facilities) for Gents and Ladies faculties in the staff room itself. Now they can easily access toilets in their rest room. 6. Upgaradation of two existing toilets in the main building for physically handicapped students/staffs separately for male and female. 7. Creation of new and modern Dynamic website (www.mlaryacollegekasba.ac.in) after terminating old, Static and outdated one (www.mlaryacollegekasb.org) of the college. It was done through reputed firms and purchased Domain (.ac.in as it is an academic institution) from ERNET (Govt. of India enterprise). It is a Hack proof secured website as SSL Certified. All information and notices of the college are uploaded on it regularly. 8. Installation of more CCTV cameras (now total 16) in every Office, Lecture Halls and premises for enhanced security and monitoring. 9. After request from college authorities to donate plants for college campus for environmental cause to Forest Division, Purnea Division. They responded positively and they started plantation drive by planting around 200-250 tree saplings in the college boundary area. These plants are also surrounded by bamboo enclosure to protect it from external factors and they survived. 10. Selection of the college by the IGNOU as a Study Centre (Code No-86019). This will help those students who are unable to attend regular classes due to Job, farming etc. Students who qualify UG from the college can also get admission in PG courses without going outside.	

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

Name of the Statutory body: M.L Arya College IQAC Cell.   Date of meeting(s):

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

16. Whether institutional data submitted to AISHE: Yes/No: Yes

       Year: 2019   Date of Submission: 16/07/2019

17. Does the Institution have Management Information System?

   Yes   **No: No**

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

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
College does not plan or develop curriculum. It is the job of the university. Once it gives us the curriculum, we implement it here. Routines are prepared; classes are planned for its execution and the timely completion of the syllabus. In the curriculum committee of University, HODs of different departments are sent to University (if invited) for their suggestions/ opinion on improving the curriculum. In the college level, there is also a curriculum committee. This committee, after due process, recommends authorities for curriculum improvement. If needed, extra classes can be Tutorials can be utilised as in the routine. For slow learner there are extra provisions. They can access to any teacher for help even after class hours. Conduction of Exams smoothly and timely, is an essential part of a curricular activity. Once university allots our college for conducting a particular exam, our administration makes all necessary arrangements for successful completion of it. After examination, evaluation of answer sheets/ booklets is also another important parameter of a curriculum. If our teachers are invited for this process, they actively participate in it so that the results can be declared in time.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

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

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N.A	**---**	**---**	**---**

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

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

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

	Certificate	Diploma Courses
No of Students	NIL	NIL

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Computer Training/ Course	01.07.19	10

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Earn While you Learn	**01**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents

Yes/ No: Yes	Yes/ No: Yes	Yes/ No: Yes	Yes/ No: Yes	Yes/ No: Yes

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

Development of active, time bound & structured feedback system from all the stakeholders and then analysed these data, for the necessary steps needed for the improvement. In this process a comprehensive questionnaire is developed according to the need of the stakeholders of the college.

For <u>Students</u>, a five pages long format is developed regarding their engagements, needs and facilities. There is a provision for accessing at least three teachers of their courses and rate them.

For <u>Alumnis</u>, a four page formats was prepared. We asked them whether their meetings, we tried to know the nature of quality of teaching provided by our teachers. We asked whether regular meeting conducted or not. Asked them to conduct different social welfares programs like Blood donation camp etc. They are also encouraged to make donation to the college funds, for the development of the college.

For <u>Teachers</u>,a two page format was developed and they were asked about, conducting of regular classes, use of ICT tools in lectures, attendance of students in their classes etc. Also about facilities, they are given in the college and their relation with the college authorities etc.

For <u>Parents/ Guardians</u>, a two page feedback format was prepared in both English and Hindi. In this, we asked, about their involvement in the academic engagements of their ward in the college like attendance, participation in extracurricular activities. Their caste, financial status etc. As this region is mainly poor and backward with minority population. Majority of the enrolled students belong to this category. So, such survey is essential to decide our planning likes to provide free studentship/ fellowship to the needy students.

Students also talked about scarcity of teachers in various departments and this is creating problem in their overall study and in completion of their courses. So, we have sent letters to University authorities and inform them about our dire need of Teaching/ Non teaching staffs in our college. We have also sent them list of all the vacant posts for quick remedial actions like sending teachers on Adhoc/ Guest or deputation basis to our college for smooth conduct of curriculum. The University has taken a positive note of it and promised to send more teachers. After these efforts University sent various Permanent (05) and Guest (05) teachers in our college. After induction of these new teachers there is increase in the number of classes in the college and students are turning up and showing interest in classes and other activities.

To make this feedback system more user friendly, simple and accessible, we are going to develop online feedback system via website of the college. This will help in engaging more and more stakeholders to participate and give their valuable suggestions for the improvement of the college.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
UG	**1329**	1329	1329
Part I	**1939**	1939	1939
Part II	**1109**	1109	1109
Part III			Total= 4377

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	4377	NA	23	NA	23

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
23	18	4	4	3	1

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

There is counselling committee in the college. This committee advises students on their current and future needs. This committee also meets the students who are passing out and going to search for jobs. The committee advises them in choosing a carrier according to their skill, course and capability.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4377	23	0.0052

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	23	17	05	12
2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)*				

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL		

2.5 Evaluation Process and Reforms

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

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

NA	NA	NA	NA	

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

Not in Practise

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

University prepared academic calendar and give colleges to adhere and completion in time. College published such calendars given by the University in our college prospectus.

Follow the link for the University calendar: http://www.purneauniversity.ac.in/academiccalendar

2.6 Student Performance and Learning Outcomes

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

No such separate programs/ courses run by the college.

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
NIL	UG Part III	1004	984	98

2.7 Student Satisfaction Survey

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

This have been done in the college through proper feedback mechanism from the students both current and ex. Forms are designed and distributed them for feedback on every aspect of their academic involvement.

Development of active, time bound & structured feedback system from all the stakeholders and then analysed these data, for the necessary steps needed for the improvement. In this process a comprehensive questionnaire is developed according to the need of the stake holders of the college.

For Students, a five pages long format is developed regarding their engagements, needs and facilities. There is a provision for accessing at least three teachers of their courses and rate them.

For Alumnis, a four page formats is prepared. From them, we tried to know the nature of quality of teaching provided by our teachers. We asked whether regular meeting conducted or not. Asked them to conduct different social welfares programs like Blood donation camp etc. They are also encouraged to make donation to the college funds, for the development of the college.

Students also talked about scarcity of teachers in various departments and this is creating problem in their overall study and in completion of their courses. So, we have sent letters to University authorities and inform them about our dire need of Teaching/ Non teaching staffs in our college. We have also sent them list of all the vacant posts for quick remedial actions like sending teachers on Adhoc/ Guest or deputation basis to our college for smooth conduct of curriculum. The University has taken a positive note of it and promised to send more teachers. After these efforts University sent various Permanent (05) and Guest (05) teachers in our college. After induction of these new teachers there is increase in the number of classes in the college and students are turning up and showing interest in classes and other activities.

To make this feedback system more user friendly, simple and accessible, we are going to develop online feedback system via website of the college. This will help in engaging more and more stakeholders to participate and give their valuable suggestions for the improvement of the college.

https://www.mlaryacollegekasba.ac.in/wp-content/uploads/sites/29/2019/08/Student-Satisfactory-Survey-_SSS_.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects *(other than compulsory by the College)*	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	0	0	0	0

3.2 Innovation Ecosystem

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

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

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

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

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

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

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

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded
NIL	NIL

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

	Department	No. of Publication	Average Impact Factor, if any
National	Physchology	1	
International			

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

Department	No. of publication
Chemistry	1

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

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

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
(1) Dr. Rajesh Kumar Neogy (2) Dr. Atul Kr. Singh				04 19	39 1289	S. N Bose National Centre for Basic Sciences, Kolkata Allahabad University/ Wuhan University

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	2	4	1	0
Presented papers	2	0	0	0
Resource Persons	0	2	0	0

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1. Swattchata Pakhwara			
2. National Nutrition Day	NSS	02	45
3. Plantation Drive to plant 250 trees (approx) in the college campus on Environment day 2019	NSS Forest Dept., Purnea Division	02 05	50 10
4. National Science Day 2019			
5.	Physics Dept., MLAC	05	15

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	**NIL**		

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swattch Bharat	NSS	Adoption of Village	02	45

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

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

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

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

Books & Journals Rs. 3,00,000/- Apparatus & Chemicals NIL Building & Repairing Rs. 15,82,35,000/- Hostel Rs. 3,00,00/- Furniture & Fixtures Rs. 5,00,000/- Equipments/ Computers Rs. 8,00,000/- Mobile/ Telephone/Fax Rs. 1,50,000/- Total= Rs. **16,02,85,000/-** (Proposed Budget for Physical Facilities in 2018-19)	NIL NIL Rs. 3,09,893/- NIL NIL Rs. 34,600/- Rs. 16,800/- Total= Rs. **3,61,293/-** (Actual Budget for Physical Facilities in 2018-19)

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	16 acre 31.5 Dec.	----
Class rooms	13	----
Laboratories	06	----
Seminar Halls	02	----
Classrooms with LCD facilities	01	----
Classrooms with Wi-Fi/ LAN	04	----
Seminar halls with ICT facilities	02	**01**
Video Centre	01	----
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	----
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

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

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

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20702		---	---		103044
Reference Books	----	----	----	-----		
e-Books	----		----	----		
Journals		14,280	----	----		14,280
e-Journals	----		----	----		
Digital Database	----			----		
CD & Video	----			----		
Library automation	Planning Stage		----	----		
Weeding (Hard & Soft)	----		----	----		
Others (specify) Braile	81		0	----	81	

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Available band width (MGBPS)	Others
Existing	20	1	Wi-Fi	1	1	1	1	10MBPS	1 and 20
Added	---	---	---	---	---	---	---	---	---
Total	20	1		1	1	1	1	10MBPS	1 and 20

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

Wi-Fi Download speed: 10 MBPS   Upload speed: 7 MBPS

4.3.3 Facility for e-content

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

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

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

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
270000	**2073039**	**1200000**	**959814**

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

For the development and purchase of items for the college, there is Developmental Committee, purchase Committee, Estate committee, IQAC cell etc. For the construction of new buildings and amenities of the college, proposals are kept before the Developmental committee which consists of the representative of University (C.C.D.C) and Engineers with the principal as a Chairman. All proposals passed through this committee are executed on the ground with the direction of University.

During purchase of big/ costly items like freeze, Computer etc., quotations are invited from authorised dealers which are passed through Purchase Committee of the college. Lowest bidder is awarded the tender and part payment is given when the item is delivered. When it is fully installed and working properly then the remaining amount is released by the college.

There is an acute shortage of manpower in the college, as old staffs are getting retired and no new recruitment is happening. Even the staffs are assigned on regular basis in each lab, computer room, library for cleaning and maintenance on regular basis.

For proper academic environment and to check the conducting of regular classes, there is a surprise visit program by the University team constituted by the Hon'ble Vice Chancellor. They make surprise visit to different colleges and check whether classes are being conducted according to the routine or not. If any faculty or staff is not found during the working hours in the college, disciplinary actions are taken against him. This has been resulted in the improvement of the academic and administrative environment of the

college.

For sports, there is a sports committee in the college that monitors all the sport activities in the college. Right now, there is no P.T.I in the college as the older one has retired and no new appointment has been done till date.

Goods purchased for library, laboratory, sports department etc are first updated in the College stock register and then send to the respective departments where they are again updated in the departmental stock registers. These stocks are then maintained by the departmental head. For using or lending of these items, it is registered in the issue registers.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

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

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

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

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

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

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
06 (No case of Sexual harassment/ Ragging reported)	06	2 to 3 days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	---	---	NIL		

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-2019	Not Known yet: Office Unable to give this data, as while issuing C.L.C (College Leaving Certificate) or T.C (Transfer Certificate) they are not mentioning reasons. IQAC is drafting a format for C.L.C/ T.C for the college which will have all the information required by IQAC for future records in a uniform manner for all. If implemented by the college then from 2019-20 AY this important Data will be available.	-----	-----	-----	-----

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Data not available	
SET	Data not available	
SLET	Data not available	
GATE	Data not available	
GMAT	Data not available	
CAT	Data not available	
GRE	Data not available	
TOFEL	Data not available	
Civil Services	Data not available	
State Government Services	Data not available	
Any Other	Data not available	

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

Activity	Level	Participants
NIL	NIL	NIL

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019	National P.R.D Camp participation, organised by NSS at Gwalior	National		Sports and Cultural Ministry, GOI		Ms. Santu Kumari, B.A part III

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

They were made members of different committees/ cells of the college like IQAC, Academic, Sports, Cultural, Complaint redressal, Anti Ragging and sexual harassment cell etc as a student representative.

They are also helping in arranging cultural, sports events of the college. They are advised to communicate students and bring their complaints/ suggestions before the college authority. The complaints are solved promptly by the concerned authorities.

They are also made part of the drive to increase the attendance of the enrolled students. At present there is a problem regarding the poor attendance of students in the college. Their representatives make appeals to them and inform about the different facilities available to them in the college campus like free WiFi and computer centre, clean green campus, trained and qualified teachers for study, availability of pure drinking water, toilets and well equipped class rooms and laboratories etc.

They also act as a bridge with the universities regarding college affairs. They present our demands and facilities required before the universities, time to time.

Since, it is the first of its kind experience and college will make arrangement for their involvement in more affairs.

In every IQAC Meetings students representatives are invited and their opinions/ complaints etc are taken seriously and implemented.

5.3 Alumni Engagement

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

NO, They initiated the process.

5.3.2 No. of registered enrolled Alumni:

120

5.3.3 Alumni contribution during the year (in Rupees) **:**

NIL

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

02: Meeting organised to chart out their programs and dedication of long demanded of Alumni's room in the college.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
Not in practice
6.1.2 Does the institution have a Management Information System (MIS)?   Yes/No/Partial:
No
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**

❖ Curriculum Development

College does not plan or develop curriculum. It is the job of university. Once they give us the curriculum, we implement it here. Routines are prepared; classes are planned for its execution and the timely completion of the syllabus. In the curriculum committee of University, HODs of different departments are sent to University (if invited) for their suggestions/ opinion on improving the curriculum.

In the college level, there is also a curriculum committee. This committee, after due process, recommends authorities for curriculum improvement. If there needed extra classes then there is provision for Tutorial classes. For slow learner there are extra provisions. They can access to any teacher for help during of beyond college hours. Conduction of Exams smoothly and timely is an essential part of a curricular activity. Once university allotted our college for conducting a particular exam, then our administration made all necessary arrangements for successful completion of it. After examination, evaluation of answer sheets is also another important parameter of a curriculum. If our teachers are invited for this process, then they actively participate in it so that the results can be declared on time.

❖ Teaching and Learning

This is the most important academic part of any college. Colleges are meant for these only to provide quality education to its students. We are committed to improve this. We encourage students to attend college on regular basis and take lectures. In order to make the lectures more attractive and student centric by the aid of multimedia and ICT tools. Teachers who are uncomfortable are also encouraged to use these ICT tools. Celebration of different kinds of programs like Teacher's day, Women's day, Yoga day etc to increase their participation in the college activity. N.S. S volunteers adopt nearby villages to spread awareness and implement Swatch Bharat mission. Implementations of different projects like free Wi- Fi facilities and Loan facilities for students under "Vikshit Bihar ke Sath Nischay" initiative of Government of Bihar are attempted. Arranging awareness camps and registration camps for them are arranged so that more and more students may be attracted to higher education by getting such free benefits.

For those students who could not get admissions or employed and could not attend regular classes, there is facility of open university like "Nalanda University" in the campus.

Started study centre of prestigious open Central University IGNOU also. This will open plethora of different internationally recognised online/ offline courses. Though our college is an UG college but with these open universities we can get P.G students also in our campus. This will motivate our U.G graduates to take interest and enrol for higher education. These things will help our college to become hub of knowledge in the area of Kasba, Purnia.

In the past we have P.G departments, but due to Govt. Policy, it was discontinued. Now, we are again trying to open P.G departments and planning to send proposal to newly formed university

(Purnea University, Purnia).

The college is encouraging the faculties to conduct and participate in seminars/ conferences along with their research work. We encourage our teachers to attend orientation programs, refresher courses and short term programs for their updation and developments.

❖ **Examination and Evaluation**

This is not in the domain of the college. It is decided by the university. But our college is preferred as examination centres of all sorts of exams. Our college has been chosen centre for all sorts of exams like U.G, P.G, B.Ed, M.B.B.S, B.P.S.C recruitments exam etc. We have very good arrangements for conducting exams. Surveillance devices like C.C.T.V are installed in all exam halls. Exams are conducted in free and fare atmosphere with zero tolerance against using unfair means by the students or invigilators.

For evaluation of answer scripts after the completion of the exams, our teachers are invited in the evaluation centre for evaluating copies. This may span up to several months depending upon the subject.

Well connectivity of the college like proximity to NH 57, SH 60 and Railway station makes it good choice for examination centre. It has a vast playground for parking of large numbers of vehicles of the candidates during the examination periods.

❖ **Research and Development**

It is an UG college so there is no facility of P.G classes, which may pursue further study like Ph.D etc. But almost all the teachers are Doctorate and they do their research work in their own capacity by collaboration with others. One of the faculties, Dr. Atul Kumar Singh, Dept. Of Chemistry, awarded DST- INSPIRE Fellowship in 2017 for a period of 5 years with total grant of of Rs. 35 Lacs.

He is working for the development of research infrastructure and the work will start soon. Our teachers also attend International/ National seminars and conferences from time to time. Same for the publication of research articles.

But in the current year there is no such award granted to any faculty for research and development.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

College is giving importance in using ICT tools in teaching, learning and other official works of the college. Similarly modernisation of library is also being planned. We have 20 computers, 1 laptop, Wi-Fi and Broadband connections, digital white board, projector, 10 printers/ scanner etc. Special computer training program is going on for the office staff to familiarise them and make them more efficient and futuristic. Website of the college is also being made more useful and efficient and updating notices regularly. Active feedback system is also designed in the website for online submission. Teachers are also encouraged to give lectures using ICT tools using multimedia devices.

In the library 81 books on Braille script are available for the visually challenged students/ staffs along with rich collections of more than 10,000 books of different subjects of all departments.

❖ **Human Resource Management**

College has no provision to recruit staffs in our college. It is in the domain of University/ Government to manage Human resource. But for our current staffs special computer training program is going on for the office staff to familiarise them and make them more efficient and futuristic. They have been made aware of ICT tools in their day to day work.

❖ **Industry Interaction / Collaboration**

It is a general degree college, so no such direct collaboration with industry etc.

❖   Admission of Students

Admission for the session 2019-22 in all UG part 1 courses (Hons./ Pass) in Arts, Science, Commerce faculties in all constituents colleges under Purnea University, Purnea was done by single Entrance Exam conducted by the University. The test was conducted on 07/07/2019. Registration and result declaration were all done online. Then successful and qualified students were admitted according to the merit list.

So, admission process is no more under the jurisdiction of individual colleges. It is monitored centrally by the University. This has led to the simplification and rationalisation of the number of seats available in the respective colleges in all courses.

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

❖   Planning and Development

All the details data of the college are updated periodically in AISHE/ NAAC portals for better planning and implementation. To promote digital work, computers are provided in all sections of the college. The utilisation reports of different plans of UGC have been submitted and got settlement certificates of some of the plans have been obtained.

❖   Administration

In the college, the Principal is the highest authority. He is very efficient, energetic and hardworking person. Under his able guidance our college has been accredited and awarded "B" grade by NAAC in its 1st cycle on 30.07.2017. His only motto is to make the college more prominent and knowledge hub in the country. As a result of his constant and tireless efforts that Central University, I.G.N.O.U, Delhi has agreed to open their Study Centre in our college with **Centre ID-86019**. It is one of the achievements of our college which is located in a remote minority area. Now our local boys and girls can join this centre who worked in filed/ companies etc. at daytime and can study after their work in this centre.

He takes all major decisions for the developments of the college with the help of different committee & cells like IQAC, Core committee, Development committee, Academic committee, Purchase committee, Admission committee etc. All efforts are made by the principal to improve the academic, financial, infrastructural conditions of the college. There are certain issues of land encroachment by the traders and land brokers. All legal options like D.M office, University, Court etc are being explored. This is the most important issue which the college administration is facing. Without this, no proper utilisation of its vast area can be done. All efforts are being given to erect a boundary wall to the greater perimeter of the college land which is very fertile, vast and in proximity to NH 57, SH 60 and Railway station.

A detailed proposal for construction of new multi-storied building, boy's hostel in the campus and other facilities, has been sent to RUSA for approval and grant of funds.

All complaints and suggestions coming to him via complaint cell or other mediums are well handled and try to solve as soon as possible. Conducting regular meetings of the all the stake holders with the college and compliance of their grievances after obtaining their feedback is another important feature of the college administration.

❖   Finance and Accounts

All the scholarship matters are handled online and beneficiaries get fund directly in their accounts through NEFT/ RTGS. Salaries of the staffs are also credited directly in the account. Accounts department audited periodically conduct finance audits by CAs and they send report to UGC/ University or representative governing bodies. All efforts were being made to settle the account from which grants were taken from UGC under different Schemes and Plans. Final settlements certificates are to be issued by UGC, ERO

Office after all clearances.

We are still waiting for the grants from the RUSA, after we applied for it soon after getting B Grade by NAAC Accreditation process. Due to lack of fund we are unable to carry out various activities from infrastructure augmentation to quality enhancement in the college. This is one of the primary causes for implementation of decisions taken in IQAC general meetings.

Now all the salaries of the College/ University staffs in Bihar have been managed by **Comprehensive Financial Management System (CFMS)** module. Now all government level financial dealings are done through this software. Now the salary is paid through respective Treasuries. College have to just send the demand letter to the University and then after due process salaries are directly credited in our salary account. This integrated online system has increased the efficiency and reduce the error and time for payments.

❖   Student Admission and Support

In the admission counters all Bills/ Receipts are computer generated. Students' data are managed and stored in digital formats like in MS Word/ EXCEL etc. Updates regarding admissions and examination form fill up are announced periodically in the college website.

Admission for the session 2019-22 in all UG part 1 courses (Hons./ Pass) in Arts, Science, Commerce faculties in all constituents colleges under Purnea University, Purnea was done by single Entrance Exam conducted by the University. The test was conducted on 07/07/2019. Registration and result declaration were all done online. Then successful and qualified students were admitted according to the merit list.

So, admission process is no more under the jurisdiction of individual colleges. It is monitored centrally by the University. This has led to the simplification and rationalisation of the number of seats available in the respective colleges in all courses.

❖   Examination

Examinations are in the purview of university. But our college is preferred as examination centres of all sorts of exams. College has been chosen centre for all sorts of exam, be it regular exams/ entrance exams like U.G, P.G, B.Ed, M.B.B.S, B.P.S.C recruitments exam etc. We have very good arrangements for conducting exams. Surveillance devices like C.C.T.V installed in all exam halls. Exams are conducted in free and fare atmosphere with zero tolerance against using unfair means by the students or invigilators.

Its proximity to NH 57, SH 60 and railway station made it good choice for examination centre for its well connectivity. Has big playground for parking of large numbers of vehicles of the candidates during exams.

This year Purnea University entrusted our college as **Centralised Evaluation Centre for UG Part I (session 2018-19 for all courses)** exam answer sheets from 30/04/2019 - 18/05/2019. In this Gigantic activity almost **290 evaluators** evaluates almost **1.35 Lac** answer Sheets that too in a record 19 days time period. This centre was praised for successfully submitting the clean marks foils of all the candidates without any big error/ malpractice etc.

This helps University to declare result of UG Part I according to academic calendar of the University.

Due to this dedication and administrative quality, our college was chosen for such big academic task by the University (containing 13 Constituent + 19 Affiliated Colleges and PG Centre).

We kept the quality management and promise of a NAAC (B) Graded college.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership

fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	No Financial support provided by the college for attending Seminars/ Conference			

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	Computer training program	**Computer training program**	**01/07/19 to 15/07/19**	**03**	**07**

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Program **Dr. Rajesh Kr. Neogy** **Dr. Atul Kr. Singh** **Ms. Dolly Kumari**	**03**	08/08/2019-28/08/2019 (115th OP-BU, WB) 29/08/2019-18/09/2019 (88th OP BRAU, Bihar) 29/08/2019-18/09/2019 (88th OP BRAU, Bihar)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
05	05 (Guest Faculty)	NIL	NIL

6.3.5 Welfare schemes for

Teaching:	(1) Arranging Teacher's union meeting with the Principal, where all teachers raised their issues and concerns. (2) Taking structured feedback from the teachers where they are asked about all the matters regarding their classes, interaction with college authorities and non teaching staffs, facilities etc. (3) Encouraging them to attend or organise seminars/ conference etc. Take up Faculty Developments Programs (F.D.Ps) like Orientation Course, Refresher Course, Short term visit etc. (4) Financial affairs like PF, Gratuity, Pension, NPS etc and leaves like CL, EL, and DL etc are given according to government norms. (5) For their up skilling and adoption of ICT tools in their teaching,

	training or helps are provided.
Non teaching	(1) Arranging Non teaching union meeting with the Principal where they discuss their issues and concerns. (2) Running computer training programs for them to familiarise them with computer and computer aided works. They are introduced to Internets, MS Office, EXCEL, PDF etc in their daily work. This will increase their efficiency in office works. (3) Financial affairs like PF, Gratuity, Pension, NPS etc and leaves like C.L, E.L, and D.L etc are given according to government norms. (4) Welfare fund provision is there in their union, where they contribute monthly and can take loan/assistance whenever necessary/emergency like in accident, death or marriage cases etc.
Students	(1) There is provision for financial help from PBF (Poor Boy Fund) and kind of schemes/ scholarship etc like Backward scholarship, Minorities scholarship from Bihar governments in the college for the needy students who cannot afford to study. (2) Facilities like free Wi-Fi internet and computer centre. (3) Student welfare scheme run by state government like "Student Credit Card", "Kushal Yuva" etc are also campaigned and run successfully. (4) "Patanjal Award" awarded to the student of ISC, who secured the highest marks in the final exam in our college.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each)

Financial audits are done annually by certified chartered Accountants/ firms.

Utilisation reports are prepared by them which are then forwarded to different funding agenises like UGC, Govt. Of Bihar, University, NAAC etc for settlements and release for funds further. There is no internal source of fund in the college.

 (with in 100 words each)

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
There is no fund of such type	**-----**	**----**

6.4.2 Total corpus fund generated   NIL

6.5 Internal Quality Assurance System

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

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

We do not have such Audits of Academic or Administrative. We are gathering information for these things. After detailed study, we will start the process of finding the authorised agencies who conduct such audits. In the IQAC meeting (Nov. 2019) it was again stressed to carry out such process by college as early as

possible.

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

(1) Arranging parents-teacher meetings regularly to assess their wards on various parameters. They attend the meetings in good numbers.

(2) Taking feedback from them to improve the quality of the college on their suggestions. On their feedback we have send a list of vacant positions in our college and send it to University level for proper action on it.

(3) There is complaint redressal system for them also.

6.5.3 Development programmes for support staff (at least three)

(1) Arrangement of computer training program for their up gradation and skilling.

(2) Regular meeting of Non- Teaching Association in the college and taking up the issues relating to them to the college authority for proper disposal.

(3) Arranging Farewell programs, picnic etc for them.

(4) Calling Staff council meeting of the college regularly, a common platform for all the employees of the college to raise their concerns, issues, complaints etc.

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

1) Work on the 2nd cycle of accreditation has been started.

(2) A.Q.A.R report for session 201718 has been submitted and for 2018-19 is ready and going to be submitted in Dec-2019.

(3) To prepare the college in all respect as mentioned in AQAR report like arranging seminar/ conferences etc.

(4) Regular meeting of IQAC cell has been arranged and uploaded the proceeding of such meetings in the website as soon as possible.

(5) Proposal for Rainwater Harvesting, Wormi compost, Lab modernisation and upgradation, Sports accessories purchased, making more smart class rooms and Campus Boundary wall etc.

6.5.5

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

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

c. ISO Certification   : (Yes /No) No

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

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to------)	Number of participants
2019	1) Developing structured feedback system and collecting it from all the stake holders of the college.			
	(2) Arranging Parents-Teachers meeting in college			
	(3) Upgaradation of two existing Smart Class Rooms to Smart Classrooms with ICT enabled facilities and Digital boards.			

	(4) Construction of attached bathrooms (with all modern facilities) for Gents and Ladies faculties in the staff room itself. Now they will not have to use students toilets.			
	(5) Installation of more CCTV cameras (now total 16) in every Office, Lecture Halls and premises for enhanced security and monitoring			
	(6) Selection of the college by the prestigious Central University, IGNOU as one its Study Centre (Code No86019)			
	(7) For environmental causes and greener campus, through collaboration of Forest Division, Purnea, more than trees were planted along the length and breadth of the campus.			
	(8) Conducting Regular meeting of IQAC cell to take stock of the situation of the college in terms of quality and quantities of its activities.			
	(9) Encouraging Faculties to make full utilization of ICT and Smart Rooms for better teaching methodologies. Use of Power Point Presentation (PPT) has been mandatory also. They have to submit monthly lectures delivered through PPTs to the university for evaluation.			
	(10) Giving details and encouraging college administration about the necessity of developing of Rain Water facility, Wormi compost Plants, Plantations etc. in the college.			
	(11) Participation of our college in Swattch Bharat Abhiyan ranking competition undertaken by the Govt. Of India.			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
Women's Day	08/03/2019	35	20

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

Percentage of power requirement of the College met by the renewable energy sources

Our campus has been declared plastic free. Students and staffs are make aware of the bad effect of the non biodegradable plastics, thermocols etc. Campus is always maintained neat and clean regularly. It is decorated by gardens, ponds, trees etc. All useful and medicinal herbs, plants and trees have been planted in the garden with proper nomenclatures including scientific names.

Celebration of weeklong festival of Forest was organised in the college by the N.S.S unit. In this and on Environmental day there was drive for plantation of trees across the campus boundary. For proper management of waste disposal big dustbins has been installed by the local governing bodies and then take away the rubbish regularly.

Regarding the use of renewable sources of energy like Solar etc., proposal has been send to the local governing bodies for installation of solar street light across the campus, so that electricity consumption can be reduced. In the Wi-Fi system installed in our campus, large solar cell panels are installed in the terrace and it supply the required electric energy to the internet system. It runs on the solar power only.

Slogans and messages of save the environment etc are written on the walls of the compound.

College staffs and students are encouraged to use bicycle etc instead of using motor cycle, car for travelling or commuting to college if their home is not too far. This will help in checking air pollution and saving money and leading a healthy life.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Physical facilities	Wheel chairs about to be bought
Provision for lift	Provision for lift	No
Ramp/ Rails	Ramp/ Rails	Yes
Braille Software/facilities	Braille Software/facilities	Yes
Rest Rooms	Rest Rooms	Yes
Scribes for examination	Scribes for examination	Nil
Special skill development for differently abled students	Special skill development for differently abled students	No
Any other similar facility	Any other similar facility	Nil

7.1.4 Inclusion and Situatedness

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

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

2019	01	01	11.12.19	Minimising the use of plastics after its banning state wise, by Bihar Government from 14.12.18	(1) Harmful effects of Plastic, Polythene on the environment & health. (2) Use of eco friendly materials like Paper, Jute, Plant Leaves etc in place of plastic	120

7.1.5 Human Values and Professional Ethics

There is code of conducts for the <u>students</u> in our college. It is published in the prospectus of college.

For the staffs it is not in the domain of college. It is decided by the corresponding university or Governor office.

Code of conduct (handbooks) for various stakeholders

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

7.1.6 Activities conducted for promotion of universal Values and Ethics

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

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

(1) Celebration of Environmental day (Paryavaran Diwas) to make aware of bad effects of different kind of Pollutions and its bad effect on our health and eco system, Deforestation, Global warming etc and ways to tackle these burning problems.

(2) Celebration of weeklong "Van Mahostuv" i,e Forest Festival by N.S.S unit of the college in which plantation drive was conducted by planting a large number of trees along the campus boundary.

(3) Use of solar cells for running Wi-Fi servers in the computer room.

(4) Banning of use of plastic (Polythene) in the campus and declared it <u>plastic free campus</u>.

(5) Sought help from local governing bodies for the installation of solar street lights, so that dependence on regular non renewable energy sources can be minimised.

(6) Use of different dustbins for Non / Bio degrable wastes in the college. For proper disposals of green waste we are planning to construct wormicompost to get organic manure from it.

(7) Well maintenance of gardens and ponds (Bio logical tank) for the beautification.

(8) Replacing traditional bulbs/ tube lights with more efficient LED lights and tube lights.

(9) The college strictly maintains a "No Smoking Zone" and Tobacco free campus.

7.2 Best Practices

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

(1) **Providing Free Coaching and guiding facility at college campus**, through the college faculties for

economically/ socially weaker local Boys and Girls. This includes preparation of competitive exams like S.S.C, B.P.S.C, General competition etc.

 If needed career counseling is also provided for choosing the right courses for higher education according to the conditions and suitability. Similarly for Job/ Skill development etc also.

We provide employment type activity for students like Earn while you Learn schemes.

College has recently assigned one of our regular students, **Mr. Ravi Kumar, B.A Part II (Hindi Hons.), Roll No. 18124645**, as computer operator of the college (as he needed that job for financial support and he has acquired computer course certificates). He helped in data entry and making PPTs etc for the college and paid accordingly. He also give computer training to the college staffs like training for "how to make slides on Power Point Presentations (PPT)" etc to those faculties who are not aware of such computer soft wares and lacks computer literacy. This helps college in moving towards digital class teaching methods using ICT tools and Smart Classes. PPT method is very effective methodology for delivering lectures. This helps in understanding topics clearly and developing creativity among the students. This helps them to survive in the competitive market. This has also resulted in the increase of attendance of the students in the classes.

In this way college is getting helping hand for computer related works (no post of computer operator is sanctioned by Govt. in such colleges consequently facing acute problem in doing computer or online work of the office) and student is also getting skilled and financial support from college as per the task.

(2) **Facility for Special Education for the disabled persons** like Learning of Braille Script for Visually Handicapped persons etc. one of our senior faculty Dr. Anil Kumar, H.O.D, dept. of Sociology who is also visually impaired person has agreed to impart training to similar visually impaired students for understanding Braille script. Our library also has rich collection of books on Braille script for such students.

Required URL is given below:

http://www.mlaryacollegekasba.org/iqac-docs/Two%20Best%20Practices.pdf
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

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

One way to improve the quality of education is to make use of efficient technology in an institution. This will open up more opportunities for the teachers and students as well. **Information and Communication Technology (ICT) in education** is the mode of education that use information and communications technology to support, enhance, and optimise the delivery of information. Digital culture and digital literacy: Computer technologies and other aspects of digital culture have changed the ways people live, work, play, and learn, impacting the construction and distribution of knowledge and power around the world. Graduates who are less familiar with digital culture are increasingly at a disadvantage in the national and global economy. Digital literacy—the skills of searching for, discerning, and producing information, as well as the critical use of new media for full participation in society—has thus become an important consideration for curriculum frameworks. In many countries, digital literacy is being built through the incorporation of information and communication technology

(ICT) into schools.

In our college we are gradually shifting towards Digital Learning & Reading Process by adoption of modern teaching learning techniques for the benefit of the students and teachers as well. In this more importance is given on taking classes by faculties by using ICT tools and Smart Classes. Staffs were given training for such activities. They are encouraged to shift to this system from older methods. Smart Boards are provided in which we can write anything which will be converted into soft copy automatically. For this college also converted two normal classrooms to Smart Classes.

University is also insisting on taking more and more classes through Power Point Presentations (PPT) methods.

We have to submit monthly report to University with all the Lecture PPTs, attendance of students etc. By adopting these modern techniques it is found that students are getting attracted to it and they can easily understand the given topics through pictures, videos, animations etc. This has resulted in the increase in the attendance of the students in the class rooms. More and more students are joining in this digital movements.Required URL is given below.

To summarize, enabling ICT in education, and making use of technology in education creates an easy-to-manage learning environment where the delivery of information is so much smoother and the learning easier.

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

(1) Planning and writing Detail Project Report (D.P.R) for Wormi Compost Plant at College. This will be forwarded to higher authorities for approval and financial assistances.

(2) Planning and writing Detail Project Report (D.P.R) for Rain Water Harvesting at College campus with proper details of catchment area, filtration and proper discharging. This will be forwarded to higher authorities for approval and financial assistances.

(3) Purchasing of wheel chairs for differently abled students and construction of ramps according to it.

(4) Construction of new class rooms for teaching facilities as existing no. of class room is very less according to student strength. Making proposal (initially temporary arrangements) for it and forwarding to University for approval etc.

(5) Construction/ Modification of Toilets separately for physically handicapped students.

(6) Installation of solar LED Street lights in the campus and construction of pukka road inside the campus from main gate with the help of local governing bodies.

(7) Sending proposal for Modernisation and Upgaradation of Library by purchasing cataloguing softwares etc. Planning is also going on for moving library to more spacious area by constructing new building on the 1st floor.

(8) Modernisation and Upgaradation of all Laboratories with new purchasing of apparatus and accessories for carrying out the practical classes properly. For this proposal will be send to university.

(9) Modernisation & Upgaradation of Sports and Athletic department of the college with new purchasing of Sports accessories. A proposal will be send to university for construction of Gymkhana also.

(10) To study and how Administrative Audit, Academic Audit and Environmental Audits are conducted.

(11) Construction of campus Boundary wall all around the campus area. Encroachment problem is very old and main obstacle for construction of the boundary wall. College administration is trying hard to solve it by means all possible ways.

Resolutions for above things have also been taken in the IQAC meeting held on 20.11.19 at the college. All the positive efforts will be given to materialise the above mention things as much as possible.

This AQAR report has been approved by the IQAC Meeting held on 20/12/2019 and submitted to NAAC via institutional login in the NAAC Portal in Dec 2019 by online mode.

Name : **Dr. Rajesh Kumar Neogy**   *Name:* **Dr. Mohammed Kamal**

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

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Abbreviations:

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

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For Communication with NAAC

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