



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		Anugrah Memorial College, Gaya
• Name of the Head of the institution	Dr. Shailaj Kumar Shrivastava	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	06312223225	
• Mobile no	9931493595	
• Registered e-mail	amcollegegaya@gmail.com	
• Alternate e-mail	pksingh1976@gmail.com	
• Address	Katari Hill Road, Gaya	
• City/Town	Gaya	
• State/UT	Bihar	
• Pin Code	823001	
2.Institutional status		
• Affiliated /Constituent	Constituent	
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Magadh University, Bodh-Gaya				
• Name of the IQAC Coordinator	Dr. Praveen Kumar Singh				
• Phone No.					
• Alternate phone No.					
• Mobile	9910098997				
• IQAC e-mail address	amcollegegaya@gmail.com				
• Alternate Email address	pksingh1976@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://amcollegegaya.ac.in/pages.php?Url=agar				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.78	2019	26/11/2019	25/11/2024
6.Date of Establishment of IQAC			28/03/2019		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	<p>Yes</p>
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>
<p>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</p>	<p>No</p>
<ul style="list-style-type: none"> If yes, mention the amount 	
<p>11. Significant contributions made by IQAC during the current year (maximum five bullets)</p>	
<p>• Adoption of one village under Community outreach programme in collaboration with N.S.S. cell of the college • Publication of The Annual Trilingual Multidisciplinary Research Journal of the college. "Pratibha Srijan". • Renovation of College campus and many labs Viz. Computer Labs, Physics Lab etc. • Counselling of students and Organisation of academic events on different academic topics. • Organisation of Seminars and symposia • Clean campus, Green Campus Drives by students guided by faculty members</p>	
<p>12. 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</p>	
<p>Plan of Action</p>	<p>Achievements/Outcomes</p>
<p>To conduct regular monitoring of working of institution and monitor the regulatory improvements</p>	<p>Based on the practical observations and based on feedbacks of all the stake holders and students, various regulatory mechanisms and rules and regulations has been revised and improved.</p>
<p>To organize academic activities like seminars, debates, webinars and other activities of academic and social relevance.</p>	<p>Many seminars and webinars on various topics were organized by different departments of the college. These programs were widely accepted and large numbers of faculty members, research scholars and students actively participated in various</p>

	forms and exchanges their knowledge and academic and research experiences.
To publish academic publications and multidisciplinary journal by the college.	The college is publishing a trilingual multidisciplinary journal "Pratibha Shrijan" and it has been published in this year also.
To promote community outreach programme and promoting students for creating awareness about education, health and environment.	The NSS unit of college is actively participated and organized various programmes in nearby villages and regions. The students communicated successfully and contributed a lot to the society.
To conduct activities of social importance for inculcating social sensitization on various issues.	The students collected and contributed old and new cloths, blankets and other common useful things and distributed them among poor people in nearby villages
To organize programme to promote ecological awareness and cleanliness inside and outside the college campus	Many Plantation and Cleanliness drives were successfully organized by students, staff members and teachers. The effort was recognized with the "One District One Green Champion" Award by the Mahatma Gandhi National Council of Rural Education.
Promotion of students for participation in extra-curricular activities and social outreach programmes.	The students from various departments organized many co-curricular activities like cultural programme and competitions. During post covid period, students conducted outreach programmes like stress management, psychological support and other valuable services during post-pandemic period.
13. Whether the AQAR was placed before	No

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
YES	16/12/2022
15. Multidisciplinary / interdisciplinary	
<p>Anugrah Memorial college is under the jurisdiction of state University - Magadh University Bihar. This college is run by the law, bylaws and regulations issued by the Magadh University and Bihar Universities regulation acts.</p> <p>The regulations and guidelines of the NEP 2020 is under consideration at the government level and no guidelines and regulations has been issues about the modalities of its implementation from the Magadh University, Bodh-Gaya.</p> <p>Anugrah memorial college, Gaya at its own level is making its best endeavours for implementation of NEP 2020 guidelines whenever it will by issued by the University. In the meantime at college level discussions, seminars and symposia are going on as preparedness towards its implementation and efforts to resolve different probable bottlenecks and challenges are under process.</p> <p>The college wants to usher itself the front flagbearer for being the holistic multidisciplinary institution. The college has diversity of faculties and departments along with many professional courses; thus taken multidisciplinary approach will be a boon for the institution. The college will take its all efforts for flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. The college will try to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenge.</p>	
16. Academic bank of credits (ABC):	

The institution is run by the laws and regulations of Magadh University under the aiegies of Rajbhawan, Patna. our syllabus and examination system is based on it. So, presently no credit based assessment is done.

But, the choice based learning system is being implemented from session 2023-2024. Then we will impement is as per the directions and regulations by the office of chancellor and Vice-chancellor of the UNiversity, We are completely ready for the same and we have different courses and also have multiple options for skill based learning system and interdisciplinary learnings.

17.Skill development:

The Nstitution / college is located in the grade "C" category city of Gaya and this region is one of the from source of human work force. The efforts made for skill development will be boon for the institution and the people. All possible steps will be taken to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework. Under the NEP 2021 framework we are planning many skill based training system viz. data entry and tally, basic computer handling. We will explore the local needs of the region and will try to frame the structutes based on needs of the region.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

One of the main focus of NEP 2020 is classroom delivery in bilingual mode (English and vernacular). We are already in bilingual mode given the background of the students. We have multiple language courses viz. English, Hindi, Sanskrit, Urdu, Pali etc.

On the same line appropriate integration of Indian knowledge system will also be done. The syllabus committee of the Magadh Univeristy actively try to include the Indian Knowlede system. Also, at the institution level, the teachers are motivated for imparting the lectures and assignments on the Indian Knowledge system based on the broad relationship with the topic in the syllabus.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-based education (OBE) is an educational approach that focuses on defining specific desired learning outcomes or competencies that students should achieve by the end of their education. It places a strong emphasis on measuring student performance against these predetermined outcomes. . Instead of focusing solely on content coverage, OBE emphasizes the skills,

knowledge, and attitudes that students should acquire. The focus is on what students should be able to do and understand, rather than what topics they have been exposed to.

Our emphasis in present teaching learning process is slightly in line to the OBE model even though we are bound by the curriculum set by the Magadh University. Various emphatic area towards OBE are assessment based and student centric approach with tendency to regular improvement and customisation based on outcome taking in mind the basic needs of OBE i.e. The goal of outcome-based education is to ensure that students acquire the necessary knowledge, skills, and competencies that are relevant and applicable to their future careers or further education. By focusing on measurable outcomes and aligning instructional practices accordingly, OBE aims to enhance the quality and relevance of education. The college facilitates a hybrid form of classes where in all departments are enabled to conduct classes in the on line and offline modes. The online classes were of special significance during the covid-19 pandemics. The hybrid mode has been continued in the post-covid 19 period. Various online platforms such as google meet, cisco webex, zoom, google drive etc. are used to compliment the in campus offline classes. Training workshops have been conducted earlier for the faculties to facilitate the hybrid system.

20.Distance education/online education:

We have a well established computer lab in given the opportunity we will develop more facilities for offering vocational courses through ODL mode in the institution. New technology tools will be procured if needed for technological upgradation of technological tools for teaching learning activities. This will also enhance our capacity for the blended learning process.

Extended Profile

1.Programme

1.1

24

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1220

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 3140

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1045

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 21

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 62

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	24
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1220
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	3140
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1045
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	21
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	62
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	64.5
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	100
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college offers undergraduate Honours and General degree courses in the faculties of Humanities and Sciences. undergraduate programmes are based on the curriculum and syllabus of Magadh University. In addition to the regular courses there are four Vocational / Professional Honours Degree Courses including B.Ed. running in the college on self-finance mode as per the guidelines of Magadh University. In addition to the above, along with the various academic faculties, the college accommodates student support units for the students for their all-round development and personality development such as NCC, NSS etc. The college has a big campus with lots of space for the playground, Horticultural plantation, Vehicle Shed, Girls' hostel, Laboratories, Central Library, Gymnasium, Conference hall, Computer Centre, Network Resource Centre, Girl's & Boys Common room etc.

It is managed and maintained by the regulations of the Government of Bihar and the Chancellor of the universities of Bihar. It is

a constituent unit of Magadh University, hence follows the university's academic calendar, curriculum, and assessment process. Along with the traditional courses, the college also runs self-financed professional courses. The academic and campus facilities are supervised by various committees consisting of different faculty members, staffs and student representatives in many committees.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.amcollegegaya.ac.in/pages.php?Url=about-us

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As a Constituent Unit of Magadh University, Bodh Gaya, the institution follows the university's academic calendar. The classes are conducted as per the guidelines of the university. The examinations are held according to the university calendar. The

Continuous Internal Evaluation of the students take place on a regular basis. The continuous evaluation process is through presentation, quiz, tests etc. The process of Continuous Internal Evaluation is being adapted both off-line as well as online system. The students are examined and evaluated by the respective departments

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NO ADDITIONAL INFORMATION

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development

E. None of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NIL

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NIL

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

NIL

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college has a vibrant process of for curricular and co-curricular development of students. The college organises seminars, debates, quiz competition and other such programmes to makes students aware about the foundational concepts of Human Values and the environment. We also conduct many community outreach programme into local rural communities. This helps the students in getting hands on experiences of the professional ethics and human values. The environmental

sustainability is one of the focus issue in present day context. Our students take active participation in various programmes organised on dedicated day celebrations though plantation drive, nukkad natak, seminars etc. to make their sensitive to these issues. The NSS volunteers of the NSS wing and the faculties of the college take part in outreach programmes to spread awareness regarding education and health among the people and children of the village. The institute organized various activities like tree plantation, cleanliness drives, blood donation camps, seminars/webinars on gender sensitivity, road-safety, adult enfranchise etc. to raise

awareness about individual responsibility towards these social issues. The campus has zero-tolerance for ragging and harassment. Students' suggestions and complaints are properly studied and addressed.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

NIL

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://amcollegegaya.ac.in/pages.php?Url=student-satisfaction-survey
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amcollegegaya.ac.in/pages.php?Url=student-satisfaction-survey

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1495

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

995

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has a dynamic and student friendly mechanism for welfare of students. All the students have different socio-economic and academic profile. These diversities emanates in the levels of academic performance of the students. The college conducts annual Induction programmes for newly admitted students every years. The faculty members and the students are categorized in different levels of learning.

Advanced Learners: The advanced learners are are encouraged to do more better. The high performing students are also encouraged to participate in lateral activities viz. cultural programmes, academic and non-academic activitiesetc. These activities helps the students in personality development. They are also encouraged to obtain university ranks and are counselled to appear for various national and international level exams .

Slow Learners:These students are counselled individually and in group to address their problems. Most students having background of poor socio-economic and rural background and due to long travelling hours and their active participation in home and agricultural activities are not able to perform in expected level. During the course the faculty members counsel the weaker students, revise the difficult topics as per the students' requirements and provides extra classes to clarify doubts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1495	21

File Description	Documents
Any additional information	View File

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

It conducts hybrid modes of classes whenever needed. Mostly offline classes are taken but the teachers many shift to online mode time to time as per student demand in post covid period. ICT tools like smart boards, laptops, projectors etc. are used during classroom lectures and classroom presentations to enable the students to stay updated on the latest trends in the topic under discussion. Discussions and debates are promoted in the classroom to get the students involved in the subject matter. The teachers adhere to more practical approach based on experiential teaching methodologies. The students are encouraged to understand the topics using their own life's experiences to get better concept of the matter. A number of seminars, webinars, workshops and presentations are organized by the institution and the individual departments on various relevant topics. Challenging assignments and project works are given to the students to sharpen their intellectual faculties, inquisitiveness and problem-solving skills. Some talks are organized from the local social workers, entrepreneurs, self-help groups workers so students can interact with them and have information and motivation regarding their area of study.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of the institution are ICT trained and use various ICT enabled tools for teaching learning process and to present the course content materials to the students. These ICT tools ignites

much interest among the students and they get more involved in the learning process. The college conducts classes in both online and offline modes. For online mode classes, different platforms are used by the faculty members viz., google meet, Zoom and Cisco Webex, Microsoft etc. and the study material is provided to the students by the means of Google Drive and Whatsapp groups etc. Online classes and webinars also include online power-point presentations of the study material and the class taking tools by the teachers and assignment presentation tools by the students both. In the offline mode, teachers make use of the Smart classrooms, laptops, projectors, smart-boards, audio systems etc. which are connected to the campus wi-fi provided by Government of Bihar under 7 Nishchay Programme. Teachers also produce video-lectures and post them on YouTube so students can access them at all time. Students are encouraged to participate in the webinars that are regularly organized by the departments under the aegis of the IQAC of the institution.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

236

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The assessment process in the institution is strictly as per the University guidelines. These guidelines are strictly adhered to with respect to evaluation process. Departmental internal examination coordinator under the guidance of the department heads monitors the standard of the questions used in the internal evaluations. The schedules of internal assessments are communicated to the students and faculty in the beginning of the academic year. The institution follows the academic calendar which is based on the academic calendar prepared by the university. Usually, the internal exams are given to the students on the last week of every month. Question papers are given to the internal exam coordinators of the department on the day of the test. Internal exam coordinator ensures smooth conduction of the tests are proper evaluation of the internal books. A centralized valuation system is followed. Marks are entered in softcopy as well as in hard copy.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

At the level of the institution an examination committee comprising of four teaching faculty members; one member is designated as Controller Examination, Assistant Controller of examination, and two committee members. The team is helped and cooperated by other teaching and non-teaching members. All the examination related matters are coordinated and handles at Department of Examination of the Institution. The evaluation process is fully transparent and the Institution level examination and followed by evaluation by the concerned teachers and the evaluated sheets are shared with the interested students if asked. The much needed feedbacks are shared with the students and their grievances if any are resolved at the earliest possible time. The college strictly follows the guidelines issued by the affiliating Magadh University, Bodh Gaya while conducting the theory and practical examinations. Seating plan and table marking are followed and are displayed on the notice board. By adopting the criteria as per the direction of the affiliating university, complete transparency is maintained in the examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The following are the learning outcomes of the undergraduate programs offered by the institution:

1. To impart the well versed knowledge about the subject concerned to the undergraduate level.
2. To enhance the aptitude of social responsibility and contribution to become National Human Resource Asset for the Nation with application of knowledge and lateral thinking capabilities.
3. To enhance information literacy, moral responsibility and a social & ecological awareness of the society.
4. To develop a command over the subjects for academic and industrial contributions.
5. To enhance concept clarity in the expression of ideas along with enhanced communication skill in speech and in writing.
6. Keeping the foremost purpose of employability, students are imparted with soft skill development and advanced computer skills are being provided.
7. To demonstrate competence in competitive examinations for employment or higher studies.
8. To appreciate interdisciplinary approaches to study and research.
9. To create opportunities for academic exchange and academia industry interface.
10. To promote cultural integration, communal harmony & patriotism to maintain a peaceful atmosphere on the campus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution is a constituent unit of Magadh University under the Govt. of Bihar. The syllabus is framed by the University under the guidance of empowered committees. The faculty members regularly take part in Orientation, refresher, and other academic quality enhancement programmes run by UGC supported institutions and UGC guided structure.

Thus, the Institution has a well-structured process to keep the programme outcome and course outcome in place. These all are based on the psychological and intellectual age of the students that are in line with the syllabus framed by the university. The courses are conducted by the faculties on online and offline mode with the Course Outcomes in mind. The internal evaluation system is directed to design questions and judge students on the basis of the course outcomes by evaluating the students for their understanding of the course material, problem solving skills and classroom interaction. The year-end exams are also used to determine the extent to which the Course Outcomes have been achieved by the institution. The programme outcome is achieved after the completion of three years by annual exams of three years undergraduate programme.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

NO EXAM HELD IN PERIOD 2021-2022

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://amcollegegaya.ac.in/pages.php?Url=student-satisfaction-survey>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

21

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has an ecosystem of learning and innovation which is student friendly and students from all fields are motivated for innovation and research orientation. The courses are taught to inculcate the inquisitiveness and problem solving aptitude which help them in tempting for research and innovation. Regular academic events like seminars, workshops are conducted to enable teachers and students to exchange and learn their ideas and engage academic discussions. The institution also incorporates the faculties and students of the various vocational courses in creating the overall academic climate of the institution in the academic programmes to expose the students and faculties to a multi-disciplinary environment of learning and problem solving techniques.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

NIL (NO BRC WAS HELD DURING THE PERIOD)

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the academic year 2021-2022 our institution has organized and has put increased efforts for its extension activities in the local communities. The participation was very high from students, faculty members and staff members. Under the aegis of N.S.S. wing of the college, a local village was approached. In the event blankets and warm clothes were distributed among the most vulnerable population. Further, in the village primary school, an awareness programme was conducted on the value of education and cleanliness. Apart from this, our institution organized cleanliness drives in and around the campus under Swachh Bharat Abhiyan. To raise gender sensitivity among the students an event was organized on 8th March, 2022 on the occasion of International Women's Day where various co-curricular activities and competitions were organized in addition to an academic seminar. The institution has also organized awareness programmes, nukkad natak, candle marches, bicycle rally, plantation drives etc. to sensitize the students and the local population regarding other issues of social and national interests viz. Adult Franchise, Vigilance, Tobacco and Narcotics Addiction, AIDS, Polio, Road

Safety and Ecology etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**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., during the year**

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

NIL

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is situated in a 23-acre green campus with five double-storied buildings. It has a well-equipped auditorium with sophisticated audio-system and facilities of projector, screen and Wi-Fi with a minimum seating capacity of 150. There are 38 classrooms, 3 storerooms, 6 laboratories, numerous toilets, 1 office room, 1 staff room, 1 room for accounts and 1 college library. There are 7 laboratories for lab-based subjects. There are 9 smart classrooms in the institution and 7 additional LCD projectors that 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 equipment by installing upgraded models necessary for the students. The college has a well-planned computer laboratory with advanced computers with high-speed Wi-Fi. There is staff to maintain the system and provide assistance to the students and the faculty members. The departments have their own desktop systems with internet connection. Specific departments have software according to their course curriculum. The college library is equipped with books on all subjects taught in the institution along with some rare books. The library is automated with OPAC Autolib-2.0 software. Apart from the college library numerous books are placed in the seminar libraries of a number of departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://amcollegegaya.ac.in/ict-class-room.php

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

The 23 acre campus of the institution is an ideal location for games, sports, cultural activities and yoga. The college encourages the students to participate in the various intra and inter college sporting events. The common room for students is equipped with indoor games facility like table-tennis and carom. The college campus has a large gymnasium with high-quality equipment for weight training and aerobics exercises. The campus is used by the students and senior citizens of the locality for jogging, morning and evening walks. Dedicated resting spots and pure drinking water facility have been provided for people engaged in aerobics. There is a medical centre which is used for sports related injuries apart from health checkups and other medical situations.

The college encourages its students to participate in various cultural activities such as dance competitions, drama competitions, debates, painting competitions, mehendi and rangoli etc. The induction meets and the farewells especially provide the students with opportunities to showcase their talents. The college auditorium is well equipped to hold cultural events not only of the college students but also to host cultural events by external bodies. The institution is determined to provide ample exposure and opportunities to its students in the field of arts and culture to ensure their all-round development.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

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

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.amcollegegaya.ac.in/ict-class-room.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

226

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college library is enriched with more than 30000 books of national and international repute. In addition to the college library, a number of departments have seminar libraries with sufficient books and journals to cater the necessity of the students and faculty members. The college library is automated with OPAC facilities. OPAC is an Online Public Access Catalogue system. The software used in cataloguing the books is Auto-lib 2.0. The library has prepared databases of books in the English language. When new books are purchased and processed, their bibliographic description is added to the OPAC. One terminal is dedicated for the readers to use for their search of books. The

library staff assists the teachers and students whenever required. The internet facility is available for the users to access the e-resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://amcollegelib.org/AboutLibrary.aspx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college has 100 computers for the use of the students (Configuration- i3/core 2 Duo with 1-2 GB RAM and 80-320 GB hard drive. There is a standalone facility available along with LAN facility. The college provides high speed Wi-Fi facility with 20MBPS speed. The systems have software according to the requirements of the departments, the major ones being MS Office, JAVA, Windows, Linux etc. The college library is automated with Autolib 2.0. There are 15 laser jet printers, 1 Xerox work centre and 15 scanners across the campus for academic and administrative purposes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

226

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college maintains a system for maintaining and utilizing the available facilities. The campus is under the surveillance of security CCTV cameras. The Proctorial Board, Grievance Redressal Cell-cum-Internal Complaint Committee and Anti Ragging and Prevention of Sexual Harassment Committee supervises the law and order, security and welfare of the students oncampus.

The sports facility of the institution is maintained through the process of stock register and stock verification. Regular maintenance of the play areas is conducted under the faculty sports coordinator. Regular inspection and maintenance of the classroom equipment is done on a regular basis. IT help desk functions on the campus for resolving issues like hardware trouble, biometric devices are monitored and maintained under the guidance of the nodal officer of the college. Regular stock verification of the library is conducted. The accession register

is tallied with the books in the library by physical verification. All the laboratories have Dos and Don'ts safety precautions displayed clearly. All electrical wiring and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves, welding goggles are provided whenever required. The institution has a medical centre where a doctor is on standby to attend any medical emergency.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

142

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

142

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

NIL

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

E. None of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

NIL

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

NIL

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/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) during the year

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

NIL

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution encourages student representation and engagement in various administrative and extracurricular activities through student council and clubs. They have representatives in activities of the college viz. academic, cultural and sports etc. Activities under the council are supported by the faculty members of the college. The council serves as a voice of the students in academic and extra-curricular matters such as tests, students' complaints etc. The institution provides avenues for the development of technical skills, updating of knowledge, personality development and service to society through various clubs and societies. We have strictly Ragging-Free campus with Anti-Ragging Committee with representatives of students, faculties, local media and administration. It has constituted Anti-Sexual Harassment Committee comprising of senior faculty members and students to prevent any act of sexual harassment. The Student Grievance Redressal Committee comprises of faculty members and student representatives which functions to receive grievances of students in person, in writing in the complaint box, and to analyse the grievances. The committee deliberates upon the complaints and grievances and resolves them impartially. The welfare of the students is the first priority of the institution and by including them in the administrative and cultural committees it ensures that students have proper representation in the activities of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

04

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has a system of regular alumni meeting and consultation. It keeps in touch with its alumni regularly and organizes meets along with inviting them in academic and cultural events. The college website contains alumni registration form which enables the alumni across the world to register themselves and interact. The alumni body consists of senior academicians, judges, bureaucrats, media-persons as well as young professionals who together bring a wealth of all-round experience. The alumni body of the college brings together all these outstanding people together on a single platform. This collective excellence is our contribution to the growing generation, the college and society as a whole. "Engage, energize and enhance" - keeping this motto in mind we seamlessly connect with the institution, faculty, students and alumni. The alumni body arrange and support in the placement

activities of the students. The alumni participate in various academic and cultural activities like workshops, guest lectures, and skill development programmes etc. They also encourage and guide the students of the college on self-employment to have a fulfilling and independent career.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: - Imparting Nationalism and Humanism in the Society through Education. The Institution strives to become a centre of academic excellence in Higher Education, empowerment of women, extending hands to the marginalised people of the society through education.

Mission: - Keeping in mind the above Vision, we have set mission to strive and make our best endeavours.

1. To provide quality education that promotes capacity building and holistic development of a person.
2. To excel in teaching, learning, research & consultancy. We as one of the premier Institution in Gaya, are committed to the holistic development of students and to create an effective society and nation with development, peace and harmony.
3. We also offer subjects for competency building with mission to build effective and motivated work force. We strive to promote cultural integration, communal harmony, patriotism with human values.

4. We also endeavour to develop skill oriented and value-based courses for all round development of individuals and to create opportunities for academic exchange and academia industry interface.
5. Transmission of knowledge through competent, committed, dedicated and compassionate.

The governance of our institution keep the above vision and mission always on to priority. The governing body of Anugrah Memorial College consists of the administrative authority of Magadh University and the college. It is governed through various college level committees comprising of the principal and the faculty members administer the functions of the college. Committees hold regular meetings with the principal for planning and directive tasks of the respective committees and their implementation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The inception of the Institution was itself participatory. The institution has been established by the cooperative participation of many eminent people of the society. We have decentralised and participative management system. The Principal is the college head and the college is run by the committees constituted of faculty members, staffs and students with the principal as de-facto chairman. The college encourages a culture of contributory management by committees constituted for academic and non-academic activities. The college decision making structure is decentralized. Various departmental committees share their decisions with college committees for fertile output. 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 beginning of every academic session all committees are reorganised under the guidance of the principal, teaching and non-teaching staff. All departmental committees have choice to formulate their plan and decide implementation strategies. Their activities and decisions are discussed with college committees

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 and hence enabling an effective decentralised and participatory management of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The governance and the management of the college is participative and decentralised. There is system of annual planning and meeting of different committees and the stakeholders. The development committee and the finance committee has the main focus and responsibility of perspective planning and coordination with different committees and departments. The plan is democratically passed and then implemented. There is an effective purchase and finance committee with Principal and the Bursar as the head.

Apart from the above we have also the mechanism of monitoring the effective implementation of the plan executed. The various departments and other stack holders work on the similar manners. The extension bodies like NCC, NSS etc. also have the similar system of working with participatory management. They participate in Community Outreach Programme. NSS volunteers of the NSS and the faculties of the college spread awareness regarding education and health among the people and children of the village. The institute organized various activities like tree plantation, cleanliness-drives, blood donation camps, seminars/webinars on gender sensitivity, road safety etc. to raise awareness about individual responsibility towards these social issues.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college functions under the regulation of the governing body. Its regulations and powers are defined by Magadh University Bodh Gaya, Bihar University Act and the UGC. The Principal is the administrator and chief executive of the college who coordinates all the activities of the college. The college is run through various committees with principal as chairman. Different official assignments are given as per University norms viz. Department Heads, Bursar, Warden, Library In-Charge, Administration Officer, Section Officer, Head Accountant, Technical Assistant etc. the students are represented through Student Union representatives of the college. The college has a well-defined organizational structure in the administration, academic and non-teaching work.

At the Department level, Departmental Committees of HODs discuss students' performance in classroom and examinations. Different committees viz., Academic Committees, Admission committee, Examination Committee and others work on their areas of responsibility. Development Committee monitors the conservation and maintenance of the buildings.

We have Anti-Ragging and Anti - Sexual Harassment Committee, Grievance Redressal Committee function to maintain safety in the work environment. The SC/ST, OBC and Minority Cell addresses the issues related to students belonging to Scheduled Caste/Scheduled Tribes, Other Backward Castes and minorities.

The recruitment of different people in the college is as per the law and due recruitment process. The service rules, procedures, recruitment, promotional policies and grievance redressal mechanism are defined as per the rules of Magadh University, Bodh Gaya. The approval of staffing pattern is through Bihar Government as per the rules of the UGC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

In order to enhance the professional development of the teaching and non-teaching staff efforts are made through the adoption of learner-centric education, academic planning and modern teaching learning aids along with training relating to various official works, especially for the non-teaching staff. The institution provides encouragement and assistance to the faculty members to carry out all sorts of research activities. The college encourages the faculty members to participate in seminars, webinars, workshops and national and international conferences. The college also organizes seminars, webinars and workshops via various departments on different subjects related to academic and popular interest. The faculty is encouraged to participate in various cocurricular activities like N.S.S., N.C.C., sports, plantation, awareness programmes etc. The students, teachers and non-teaching staff are encouraged to take part in debating, quiz competition and elocution competitions as well as cultural

activities like singing, dance, drama etc. The college organizes Skill Development and Training workshops in personality development, use of ICT etc for non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The mechanism of faculty appraisal system is well placed in the college. It is assessed and monitored by the head of the concerned department. The annual appraisal is conducted by issuing them a questionnaire. The appraisal is based on various parameters like

academic performance of the students (student results), publications and academic excellence work like organising and attending workshops and seminars and faculty development and enrichment programmes etc. the appraisal is also based on the performance as heads and members of different committees and departments. The student feedback is one of the major important appraisal tool for teaching and non-teaching staffs, the college authority studies the report and also gets feedback from the students about the performance of the faculty members without disclosing the names of the students. By analysing the appraisal report as well as the feedback the college authority evaluates and sends the report to its higher authority for necessary action. The authority of the institution also closely monitors the participation of the teachers and the staff in various activities of the college. Thus information is gathered on various fronts for efficient appraisal. Feedback of non-teaching staff is taken by the teachers and students, evaluated by the Principal and sent to authorities for necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution undergoes both Internal and external financial audit regularly on time to time basis. The college gets its financial audit done by an external financial agency also. For the period 01.04.2021 to 31.03.2022 the audit has been done in accordance with auditing standards accepted in India. The due process of audit is regularly followed. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. The audit includes examining various aspects on a test-basis and supported with evidences for supporting the amounts and disclosures in financial statement. An audit also includes accessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. In the audit done during financial year 2021 -2022 it was found that all the receipts and payment account

dealt with by the audit report are in agreement with the books of account. The scrutiny of books of accounts and other records show that the institution has complied with the relevant and applicable accounting standards issued by the ICAI.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of the college receipts are the salary and contingent amounts from the university 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. The college submits project proposal to the 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 category of receipt. The college administration provides road-side shops on rent to generate a little fund. The college utilizes its funds for the regular maintenance work, salary of contractual staff and staff on daily work basis, contingencies for department and laboratories, regulating electricity generator, purchase of chemicals,

glassware, lab equipment etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC of the our institution was re-established in 2019 to access the quality benchmarks for various academic and administrative activities of the institution. The Cell makes its all efforts to monitor and maintain the academic and administrative standards of the college as per the standard norms set by NAAC and UGC guidelines. The IQAC arrange regular meetings with the stack-holders and the IQAC committee members and due process of appraisal is done. Most of the decisions are taken in consensus. The decisions taken in the IQAC meetings are in agreement with all the staff and administrative authority and they try to implement them accordingly. All teachers, non-teaching staff and students are always in synergistic communication with the IQAC and engage themselves for the betterment of the institution. The contribution of the IQAC is significant in maintaining the various quality parameters of higher education in academic and administrative activities of the institution. We are striving our best to maintain better standard practices within the limits set by various factors. Documentation process of the college has improved, curriculum development, organization of lectures, seminars, webinars, outreach programmes, cultural activities, workshops, training programmes, feedback from stakeholders etc. have improved dramatically under the planning and monitoring by IQAC. We are streamlining the academic and co-curricular and non-academic, administrative activities more organised and systematic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 and recorded the incremental improvement in various activities

The IQAC of the institution is committed to promote and monitor the improvements in the quality of teaching-learning process, methodologies and learning outcomes of the students. The members of the IQAC meet regularly with the principal, the department heads to track the development of the academic structure. The feedback of the students is analysed and discussed. In the academic session 2021-2022 the IAQC of the institution played a major role in organizing various academic, cultural events and awareness drives to involve a large number of students, faculty members and people of the local communities. The Covid-19 lockdown was utilized by organizing a number of webinars on academically and socially relevant topics where expert academicians gave talks and interacted with the students online. The IQAC also played a part in organizing cleanliness drives which resulted in the institution being awarded the "One District One Green Champion" Award by the MGNCRE. In the academic session 2021-2022, the institution evolved to incorporate the dual mode of teaching viz online and offline and the IAQC ensured the smooth conduct of classes by assisting the faculty members in accessing the online teaching facilities. The records of the online classes were maintained diligently, and all the online teaching material was uploaded on the college website for the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has a well placed Gender grievance cell to serve all issues regarding gender discrimination, gender sensitization and all other gender related issues. The institution makes special efforts to extend awareness and sensitization regarding gender issues. In the academic year 2021-2022 many gender awareness programmes including seminars, webinars, cultural events etc. were organized. A seminar on women empowerment was organised on 8th March, 2022 on the topic of women empowerment. As most of the students here are from rural background so we focus especially on the rural demography of the surrounding area to raise awareness regarding gender sensitivity. We also take various structural and policy measures that the institution practices to facilitate gender equity and sensitivity. Some of them are as follows: .

1. Women Empowerment Cell- To promote well-being to female students, teaching and non-teaching staff and to promote a culture of respect and equality for the female gender.
2. The Internal Compliance Committee and Grievance Redressal Cell stay alert to prevent any form of sexual harassment.
3. The CCTV cameras for security are installed all over the campus to keep the area safe for girls.
4. The women's hostel has been made secure with round the clock guards and security cameras.
5. Counselling- The counselling centre facilitates academic, emotional, social and psychological support to the girl students.
6. Common Room-The girls' common room is a safe space where the girl students can relax and socialize with their peer in a

stress-free environment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution has a vast area of campus and there are many wastes emanating from the college. We have a well-placed mechanism for degradable and non-degradable wastes.

Solid waste management- We have mainly solid wastes and we an approach and initiatives like "Har Parisar Hara Parisar". We maintain clean campus and green campus approach. proper solid waste management helps the institution to achieve a higher level of environmental performance. All the waste from the campus is collected and segregated into wet, dry and plastic waste. Biodegradable material such as food waste from the college hostel is converted into manure in compost pits which are used as organic fertilizer in the garden. The Non-biodegradable materials and paper wastes are segregate and resold by the college for recycling.

Liquid waste management-As such we have not very much liquid wastes from our institution. Whatsoever we have, it is channelled to the plants.

We have an audit committee, which studies the water conservation and prevention of waster waste in the campus. We have installed a water harvesting system. The drinking water in the campus is regularly monitored by the college administration.

E-waste management- All e-waste is disposed properly. The nonworking computer spare parts and other non-working equipment are safely disposed. The cartridge of laser printers are refilled outside the campus. UPS batteries are repaired and exchanged by the suppliers.

Hazardous chemicals and radioactive waste management- The chemical used in the laboratories are safely collected and properly disposed of by the lab incharge.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 of the above

1. Restricted entry of automobiles

2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :

C. Any 2 of the above

**Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has diverse kind of students because it is situated in an urban location the college attracts students from different demographics. Students from urban, semi-urban and rural areas belonging to a range of financial background from various communities come to the college with academic, social and professional aspirations. The college ensures that individuals of all cultural, regional, linguistic and communal background find a safe space for themselves. The Anti-Ragging Committee and the Students' Grievance Redressal Cell take special care in maintaining the inclusive environment on campus for the students. The SC/ST, OBC and Minorities Committee has been established by the institution to safeguard the interests of the socioeconomically disadvantaged students. The college has always championed inclusiveness and by the combined efforts of the Principal, various committees, the faculty and the non-teaching staff individuals of all social, financial, religious and linguistic background can freely participate in all the academic and co-curricular activities of the institution.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

A.M. College, Gaya strives to inculcate the values, rights, duties and responsibilities of citizens among its students. Various events such as awareness drives, seminars, webinars, bicycle rallies, nukkad nataks etc. are organized to sensitize the students and the local communities regarding national and social values. Many events were organized by the institution to sensitize students and employees regarding the constitutional obligations viz., Vigilance Awareness Week, Constitution Day, National Voters' Day, Republic Day, International Women's Day, Azadi ka Amrit Mahotsav, Birth Anniversary of Dr. B.R. Ambedkar, Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha etc. apart from these many campaigns like Cleanliness drives, plantations, anti-drug awareness etc. are often organized by the institution to impart awareness about the duties and responsibilities of the students and faculty as citizens of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates national and international commemorative days events and festivals. Teachers and students of the institution as well as from other colleges and universities participate in various academic and cultural activities and competitions. In the academic year 2020-2021 the following days were celebrated:

Gandhi Jayanti - 02.10.2021

International Day for Disaster Risk Reduction- 13.10.2021

Vigilance Awareness Week - 26.10.2021

Constitution Day- 26.11.2021

World AIDS Day - 01.12.2021

National Youth Day- 12.01.2022

Birth Anniversary of Netaji Subhas Chandra Bose- 23.01.2021

Republic Day- 26.01.2022

Death Anniversary of Mahatma Gandhi- 30.01.2022

International Women's Day- 08.03.2022

Birth Anniversary of Dr. B.R. Ambedkar- 14.04.2022

World No Tobacco Day- 31.05.2022

World Environment Day- 05.06.2022

Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha-
18.06.2022

International Yoga Day- 20.06.2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. **ACADEMIC ACTIVITIES AND PRACTICES:** The institution is well aware about maintaining the quality of the academic environment of the college. We have a well-placed mechanism for monitoring the academic performance of the faculty members. Regular meetings are being taken to monitor the performances. The feedbacks collected from the students are most important aspects here. These feedbacks are vital for us to know the shortcomings. It's the way of communication with the students. The feedbacks are analysed and actions are taken for the holistic academic excellence.
2. **CO-CURRICULAR ACTIVITIES:** An institution is not only for the academic teaching learning process; but it's the centre of par excellence for holistic development of the students. Regular activities are organised and students are motivated to take part and get benefitted. The personality development programmes, presentation programmes and the seminars and conferences are the important steps taken in this direction. The communication skill support given to the students in English languages. Many workshops and seminars are conducted to motivate students for inculcating the scientific temper among the students.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision and moto of the institution is to impart value education and make a responsible citizen. Also our endeavour is to make a students a role model for their fellow society. The institution is located in an urban location and along with the students of the city, it also attracts students from the surrounding rural areas of different social and financial background. A big part of the student demography consists of rural background who have suffered due to lack of learning opportunities in their immediate living area and conditions. The institution has been working down the years as a centre of knowledge and opportunities not only for the urban students but also for the rural population, many of whom are first generation college students in their families. These students are the torch bearers for their society. They are the messengers of reform in the society. Now, its fruits re seen in the nearby areas viz., students from the surrounding rural areas are more tending towards entrepreneurships and self-employment. The institution has the opportunity to act as a source of wisdom and guidance to a huge number of underprivileged students, a big part of which are girl students. It is the vision of the college to expand the ambit of knowledge to different sections of the society and by opening its doors to students of the rural demography it is serving an important role in the development of surrounding villages and communities in addition to the urban students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college offers undergraduate Honours and General degree courses in the faculties of Humanities and Sciences. undergraduate programmes are based on the curriculum and syllabus of Magadh University. In addition to the regular courses there are four Vocational / Professional Honours Degree Courses including B.Ed. running in the college on self-finance mode as per the guidelines of Magadh University. In addition to the above, along with the various academic faculties, the college accommodates student support units for the students for their all-round development and personality development such as NCC, NSS etc. The college has a big campus with lots of space for the playground, Horticultural plantation, Vehicle Shed, Girls' hostel, Laboratories, Central Library, Gymnasium, Conference hall, Computer Centre, Network Resource Centre, Girl's & Boys Common room etc.

It is managed and maintained by the regulations of the Government of Bihar and the Chancellor of the universities of Bihar. It is a constituent unit of Magadh University, hence follows the university's academic calendar, curriculum, and assessment process. Along with the traditional courses, the college also runs self-financed professional courses. The academic and campus facilities are supervised by various committees consisting of different faculty members, staffs and student representatives in many committees.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.amcollegegaya.ac.in/pages.php?Url=about-us

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As a Constituent Unit of Magadh University, Bodh Gaya, the

institution follows the university's academic calendar. The classes are conducted as per the guidelines of the university. The examinations are held according to the university calendar. The

Continuous Internal Evaluation of the students take place on a regular basis. The continuous evaluation process is through presentation, quiz, tests etc. The process of Continuous Internal Evaluation is being adapted both off-line as well as online system. The students are examined and evaluated by the respective departments

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NO ADDITIONAL INFORMATION

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NIL

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****NIL**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**NIL**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college has a vibrant process of for curricular and co-curricular development of students. The college organises seminars, debates, quiz competition and other such programmes to makes students aware about the foundational concepts of

Human Values and the environment. We also conduct many community outreach programme into local rural communities. This helps the students in getting hands on experiences of the professional ethics and human values. The environmental

sustainability is one of the focus issue in present day context. Our students take active participation in various programmes organised on dedicated day celebrations though plantation drive, nukkad natak, seminars etc. to make their sensitive to these issues. The NSS volunteers of the NSS wing and the faculties of the college take part in outreach programmes to spread awareness regarding education and health among the people and children of the village. The institute organized various activities like tree plantation, cleanliness drives, blood donation camps, seminars/webinars on gender sensitivity, road-safety, adult enfranchise etc. to raise

awareness about individual responsibility towards these social issues. The campus has zero-tolerance for ragging and harassment. Students' suggestions and complaints are properly studied and addressed.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

NIL

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://amcollegegaya.ac.in/pages.php?Url=student-satisfaction-survey
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amcollegegaya.ac.in/pages.php?Url=student-satisfaction-survey

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1495

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

995

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has a dynamic and student friendly mechanism for welfare of students. All the students have different socio-economic and academic profile. These diversities emanates in the levels of academic performance of the students. The college conducts annual Induction programmes for newly admitted students every years. The faculty members and the students are categorized in different levels of learning.

Advanced Learners: The advanced learners are are encouraged to do more better. The high performing students are also encouraged to participate in lateral activities viz. cultural programmes, academic and non-academic activitiesetc. These activities helps the students in personality development. They are also encouraged to obtain university ranks and are counselled to appear for various national and international level exams .

Slow Learners:These students are counselled individually and in group to address their problems. Most students having background of poor socio-economic and rural background and due to long travelling hours and their active participation in home and agricultural activities are not able to perform in expected level. During the course the faculty members counsel the weaker students, revise the difficult topics as per the students' requirements and provides extra classes to clarify doubts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1495	21

File Description	Documents
Any additional information	View File

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

It conducts hybrid modes of classes whenever needed. Mostly offline classes are taken but the teachers many shift to online mode time to time as per student demand in post covid period. ICT tools like smart boards, laptops, projectors etc. are used during classroom lectures and classroom presentations to enable the students to stay updated on the latest trends in the topic under discussion. Discussions and debates are promoted in the classroom to get the students involved in the subject matter. The teachers adhere to more practical approach based on experiential teaching methodologies. The students are encouraged to understand the topics using their own life's experiences to get better concept of the matter. A number of seminars, webinars, workshops and presentations are organized by the institution and the individual departments on various relevant topics. Challenging assignments and project works are given to the students to sharpen their intellectual faculties, inquisitiveness and problem-solving skills. Some talks are organized from the local social workers, entrepreneurs, self-help groups workers so students can interact with them and have information and motivation regarding their area of study.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of the institution are ICT trained and use various ICT enabled tools for teaching learning process and to present the course content materials to the students. These ICT tools

ignites much interest among the students and they get more involved in the learning process. The college conducts classes in both online and offline modes. For online mode classes, different platform forms are used by the faculty members viz., google meet, Zoom and Cisco Webex, Microsoft etc. and the study material is provided to the students by the means of Google Drive and Whatsapp groups etc. Online classes and webinars also include online power-point presentations of the study material and the class taking tools by the teachers and assignment presentation tools by the students both. In the offline mode, teachers make use of the Smart classrooms, laptops, projectors, smart-boards, audio systems etc. which are connected to the campus wi-fi provided by Government of Bihar under 7 Nishchay Programme. Teachers also produce video-lectures and post them on YouTube so students can access them at all time. Students are encouraged to participate in the webinars that are regularly organized by the departments under the aegis of the IQAC of the institution.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

21	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
21	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
236	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and	

mode. Write description within 200 words.

The assessment process in the institution is strictly as per the University guidelines. These guidelines are strictly adhered to with respect to evaluation process. Departmental internal examination coordinator under the guidance of the department heads monitors the standard of the questions used in the internal evaluations. The schedules of internal assessments are communicated to the students and faculty in the beginning of the academic year. The institution follows the academic calendar which is based on the academic calendar prepared by the university. Usually, the internal exams are given to the students on the last week of every month. Question papers are given to the internal exam coordinators of the department on the day of the test. Internal exam coordinator ensures smooth conduction of the tests are proper evaluation of the internal books. A centralized valuation system is followed. Marks are entered in softcopy as well as in hard copy.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

At the level of the institution an examination committee comprising of four teaching faculty members; one member is designated as Controller Examination, Assistant Controller of examination, and two committee members. The team is helped and cooperated by other teaching and non-teaching members. All the examination related matters are coordinated and handles at Department of Examination of the Institution. The evaluation process is fully transparent and the Institution level examination and followed by evaluation by the concerned teachers and the evaluated sheets are shared with the interested students if asked. The much needed feedbacks are shared with the students and their grievances if any are resolved at the earliest possible time. The college strictly follows the guidelines issued by the affiliating Magadh University, Bodh Gaya while conducting the theory and practical examinations. Seating plan and table marking are followed and are displayed on the notice board. By adopting the criteria as per the direction of the affiliating university, complete

transparency is maintained in the examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The following are the learning outcomes of the undergraduate programs offered by the institution:

1. To impart the well versed knowledge about the subject concerned to the undergraduate level.
2. To enhance the aptitude of social responsibility and contribution to become National Human Resource Asset for the Nation with application of knowledge and lateral thinking capabilities.
3. To enhance information literacy, moral responsibility and a social & ecological awareness of the society.
4. To develop a command over the subjects for academic and industrial contributions.
5. To enhance concept clarity in the expression of ideas along with enhanced communication skill in speech and in writing.
6. Keeping the foremost purpose of employability, students are imparted with soft skill development and advanced computer skills are being provided.
7. To demonstrate competence in competitive examinations for employment or higher studies.
8. To appreciate interdisciplinary approaches to study and research.
9. To create opportunities for academic exchange and academia industry interface.

10. To promote cultural integration, communal harmony & patriotism to maintain a peaceful atmosphere on the campus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution is a constituent unit of Magadh University under the Govt. of Bihar. The syllabus is framed by the University under the guidance of empowered committees. The faculty members regularly take part in Orientation, refresher, and other academic quality enhancement programmes run by UGC supported institutions and UGC guided structure.

Thus, the Institution has a well-structured process to keep the programme outcome and course outcome in place. These all are based on the psychological and intellectual age of the students that are in line with the syllabus framed by the university. The courses are conducted by the faculties on online and offline mode with the Course Outcomes in mind. The internal evaluation system is directed to design questions and judge students on the basis of the course outcomes by evaluating the students for their understanding of the course material, problem solving skills and classroom interaction. The year-end exams are also used to determine the extent to which the Course Outcomes have been achieved by the institution. The programme outcome is achieved after the completion of three years by annual exams of three years undergraduate programme.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year**NO EXAM HELD IN PEROD 2021-2022**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://amcollegegaya.ac.in/pages.php?Url=student-satisfaction-survey>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****NIL**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

21

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

The institution has an ecosystem of learning and innovation which is student friendly and students from all fields are motivated for innovation and research orientation. The courses are taught to inculcate the inquisitiveness and problem solving aptitude which help them in tempting for research and innovation. Regular academic events like seminars, workshops are conducted to enable teachers and students to exchange and learn their ideas and engage academic discussions. The institution also incorporates the faculties and students of the various vocational courses in creating the overall academic climate of the institution in the academic programmes to expose the students and faculties to a multi-disciplinary environment of learning and problem solving techniques.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

NIL (NO BRC WAS HELD DURING THE PERIOD)

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the academic year 2021-2022 our institution has organized and has put increased efforts for its extension activities in the local communities. The participation was very high from students, faculty members and staff members. Under the aegis of N.S.S. wing of the college, a local village was approached. In the event blankets and warm clothes were distributed among the most vulnerable population. Further, in the village primary school, an awareness programme was conducted on the value of education and cleanliness. Apart from this, our institution organized cleanliness drives in and around the campus under Swachh Bharat Abhiyan. To raise gender sensitivity among the students an event was organized on 8th March, 2022 on the occasion of International Women's Day where various co-curricular activities and competitions were organized in addition to an academic seminar. The institution has also organized awareness programmes, nukkad nataks, candle marches, bicycle rally, plantation drives etc. to sensitize the students and the local population regarding other issues of

social and national interests viz. Adult Franchise, Vigilance, Tobacco and Narcotics Addiction, AIDS, Polio, Road Safety and Ecology etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

NIL

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is situated in a 23-acre green campus with five double-storied buildings. It has a well-equipped auditorium with sophisticated audio-system and facilities of projector, screen and Wi-Fi with a minimum seating capacity of 150. There are 38 classrooms, 3 storerooms, 6 laboratories, numerous toilets, 1 office room, 1 staff room, 1 room for accounts and 1 college library. There are 7 laboratories for lab-based subjects. There are 9 smart classrooms in the institution and 7 additional LCD projectors that 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 equipment by installing upgraded models necessary for the students. The college has a well-planned computer laboratory with advanced computers with high-speed Wi-Fi. There is staff to maintain the system and provide assistance to the students and the faculty members. The departments have their own desktop systems with internet connection. Specific departments have software according to their course curriculum. The college library is equipped with books on all subjects taught in the institution along with some rare books. The library is automated with OPAC Autolib-2.0 software. Apart from the college library numerous books are placed in the seminar libraries of a number of departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://amcollegegaya.ac.in/ict-class-room.php

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

The 23 acre campus of the institution is an ideal location for games, sports, cultural activities and yoga. The college encourages the students to participate in the various intra and inter college sporting events. The common room for students is equipped with indoor games facility like table-tennis and carom. The college campus has a large gymnasium with high-quality equipment for weight training and aerobics exercises. The campus is used by the students and senior citizens of the locality for jogging, morning and evening walks. Dedicated resting spots and pure drinking water facility have been provided for people engaged in aerobics. There is a medical centre which is used for sports related injuries apart from health checkups and other medical situations.

The college encourages its students to participate in various cultural activities such as dance competitions, drama competitions, debates, painting competitions, mehendi and rangoli etc. The induction meets and the farewells especially provide the students with opportunities to showcase their talents. The college auditorium is well equipped to hold cultural events not only of the college students but also to host cultural events by external bodies. The institution is determined to provide ample exposure and opportunities to its students in the field of arts and culture to ensure their all-round development.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.amcollegegaya.ac.in/ict-class-room.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

226

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college library is enriched with more than 30000 books of national and international repute. In addition to the college library, a number of departments have seminar libraries with sufficient books and journals to cater the necessity of the students and faculty members. The college library is automated with OPAC facilities. OPAC is an Online Public Access Catalogue system. The software used in cataloguing the books is Auto-lib 2.0. The library has prepared databases of books in the English language. When new books are purchased and processed, their

bibliographic description is added to the OPAC. One terminal is dedicated for the readers to use for their search of books. The library staff assists the teachers and students whenever required. The internet facility is available for the users to access the e-resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://amcollegelib.org/AboutLibrary.asp x

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

21

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college has 100 computers for the use of the students (Configuration- i3/core 2 Duo with 1-2 GB RAM and 80-320 GB hard drive. There is a standalone facility available along with LAN facility. The college provides high speed Wi-Fi facility with 20MBPS speed. The systems have software according to the requirements of the departments, the major ones being MS Office, JAVA, Windows, Linux etc. The college library is automated with Autolib 2.0. There are 15 laser jet printers, 1 Xerox work centre and 15 scanners across the campus for academic and administrative purposes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS
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File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

226

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college maintains a system for maintaining and utilizing the available facilities. The campus is under the surveillance of security CCTV cameras. The Proctorial Board, Grievance Redressal Cell-cum-Internal Complaint Committee and Anti Ragging and Prevention of Sexual Harassment Committee supervises the law and order, security and welfare of the students oncampus.

The sports facility of the institution is maintained through the process of stock register and stock verification. Regular maintenance of the play areas is conducted under the faculty sports coordinator. Regular inspection and maintenance of the classroom equipment is done on a regular basis. IT help desk functions on the campus for resolving issues like hardware trouble, biometric devices are monitored and maintained under

the guidance of the nodal officer of the college. Regular stock verification of the library is conducted. The accession register is tallied with the books in the library by physical verification. All the laboratories have Dos and Don'ts safety precautions displayed clearly. All electrical wiring and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves, welding goggles are provided whenever required. The institution has a medical centre where a doctor is on standby to attend any medical emergency.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

142

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

142

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

NIL

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

E. None of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

NIL

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

NIL

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/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) during the year

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

NIL

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution encourages student representation and engagement in various administrative and extracurricular activities through student council and clubs. They have representatives in activities of the college viz. academic, cultural and sports etc. Activities under the council are supported by the faculty members of the college. The council serves as a voice of the students in academic and extra-curricular matters such as tests, students' complaints etc. The institution provides avenues for the development of technical skills, updating of knowledge, personality development and service to society through various clubs and societies. We have strictly Ragging-Free campus with Anti-Ragging Committee with representatives of students, faculties, local media and administration. It has constituted Anti-Sexual Harassment Committee comprising of senior faculty members and students to prevent any act of sexual harassment. The Student Grievance Redressal Committee comprises of faculty members and student representatives which functions to receive grievances of students in person, in writing in the complaint box, and to analyse the grievances. The committee deliberates upon the complaints and grievances and resolves them impartially. The welfare of the students is the first priority of the institution and by including them in the administrative and cultural committees it ensures that students have proper representation in the activities of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

04

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has a system of regular alumni meeting and consultation. It keeps in touch with its alumni regularly and organizes meets along with inviting them in academic and cultural events. The college website contains alumni registration form which enables the alumni across the world to register themselves and interact. The alumni body consists of senior academicians, judges, bureaucrats, media-persons as well as young professionals who together bring a wealth of all-round experience. The alumni body of the college brings together all these outstanding people together on a single platform. This collective excellence is our contribution to the growing generation, the college and society as a whole. "Engage, energize and enhance" - keeping this motto in mind we seamlessly connect with the institution, faculty, students and

alumni. The alumni body arrange and support in the placement activities of the students. The alumni participate in various academic and cultural activities like workshops, guest lectures, and skill development programmes etc. They also encourage and guide the students of the college on self-employment to have a fulfilling and independent career.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: - Imparting Nationalism and Humanism in the Society through Education. The Institution strives to become a centre of academic excellence in Higher Education, empowerment of women, extending hands to the marginalised people of the society through education.

Mission: - Keeping in mind the above Vision, we have set mission to strive and make our best endeavours.

1. To provide quality education that promotes capacity building and holistic development of a person.
2. To excel in teaching, learning, research & consultancy. We as one of the premier Institution in Gaya, are committed to the holistic development of students and to create an effective society and nation with development, peace and harmony.
3. We also offer subjects for competency building with mission to build effective and motivated work force. We strive to promote cultural integration, communal harmony,

patriotism with human values.

4. We also endeavour to develop skill oriented and value-based courses for all round development of individuals and to create opportunities for academic exchange and academia industry interface.
5. Transmission of knowledge through competent, committed, dedicated and compassionate.

The governance of our institution keep the above vision and mission always on to priority. The governing body of Anugrah Memorial College consists of the administrative authority of Magadh University and the college. It is governed through various college level committees comprising of the principal and the faculty members administer the functions of the college. Committees hold regular meetings with the principal for planning and directive tasks of the respective committees and their implementation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The inception of the Institution was itself participatory. The institution has been established by the cooperative participation of many eminent people of the society. We have decentralised and participative management system. The Principal is the college head and the college is run by the committees constituted of faculty members, staffs and students with the principal as de-facto chairman. The college encourages a culture of contributory management by committees constituted for academic and non-academic activities. The college decision making structure is decentralized. Various departmental committees share their decisions with college committees for fertile output. 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 beginning of every academic session all committees are reorganised under the guidance of the principal, teaching and non-teaching staff. All departmental committees have choice to

formulate their plan and decide implementation strategies. Their activities and decisions are discussed with college committees 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 and hence enabling an effective decentralised and participatory management of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The governance and the management of the college is participative and decentralised. There is system of annual planning and meeting of different committees and the stakeholders. The development committee and the finance committee has the main focus and responsibility of perspective planning and coordination with different committees and departments. The plan is democratically passed and then implemented. There is an effective purchase and finance committee with Principal and the Bursar as the head.

Apart from the above we have also the mechanism of monitoring the effective implementation of the plan executed. The various departments and other stack holders work on the similar manners. The extension bodies like NCC, NSS etc. also have the similar system of working with participatory management. They participate in Community Outreach Programme. NSS volunteers of the NSS and the faculties of the college spread awareness regarding education and health among the people and children of the village. The institute organized various activities like tree plantation, cleanliness-drives, blood donation camps, seminars/webinars on gender sensitivity, road safety etc. to raise awareness about individual responsibility towards these social issues.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college functions under the regulation of the governing body. Its regulations and powers are defined by Magadh University Bodh Gaya, Bihar University Act and the UGC. The Principal is the administrator and chief executive of the college who coordinates all the activities of the college. The college is run through various committees with principal as chairman. Different official assignments are given as per University norms viz. Department Heads, Bursar, Warden, Library In-Charge, Administration Officer, Section Officer, Head Accountant, Technical Assistant etc. the students are represented through Student Union representatives of the college. The college has a well-defined organizational structure in the administration, academic and non-teaching work.

At the Department level, Departmental Committees of HODs discuss students' performance in classroom and examinations. Different committees viz., Academic Committees, Admission committee, Examination Committee and others work on their areas of responsibility. Development Committee monitors the conservation and maintenance of the buildings.

We have Anti-Ragging and Anti - Sexual Harassment Committee, Grievance Redressal Committee function to maintain safety in the work environment. The SC/ST, OBC and Minority Cell addresses the issues related to students belonging to Scheduled Caste/Scheduled Tribes, Other Backward Castes and minorities.

The recruitment of different people in the college is as per the law and due recruitment process. The service rules, procedures, recruitment, promotional policies and grievance redressal mechanism are defined as per the rules of Magadh University, Bodh Gaya. The approval of staffing pattern is

through Bihar Government as per the rules of the UGC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

In order to enhance the professional development of the teaching and non-teaching staff efforts are made through the adoption of learner-centric education, academic planning and modern teaching learning aids along with training relating to various official works, especially for the non-teaching staff. The institution provides encouragement and assistance to the faculty members to carry out all sorts of research activities. The college encourages the faculty members to participate in seminars, webinars, workshops and national and international conferences. The college also organizes seminars, webinars and workshops via various departments on different subjects related to academic and popular interest. The faculty is encouraged to participate in various cocurricular activities like N.S.S., N.C.C., sports, plantation, awareness programmes etc. The

students, teachers and non-teaching staff are encouraged to take part in debating, quiz competition and elocution competitions as well as cultural activities like singing, dance, drama etc. The college organizes Skill Development and Training workshops in personality development, use of ICT etc for non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The mechanism of faculty appraisal system is well placed in the college. It is assessed and monitored by the head of the concerned department. The annual appraisal is conducted by

issuing them a questionnaire. The appraisal is based on various parameters like academic performance of the students (student results), publications and academic excellence work like organising and attending workshops and seminars and faculty development and enrichment programmes etc. the appraisal is also based on the performance as heads and members of different committees and departments. The student feedback is one of the major important appraisal tool for teaching and non-teaching staffs, the college authority studies the report and also gets feedback from the students about the performance of the faculty members without disclosing the names of the students. By analysing the appraisal report as well as the feedback the college authority evaluates and sends the report to its higher authority for necessary action. The authority of the institution also closely monitors the participation of the teachers and the staff in various activities of the college. Thus information is gathered on various fronts for efficient appraisal. Feedback of non-teaching staff is taken by the teachers and students, evaluated by the Principal and sent to authorities for necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution undergoes both Internal and external financial audit regularly on time to time basis. The college gets its financial audit done by an external financial agency also. For the period 01.04.2021 to 31.03.2022 the audit has been done in accordance with auditing standards accepted in India. The due process of audit is regularly followed. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. The audit includes examining various aspects on a test-basis and supported with evidences for supporting the amounts and disclosures in financial statement. An audit also includes accessing the accounting principles used and significant estimates made by management as well as

evaluating the overall financial statement presentation. In the audit done during financial year 2021 -2022 it was found that all the receipts and payment account dealt with by the audit report are in agreement with the books of account. The scrutiny of books of accounts and other records show that the institution has complied with the relevant and applicable accounting standards issued by the ICAI.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of the college receipts are the salary and contingent amounts from the university 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. The college submits project proposal to the 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 category of receipt. The college administration provides road-

side shops on rent to generate a little fund. The college utilizes its funds for the regular maintenance work, salary of contractual staff and staff on daily work basis, contingencies for department and laboratories, regulating electricity generator, purchase of chemicals, glassware, lab equipment etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC of the our institution was re-established in 2019 to access the quality benchmarks for various academic and administrative activities of the institution. The Cell makes its all efforts to monitor and maintain the academic and administrative standards of the college as per the standard norms set by NAAC and UGC guidelines. The IQAC arrange regular meetings with the stack-holders and the IQAC committee members and due process of appraisal is done. Most of the decisions are taken in consensus. The decisions taken in the IQAC meetings are in agreement with all the staff and administrative authority and they try to implement them accordingly. All teachers, non-teaching staff and students are always in synergistic communication with the IQAC and engage themselves for the betterment of the institution. The contribution of the IQAC is significant in maintaining the various quality parameters of higher education in academic and administrative activities of the institution. We are striving our best to maintain better standard practices within the limits set by various factors. Documentation process of the college has improved, curriculum development, organization of lectures, seminars, webinars, outreach programmes, cultural activities, workshops, training programmes, feedback from stakeholders etc. have improved dramatically under the planning and monitoring by IQAC. We are streamlining the academic and co-curricular and non-academic, administrative activities more organised and systematic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 and recorded the incremental improvement in various activities

The IQAC of the institution is committed to promote and monitor the improvements in the quality of teaching-learning process, methodologies and learning outcomes of the students. The members of the IQAC meet regularly with the principal, the department heads to track the development of the academic structure. The feedback of the students is analysed and discussed. In the academic session 2021-2022 the IAQC of the institution played a major role in organizing various academic, cultural events and awareness drives to involve a large number of students, faculty members and people of the local communities. The Covid-19 lockdown was utilized by organizing a number of webinars on academically and socially relevant topics where expert academicians gave talks and interacted with the students online. The IQAC also played a part in organizing cleanliness drives which resulted in the institution being awarded the "One District One Green Champion" Award by the MGNCRE. In the academic session 2021-2022, the institution evolved to incorporate the dual mode of teaching viz online and offline and the IAQC ensured the smooth conduct of classes by assisting the faculty members in accessing the online teaching facilities. The records of the online classes were maintained diligently, and all the online teaching material was uploaded on the college website for the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

D. Any 1 of the above

**improvements Collaborative quality initiatives with other institution(s)
Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has a well placed Gender grievance cell to serve all issues regarding gender discrimination, gender sensitization and all other gender related issues. The institution makes special efforts to extend awareness and sensitization regarding gender issues. In the academic year 2021-2022 many gender awareness programmes including seminars, webinars, cultural events etc. were organized. A seminar on women empowerment was organised on 8th March, 2022 on the topic of women empowerment. As most of the students here are from rural background so we focus especially on the rural demography of the surrounding area to raise awareness regarding gender sensitivity. We also take various structural and policy measures that the institution practices to facilitate gender equity and sensitivity. Some of them are as follows: .

1. Women Empowerment Cell- To promote well-being to female students, teaching and non-teaching staff and to promote a culture of respect and equality for the female gender.
2. The Internal Compliance Committee and Grievance Redressal Cell stay alert to prevent any form of sexual harassment.

3. The CCTV cameras for security are installed all over the campus to keep the area safe for girls.
4. The women's hostel has been made secure with round the clock guards and security cameras.
5. Counselling- The counselling centre facilitates academic, emotional, social and psychological support to the girl students.
6. Common Room-The girls' common room is a safe space where the girl students can relax and socialize with their peer in a stress-free environment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution has a vast area of campus and there are many wastes emanating from the college. We have a well-placed mechanism for degradable and non-degradable wastes.

Solid waste management- We have mainly solid wastes and we an approach and initiatives like "Har Parisar Hara Parisar". We

maintain clean campus and green campus approach. proper solid waste management helps the institution to achieve a higher level of environmental performance. All the waste from the campus is collected and segregated into wet, dry and plastic waste. Biodegradable material such as food waste from the college hostel is converted into manure in compost pits which are used as organic fertilizer in the garden. The Non-biodegradable materials and paper wastes are segregate and resold by the college for recycling.

Liquid waste management-As such we have not very much liquid wastes from our institution. Whatsoever we have, it is channelled to the plants.

We have an audit committee, which studies the water conservation and prevention of waster waste in the campus. We have installed a water harvesting system. The drinking water in the campus is regularly monitored by the college administration.

E-waste management- All e-waste is disposed properly. The nonworking computer spare parts and other non-working equipment are safely disposed. The cartridge of laser printers are refilled outside the campus. UPS batteries are repaired and exchanged by the suppliers.

Hazardous chemicals and radioactive waste management- The chemical used in the laboratories are safely collected and properly disposed of by the lab incharge.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has diverse kind of students because it is situated in an urban location the college attracts students from different demographics. Students from urban, semi-urban and rural areas belonging to a range of financial background from

various communities come to the college with academic, social and professional aspirations. The college ensures that individuals of all cultural, regional, linguistic and communal background find a safe space for themselves. The Anti-Ragging Committee and the Students' Grievance Redressal Cell take special care in maintaining the inclusive environment on campus for the students. The SC/ST, OBC and Minorities Committee has been established by the institution to safeguard the interests of the socioeconomically disadvantaged students. The college has always championed inclusiveness and by the combined efforts of the Principal, various committees, the faculty and the non-teaching staff individuals of all social, financial, religious and linguistic background can freely participate in all the academic and co-curricular activities of the institution.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

A.M. College, Gaya strives to inculcate the values, rights, duties and responsibilities of citizens among its students. Various events such as awareness drives, seminars, webinars, bicycle rallies, nukkad nataks etc. are organized to sensitize the students and the local communities regarding national and social values. Many events were organized by the institution to sensitize students and employees regarding the constitutional obligations viz., Vigilance Awareness Week, Constitution Day, National Voters' Day, Republic Day, International Women's Day, Azadi ka Amrit Mahotsav, Birth Anniversary of Dr. B.R. Ambedkar, Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha etc. apart from these many campaigns like Cleanliness drives, plantations, anti-drug awareness etc. are often organized by the institution to impart awareness about the duties and responsibilities of the students and faculty as citizens of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates national and international commemorative days events and festivals. Teachers and students of the institution as well as from other colleges and universities participate in various academic and cultural activities and competitions. In the academic year 2020-2021 the following days were celebrated:

Gandhi Jayanti - 02.10.2021

International Day for Disaster Risk Reduction- 13.10.2021
Vigilance Awareness Week - 26.10.2021

Constitution Day- 26.11.2021

World AIDS Day - 01.12.2021

National Youth Day- 12.01.2022

Birth Anniversary of Netaji Subhas Chandra Bose- 23.01.2021

Republic Day- 26.01.2022

Death Anniversary of Mahatma Gandhi- 30.01.2022

International Women's Day- 08.03.2022

Birth Anniversary of Dr. B.R. Ambedkar- 14.04.2022

World No Tobacco Day- 31.05.2022

World Environment Day- 05.06.2022

Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha-
18.06.2022

International Yoga Day- 20.06.2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

- ACADEMIC ACTIVITIES AND PRACTICES:** The institution is well aware about maintaining the quality of the academic environment of the college. We have a well-placed

mechanism for monitoring the academic performance of the faculty members. Regular meetings are being taken to monitor the performances. The feedbacks collected from the students are most important aspects here. These feedbacks are vital for us to know the shortcomings. It's the way of communication with the students. The feedbacks are analysed and actions are taken for the holistic academic excellence.

2. CO-CURRICULAR ACTIVITIES: An institution is not only for the academic teaching learning process; but it's the centre of par excellence for holistic development of the students. Regular activities are organised and students are motivate to take part and get benefitted. The personality development programmes, presentation programmes and the seminars and conferences are the important steps taken in this direction. The communication skill support give to the students in English languages. Many workshops and seminars are conducted to motivate students for inculcating the scientific temper among the students.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision and moto of the institution is to impart value education and make a responsible citizen. Also our endeavour is to make a students a role model for their fellow society. The institution is located in an urban location and along with the students of the city, it also attracts students from the surrounding rural areas of different social and financial background. A big part of the student demography consists of rural background who have suffered due to lack of learning opportunities in their immediate living area and conditions. The institution has been working down the years as a centre of

knowledge and opportunities not only for the urban students but also for the rural population, many of whom are first generation college students in their families. These students are the torch bearers for their society. They are the messengers of reform in the society. Now, its fruits re seen in the nearby areas viz., students from the surrounding rural areas are more tending towards entrepreneurships and self-employment. The institution has the opportunity to act as a source of wisdom and guidance to a huge number of underprivileged students, a big part of which are girl students. It is the vision of the college to expand the ambit of knowledge to different sections of the society and by opening its doors to students of the rural demography it is serving an important role in the development of surrounding villages and communities in addition to the urban students.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

THE PLAN OF ACTION FOR THE NEXT YEAR:-

The IQAC with endeavour its best efforts to maintain the new high of development of the institution especially on NAAC and UGC parameters. In the field of academics, the focus will be to improve the quality of teaching learning process better than the present. More seminars, workshops and other activities will be organised. The administrative mechanism of the college will be made more student friendly. The campus will be more green and clean and we will try to develop some student friendly parks and gardens.

Our focus will be also to make the decision making more participative and try to include student representatives in more areas.