YEARLY STATUS REPORT - 2020-2021

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	amritendughosal01@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. Amritendu Ghosal**
• Phone No.	
• Alternate phone No.	
• Mobile	**7061096394**
• IQAC e-mail address	**amcollegegaya@gmail.com**
• Alternate Email address	**amritendughosal01@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://amcollegegaya.ac.in/file/AQAR%2019-20.pdf
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	**6**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Community outreach programme and adoption of the local village Niyajipur in collaboration with N.S.S.

2. Publication of "Pratibha Srijan" The Annual Trilingual Multidisciplinary Research Journal of the college.

3. Renovation of computer laboratory.

4. Organisation of academic events and webinars on socially and academically relevant topics.

5. Plantation Drives organized for teachers and students.

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

23-02-2023 12:49:05

Plan of Action	Achievements/Outcomes
1. To organize webinars of academic and social relevance.	1. Webinars on various topics were organized by the departments of the college where teachers, researchers, scholars and students across the country participated and exchanged knowledge and experience.
2. To publish an Annual Trilingual Multidisciplinary Journal of the college.	2. The first issue of Pratibha Srijan , The Annual Trilingual Multidisciplinary Journal was published.
3. To promote community outreach programme and contribute in raising awareness of the local population regarding issues pertaining to education, health and environment.	3. The local village Niyajipur was approached by the college where blankets and winter clothes were distributed among the poor and the children were sensitized towards the value of education and cleanliness.
4. To promote ecological awareness and cleanliness inside and outside the college campus.	4. Plantation and Cleanliness drives were successfully organized and the effort was recognized with the "One District One Green Champion" Award by the Mahatma Gandhi National Council of Rural Education.
5. To encourage students to participate in extra-curricular and social outreach programmes.	5. "Certificate of Recognition" by the Mahatma Gandhi National Council of Rural Education for constituting five student volunteer teams in the areas of Hospital Management, Non-Hospital Management, Support to Covid affected families, Medical Supplies, Psychosocial support to Covid patients and their family members, rendered valuable services during the pandemic.
13.Whether the AQAR was placed before	No

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	15/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **23**

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

File Description	Documents
Data Template	[View File]()

2.Student

2.1   **4063**

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   **1387**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **20**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **62**

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**23**

File Description	Documents
Data Template	[View File](#)

2.Student	
2.1 Number of students during the year	**4063**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

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

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**1387**

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**20**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**62**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**223.5**
4.3 Total number of computers on campus for academic purposes	**100**

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, Social Sciences and Sciences, as well as four Vocational / Professional Honours Degree Courses including B.Ed. under its canopy. Along with the various faculties, the college accommodates student support units such as NSS, playground, Horticulture, Vehicle Shed, Girls' hostel, Laboratories, Central Library, Gymnasium, Conference hall, Computer Centre, Network Resource Centre, Girl's & Boys Common room etc. The College is managed and maintained as per law under the authority of the Government of Bihar and the Chancellor of the universities of Bihar.

The college, as a constituent unit of Magadh University, Bodh Gaya, follows the university's academic calendar, curriculum, and assessment process. Along with the traditional courses, the college also runs self-financed professional courses. The college keeps track of students based on several criteria, and the report

is provided to the university on a regular basis. The academic and campus facilities are supervised by various committees made up of the institution's faculty. The college offers regular online classes along with in-classroom teaching and the e-content and other records are kept on the college and university websites and updated on a regular basis.

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 monthly basis. The process of Continuous Internal Evaluation is being adapted to the online system whereby the students are examined and evaluated by the respective departments via online platforms.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

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	[View File](#)

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

0

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)

0

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

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

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 institution makes students aware about the foundational concepts of Human Values and the environment. The institution is committed to continue its outreach programme into local rural communities. In the academic year 2020-2021, the local village Niyajipur was approached where 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, 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

0

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://amcollegegaya.ac.in/userfiles/Student%20Feedback%20Report%20and%20Analysis%202020-21.pdf
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   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.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

1811

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

1412

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 institution conducts Induction programmes for students at the commencement of new batch every year. The event helps the students to familiarize themselves with the institution, the curriculum, the facilities, regulations and future prospect of their course. Before the commencement of classes, the differential requirements of students are identified and addressed at the earliest by way of strategic approach.

Advanced Learners: The advanced learners are recognized on the basis of class-room interaction, internal assessment and university examination. The students are presented with analytical questions and discussion opportunities in the classroom to further develop their problem solving skills. Regular discussions and debates are promoted in the classroom teaching. The high-performing students are encouraged to submit their writings in the college magazine. They are also encouraged to obtain university ranks and are counselled to appear for various national and international level exams such as CAT, Gate, TOEFL, GRE, CTET etc.

Slow Learners: A vigorous student counselling process is practiced by the institution. During admission the Principal interacts with the students and the parents to assess their needs and aspirations. 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
4063	20

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

The institution conducts classes on both offline and online modes. This helps the faculty and the students to approach the study material from multiple angles. 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 students are encouraged to understand the topics using their own life's experiences to have a clearer picture in their minds. The courses are delivered by the methods of lectures (online and offline), interactive classes, presentations, tutorials, laboratory experiments, written assignments and the use of online resources. A number of seminars/webinars 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. The syllabus and study material are provided to the students so they could prepare for the classroom discussion and have an advantage in understanding the course material. Talks are invited by various subject and industry experts 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 use various ICT enabled tools to present the course material to the students and also to get them involved in the learning process. The college conducts classes in both online and offline modes. In the online mode, classes are conducted on Zoom and Cisco Webex and the study material is provided to the students by the means of Google Drive and Whatsapp groups. Online classes and webinars also include online powerpoint presentations of the study material both by the teachers and the students. In the offline mode, teachers make use of the Smart-classrooms, laptops, projectors, smart-boards, audio systems etc. which are connected to the campus wifi. 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	[View File](#)

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	[View File](#)
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

20

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	View File

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

19

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

252

File Description	Documents
Any additional information	View File
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.

University 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 day of every month. Question papers are given to the internal exam coordinators of the department on the day of the test, after approval from the principal. 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	<u>View File</u>
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 a teacher as a convenor and other teaching and non-teaching staff as members is constituted to handle the issues regarding the evaluation process. 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	<u>View File</u>
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:

• To enhance information literacy, moral responsibility and a social & ecological awareness of the society.

• To develop a command over the subjects for academic and industrialcontributions.

• To enhance clarity in the expression of ideas along with speech and inwriting.

• For the purpose of study and employment, advanced computer skills arebeing provided.

• To demonstrate competence in competitive examinations for employment or higher studies.

• To develop and understanding of fundamental knowledges, processes and practices of research in various streams of Arts and Science.

• To provide a healthy working knowledge of the important social, historical and intellectual events and factors that have direct impact on human values and institutions.

• To appreciate interdisciplinary approaches to study and research.

• To demonstrate a general introduction of the basic areas of the various discipline group under humanities, social science, science and to developan advance knowledge of at last one of these.

• To create opportunities for academic exchange and academia industry interface.

• 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	https://www.amcollegegaya.ac.in/pages.php?Url=Program-Outcomes
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution has determined the Programme Outcome, Programme Specific Outcome and Course Outcomes for the various courses that are offered to the students. The PSs, PSOs and Cos 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 COs in mind. The internal evaluation system is directed to design questions and judge students on the basis of the Cos by judging the student's 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 COs have been achieved by the institution.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.amcollegegaya.ac.in/pages.php?Url=Program-Outcomes

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

901

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
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)

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

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
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)	<u>View File</u>

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

19

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

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

0

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 includes students from all fields. The traditional courses of science, social science and humanities are taught with emphasis on practical and applied knowledge. Regular academic events such as seminars, workshops are conducted to enable teachers and students to present 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 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

1

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
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

0

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	[View File](#)

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

1

File Description	Documents
Any additional information	View File
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

0

File Description	Documents
Any additional information	View File
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

In the academic year 2020-2021 the institution increased its extension activities in the local communities with greater involvement of the faculty members and the students. In December, 2020, under the aegis of N.S.S. wing of the college, Niyajipur- 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 regarding the value of education and cleanliness. Apart from this, the s institution organized cleanliness drives in and around the campus under Swachh Bharat Abhiyan. In recognition of the efforts made by the college it was awarded the "One District One Green Champion" Award by Mahatma Gandhi National Council of Rural Education (MGNCRE). To raise gender sensitivity among the students a three day event was organized from 6th to 8th March, 2021 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 Adult Franchise, Vigilance, Tobacco and Narcotics Addiction, AIDS, Polio, Road Safety and Ecology.

File Description	Documents
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Upload any additional information	View File

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

363

File Description	Documents
Report of the event	View File
Any additional information	View File
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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	View File
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 t 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	[View File](#)
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

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 carrom. 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 studentswith 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. For example, as a part of the Azadi ka Amrit Mahotsav 2021, the college hosted folk singers organized by the Gaya branch of Information and Broadcasting Ministry, GOI. 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	View File
Paste link for additional information	https://www.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.

11

File Description	Documents
Upload any additional information	View File
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)

3.90

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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 Autolib 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 suers to access the e-resources.

File Description	Documents
Upload any additional information	[View File](#)
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	[View File](#)
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)

0

File Description	Documents
Any additional information	View File
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

20

File Description	Documents
Any additional information	View File
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 stand alone 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	View File
Paste link for additional information	https://www.amcollegegaya.ac.in/userfiles/ ICT%20Tools.pdf

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	[View File](#)
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)

66

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
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 facility management team maintains the physical and academic facilities. The various responsibilities of the team are housekeeping activities, maintenance of the gardens, pest control, campus snag works etc. The local supervisor reports

to the maintenance manager regarding observations on electrical, plumbing and housekeeping related issues. A logbook is maintained for the same. The security of the campus is ensured by in house security guards with the help of an external private agency in two shifts round the clock. 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 on campus.

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, software installation and updating. College website, biometric devices and network related issues 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 stand by to attend any medical emergency.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

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

27

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

0

File Description	Documents
Upload any additional information	View File
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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Any additional information	[View File]()
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

100

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

100

File Description	Documents
Any additional information	[View File]()
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 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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
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

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
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.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/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's representation and engagement in various administrative and extracurricular activities. The institution has student council and clubs which oversee all the

cultural activities. The goal of the student council is to provide a platform to students for co-curricular and extra-curricular activities. All technical, academic, cultural and sports activities of the college are overseen by the council. 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.

The college campus is strictly Ragging-Free. Anti-Ragging Committee is nominated by the Principal consisting of representatives of students, faculties, local media and administration.The college 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 membersand 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

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 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. 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 of the college is chiefly functional in arranging and supporting in the placement activities of the students. The alumni of the college open up avenues for research and developmental work for the students and the faculty in the fields of computers, science and arts. The alumni participate in various academic and cultural activities like workshops, guest lectures, 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	View File

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

File Description	Documents
Upload any additional information	[View File](#)

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: Rooted in Nationalism and Humanism Anugrah Memorial College, Gaya strives to become a centre of academic excellence in Higher Education, social responsibility, empowerment of women, upliftment of dropouts & the marginalised human being.

Mission: -

- To provide quality education that promotes capacity building and holistic development of a person.
- To excel in teaching, learning, research & consultancy.
- To train the boys & girls in creative arts, social service, critical thinking and leadership in order to create a new value-based society.
- To create torch bearers and agents of social change
- This premier college of Gaya is committed to the holistic development of boys & girls so as to make an effective contribution to the creation of a better harmonised society and nation.
- To this end we strive to become a centre of excellence in Higher Education for boys & girls in a healthy atmosphere of autonomy.
- To offer subjects for competency building and to motivate and animate a work force.
- To promote cultural integration, communal harmony, patriotism with human values to maintain a peaceful atmosphere on the campus.
- To develop skill oriented and value-based courses for all round development of individuals.
- To create opportunities for academic exchange and academia industry interface.
- To form young men & women who are "always wise and who will dare to go ahead and conquer".

- **Transmission of knowledge through competent, committed, dedicated and compassionate.**

The governing body of Anugrah Memorial College consists of the administrative authority of Magadh University and the college. 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. The committees at department level form the basic root level structure for the smooth implementation of the administrative directives along with the vision and mission of the institution.

File Description	Documents
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=mission-vision
Upload any additional information	View File

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

The college encourages a culture of contributory management by committees constituted for academic and non-academic activities. Major committees occupy teachers, non- teaching staff and students. The college decision making structure is decentralized, where departmental committees share their decisions with college committees for fertile output. Various committees are constituted by the principal for administrative functions of the college. These committees are responsible for college time-table, purchases, allocation of cocurricular 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 from side to side and hence enabling a decentralised and participatory management of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Community Outreach Programme:

In the academic year 2020-2021, it was decided that the institution will put special emphasis on its community outreach programme. Thus the N.S.S. wing of the institution was approached by the I.Q.A.C. to organize community outreachevents like adoption of a local village, awareness drives on cleanliness, voting and addiction etc. A few of these events were associated with the Azadi ka Amrit Mahotsav programmes. In the academic year 2020-2021, the local village Niyajipur was approached where 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, adult enfranchise 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	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Upload any additional information	[View File](#)

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 whose 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 Principal is the chairperson of the various committees to carry out various activities of the college. The time tables, workload calculation, library purchases, maintenance of infrastructure, admission etc. decisions related to academics are taken by the Principal though college committees, following the norms of the university The Vice-Principal, Department Heads, Bursar, Warden, Library In-Charge, Administration Officer, Section Officer, Head Accountant, Technical Assistant Computer, Facility Provider and Student Union representatives report to the Principal and perform all functions of the college. The college has a well-defined organizational structure in the administration staff and laboratory staff.

Departmental Committees of HODs discuss students' performance in classroom and examinations. Academic Committees such as Admission Committee take care of admission as per the allotted reservation seats. Examination Committee schedules the timely examination and evaluation process and monitors the internal assessment and marking scheme of practical exams. Development Committee monitors the conservation and maintenance of the buildings. Anti-Ragging and 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 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	https://www.amcollegegaya.ac.in/pages.php?Url=officer-college
Upload any additional information	View File

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	View File
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 senimars, webinars and workshops via various departments on different subjects related to academic and popular interest. The faculty is encouraged to participate in various co-curricular 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	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
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

2

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	View File
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

5

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	[View File](#)
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 performance of faculty members is assessed and monitored by the head of the concerned department. The annual appraisal is conducted by issuing them aquestionnaire. 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	[View File](#)

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 college gets its financial audit done by an external financial agency. For the period 01.04.2020 to 31.03.2021 the audit was done

in accordance with auditing standard generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test-basis, evidence 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 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 compiled with the relevant and applicable accounting standards issued by the ICAI.

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

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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 equipments etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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 institution was re-established in 2019 to access the quality benchmarks for various academic and administrative activities of the institution. The Cell monitors and maintains the academic and administrative standards of thecollege as per the standard norms set by NAAC and UGC. 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. 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.

File Description	Documents
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=Quality-Initiative
Upload any additional information	View File

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 2020-2021 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 2020-2021, 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.

The IQAC of the institution works with all the stakeholders of the academic system and by organizing webinars, invited lectures, workshops, skill development programmes and by collecting real time and written feedback the IQAC workstirelessly to ensure proper learning outcomes and incremental improvement in various academic and co-curricular activities of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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	https://www.amcollegegaya.ac.in/pages.php?Url=aqar
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
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 makes special efforts to extend awareness and sensitization regarding gender issues. In the academic year 2020-2021 a number of gender awareness programmes including seminars, webinars, cultural events etc. were organized. A three day academic and cultural events was organized from 06th to 8th March, 2021 on the topic of women empowerment. The institution focuses especially on the rural demography of the surrounding area to raise awareness regarding gender sensitivity. This is in addition to the various structural and policy measures that the institution practices to facilitate gender equity and sensitivity.

Some of them are as follows:

•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. The cell also strives to inculcate the entrepreneurial spirit among the girl students.

Safety and Security- The Internal Compliance Committee and Grievance Redressal Cell stay alert to prevent any form of sexual harassment. The CCTV cameras for security are installed all over the campus to keep the area safe for girls. The women's hostel has been made secure with round the clock guards and security cameras.

Counselling- The counselling centre facilitates academic, emotional, social and psychological support to the girl students. Apart from the students, parents and teachers also benefit from the counselling centre.

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	View File
Any other relevant information	View File

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

·**Solid waste management- With initiatives like "Har Parisar Hara Parisar" 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. Non-biodegradable materials such as plastic and paper waste are segregate and resold by the college for recycling.**

Liquid waste management- The audit committee studies the water conservation and prevention of waster waste in the campus. The college is in the process of installing 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 non-working 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	*View File*

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   **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

A. Any 4 or All 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	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

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

D. Any 1 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	<u>View File</u>
Any other relevant information	<u>View File</u>

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	<u>View File</u>
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	<u>View File</u>

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).

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 an inclusive environment on campus for the students. In the academic session 2020-2021 "International Mother Tongue Day" was celebrated to celebrate the linguistic diversity of teachers, non-teaching staff and students of the college. 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)	View File
Any other relevant information	View File

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 community regarding national and social values. The following events were organized by the institution to sensitize students and employees regarding the constitutional obligations:

- Vigilance Awareness Week – 26.10.2020- 01.11.2020
- Constitution Day- 26.11.2020
- National Voters' Day- 25.01.2021
- Republic Day- 26.01.2021
- Death Anniversary of Mahatma Gandhi- 30.01.2021
- International Women's Day- 08.03.2021
- Azadi ka Amrit Mahotsav- 14.03.2021
- Birth Anniversary of Dr. B.R. Ambedkar- 14.04.2021
- International Mother Earth Day- 22.04.2021
- Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan

Sinha-18.06.2021

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	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
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

E. None 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 – 02.10.2020
- International Day for Disaster Risk Reduction- 13.10.2020
- Vigilance Awareness Week – 26.10.2020- 01.11.2020
- National Education Day- 11.11.2020
- Constitution Day- 26.11.2020
- World AIDS Day – 01.12.2020
- International Volunteer Day- 05.12.2020
- National Youth Day- 12.01.2021
- Birth Anniversary of Netaji Subhas Chandra Bose- 23.01.2020
- National Voters' Day- 25.01.2021
- Republic Day- 26.01.2021
- World Leprosy Day- 30.01.2021
- Death Anniversary of Mahatma Gandhi- 30.01.2021
- International Mother Tongue Day- 21.02.2021
- International Women's Day- 08.03.2021
- Azadi ka Amrit Mahotsav- 14.03.2021
- World Sparrow Day- 20.03.2021
- Birth Anniversary of Dr. B.R. Ambedkar- 14.04.2021
- International Mother Earth Day- 22.04.2021
- World No Tobacco Day- 31.05.2021
- World Environment Day- 05.06.2021
- Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha- 18.06.2021
- International Yoga Day- 20.06.2021

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

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. Title: Community Outreach Programme

2. Objectives of the Practice

The underlying principle of this practice is to involve as many individuals from the underprivileged and rural areas around the college in the awareness and empowerment programmes organised by the institution. Executed by the joint effort of the I.Q.A.C. and the N.S.S. wing of A.M. College, Gaya the Community Outreach Programme goes to villages near the college campus and interacts with the school children in the government schools to guide them regarding the value of education, ecology and health. This is in addition to year long awareness programmes like nukkad nataks, rallies and health camps on various social issues.

3. The Context

The purpose of the practice is to expand the positive influence of the institution to the surrounding areas that are underprivileged in matters of economy and exposure to the mainstream discourses on education, ecology and health. It has been observed that there is a big gap between urban and rural population regarding educational and career opportunities. The institution is determined to raise awareness regarding educational, health and career opportunities in the rural sections of the district through this outreach programme. While designing the programme it was made sure that this should not be a once-a-year programme but a continual process of integrating the local population in various awareness programmes and drives of the college. The challenge is to orient the outlook of all sections of the society towards the positive role of higher education in empowering people and bringing them to the mainstream.

4. The Practice

Through the Community Outreach Programme the institution reaches out to a local village to organise awareness programmes on education and health among the school students, parents and teachers. Donation is requested from the teachers of the college in the form of stationary supplies, warm clothes and blankets. Following this a team of faculty members and students go to the village school and talk to students, parents and teachers regarding various issues of education and health. The students are motivated to stay in school and study properly. The value of education as a tool of employment and empowerment is explained to the parents. The various queries by the older students regarding the scope of different courses are answered. The value of water conservation, plantation, cleanliness, waste disposal etc are

explained to the students and parents. Following this, the younger school children are given stationary and warm clothes received from the teachers of the college as donation. Blankets and warm clothes are also distributed among the extremely poor individuals of the village. The outreach programme continues as nukkad nataks, rallies and awareness drives regarding various social issues like cleanliness, plantation, anti-drugs, AIDS awareness, adult franchise etc. throughout the year by the N.S.S. wing of the college. This programme has been received well by all and the challenge of this programme does not lie in motivation but in logistics. To the credit of the students and faculty of the institution and the teachers of the village schools, the challenges of the logistics have been successfully met and the outreach programmes have been efficient in communicating the value of education, health and various other social issues to the local population.

5. Evidence of Success

As an evidence of success the efforts of the institution has been recognised by the local population, the media and the government. The participation of the local population in the outreach events of the college is an affirmation of the practice's positive impact. The events of the outreach programme by the institution are covered extensively by the print and electronic media, reports and clippings of which are uploaded on the college website. As a mark of recognition of the Outreach Programme practiced by the college in the field of education, ecology and health, the college has received two awards from the Mahatma Gandhi National Council of Rural Education. A.M. College, Gaya in the year 2021 has received "Certificate of Recognition" as a member of Beat Covid Campaign and "District Green Champion" Certificate from the the Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India.

6. Problems Encountered and Resources Required

The main challenge in this programme is not of motivation but of logistics. Since Outreach Programmes such as one being practiced in A.M. College, Gaya is largely dependent on logistics, the challenge is to prepare a team of faculty members and students, most of whom are N.S.S. volunteers and collect distribution material like stationary, warm clothes etc. on donation basis to be distributed in the school children. Another challenge is to contact the target the village school and establish rapport with them so the programme can be executed properly in the presence of

the greatest number of children and teachers in the school on the chosen day. So far these arrangements have been successfully managed due to the dedication of the teachers and the students of the college.

***

1. Title: Women Empowerment

2. . Objectives of the Practice

The process of aspiring and working towards a society that ensures gender equality is a continuous one. Sustained social efforts have been made to promote girl-child health, safety and education.In the present times we find a larger number of women accessing opportunities of education, employment and financial autonomy. At the same time, one finds gaps in awareness and sensitivity in certain demographics determined by gender. Women empowerment is enabled by women who are in positions of leadership. The efforts made by the institution are designed to bring out the inner leader in women students and faculty.

3. The Context

This practice is aimed at raising awareness regarding gender equality in the students of the institution along with the local communities. Thus the college organises various gender sensitivity related programmes like seminars, webinars, workshops, cultural programmes and awareness programmes. The issue of gender equality and women's safety is a relevant issue in the world today specially in an educational insitutions as education is a tool of empowerment.

4. The Practice

Through a multiplicity of academic and co-curricular activities along with administrative committees the institute promotes gender equality. In the year 2021 the institution organised a three day event on the occasion of International Women's Day from 6th to 8th March. The programme comprised of an academic seminar along with various competitions like speech, debate, drama and painting. Webinars on gender equality have been organised by the I.Q.A.C. wherein the teachers of the city and community at large has been engaged through participation and the media. The institution continuously monitors the issues related to gender among the

students and teachers through various committees such as Anti-Sexual Harassment Committee, Anti- Ragging Committee, etc. Due to the policy of the state government the tuition fee of female students is waived which adds to the institution's effort to bring the number of women students at par with the men. In addition, the college organises awareness drives in and around the college. The college is determined to promote gender justice in the society to the greatest extent.

5. Evidence of Success

The active participation of students, teachers and the civil society in the events on gender issues points at the emerging success of the practise. The college campus and environment is secured not only with guards and CCTV cameras but also by the state of mind which does not discriminate on the basis of gender. The Women's hostel in the college is remarkably safe and no security problems have been faced by the residents. Gender equality and women empowerment is a continuous process and evolution can occur only by sustained effort for a long time.

6. Problems Encountered and Resources Required

Since gender sensitisation and women empowerment is a very relevant social topic along with being an academic topic, not much problems were encountered in organising them. The committees make sure that complaints reach the administration through complaint box so no student may be afraid to complaint. The resources required for this practice are the various components of the academic and co-curricular programmes.

File Description	Documents
Best practices in the Institutional website	https://www.amcollegegaya.ac.in/pages.php?Url=Institutional-Best-Practices
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 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. The institution has theopportunity 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, Social Sciences and Sciences, as well as four Vocational / Professional Honours Degree Courses including B.Ed. under its canopy. Along with the various faculties, the college accommodates student support units such as NSS, playground, Horticulture, Vehicle Shed, Girls' hostel, Laboratories, Central Library, Gymnasium, Conference hall, Computer Centre, Network Resource Centre, Girl's & Boys Common room etc. The College is managed and maintained as per law under the authority of the Government of Bihar and the Chancellor of the universities of Bihar.

The college, as a constituent unit of Magadh University, Bodh Gaya, follows the university's academic calendar, curriculum, and assessment process. Along with the traditional courses, the college also runs self-financed professional courses. The college keeps track of students based on several criteria, and the report is provided to the university on a regular basis. The academic and campus facilities are supervised by various committees made up of the institution's faculty. The college offers regular online classes along with in-classroom teaching and the e-content and other records are kept on the college and university websites and updated on a regular basis.

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 monthly basis. The process of Continuous Internal Evaluation is being adapted to the online system whereby the students are examined and evaluated by the respective departments via online platforms.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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	View File

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

0

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)

0

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

0

File Description	Documents
Any additional information	[View File]
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

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 institution makes students aware about the foundational concepts of Human Values and the environment. The institution is committed to continue its outreach programme into local rural communities. In the academic year 2020-2021, the local village Niyajipur was approached where 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, 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

0

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	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://amcollegegaya.ac.in/userfiles/Student%20Feedback%20Report%20and%20Analysis%202020-21.pdf
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	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.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

1811

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

1412

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 institution conducts Induction programmes for students at the commencement of new batch every year. The event helps the students to familiarize themselves with the institution, the curriculum, the facilities, regulations and future prospect of their course. Before the commencement of classes, the differential requirements of students are identified and addressed at the earliest by way of strategic approach.

Advanced Learners: The advanced learners are recognized on the basis of class-room interaction, internal assessment and university examination. The students are presented with analytical questions and discussion opportunities in the classroom to further develop their problem solving skills. Regular discussions and debates are promoted in the classroom teaching. The high-performing students are encouraged to submit their writings in the college magazine. They are also encouraged to obtain university ranks and are counselled to appear for various national and international level exams such as CAT, Gate, TOEFL, GRE, CTET etc.

Slow Learners: A vigorous student counselling process is practiced by the institution. During admission the Principal interacts with the students and the parents to assess their needs and aspirations. 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
4063	20

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

The institution conducts classes on both offline and online modes. This helps the faculty and the students to approach the study material from multiple angles. 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 students are encouraged to understand the topics using their own life's experiences to have a clearer picture in their minds. The courses are delivered by the methods of lectures (online and offline), interactive classes, presentations, tutorials, laboratory experiments, written assignments and the use of online resources. A number of seminars/webinars 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. The syllabus and study material are provided to the students so they could prepare for the classroom discussion and have an advantage in understanding the course material. Talks are invited by various subject and industry experts 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 use various ICT enabled tools to present the course material to the students and also to get them involved in the learning process. The college conducts classes in both online and offline modes. In the online mode, classes are conducted on Zoom and Cisco Webex and the study material is provided to the students by the means of Google Drive and Whatsapp groups. Online classes and webinars also include online powerpoint presentations of the study material both by the teachers and the students. In the offline mode, teachers make use of the Smart-classrooms, laptops, projectors, smart-boards, audio systems etc. which are connected to the campus wifi. 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	[View File](#)

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	[View File](#)
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

20

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	[View File](#)

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

19

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

252

File Description	Documents
Any additional information	View File
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.

University 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 day of every month. Question papers are given to the internal exam coordinators of the department on the day of the test, after approval from the principal. 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 a teacher as a convenor and other teaching and non-teaching staff as members is constituted to handle the

issues regarding the evaluation process. 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:

• To enhance information literacy, moral responsibility and a social & ecological awareness of the society.

• To develop a command over the subjects for academic and industrialcontributions.

• To enhance clarity in the expression of ideas along with speech and inwriting.

• For the purpose of study and employment, advanced computer skills arebeing provided.

• To demonstrate competence in competitive examinations for employment or higher studies.

• To develop and understanding of fundamental knowledges, processes and practices of research in various streams of Arts and Science.

• To provide a healthy working knowledge of the important social, historical and intellectual events and factors that have direct impact on human values and institutions.

• To appreciate interdisciplinary approaches to study and

research.

• To demonstrate a general introduction of the basic areas of the various discipline group under humanities, social science, science and to developan advance knowledge of at last one of these.

• To create opportunities for academic exchange and academia industry interface.

• 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	https://www.amcollegegaya.ac.in/pages.php?Url=Program-Outcomes
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The institution has determined the Programme Outcome, Programme Specific Outcome and Course Outcomes for the various courses that are offered to the students. The PSs, PSOs and Cos 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 COs in mind. The internal evaluation system is directed to design questions and judge students on the basis of the Cos by judging the student's 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 COs have been achieved by the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.amcollegegaya.ac.in/pages.php ?Url=Program-Outcomes

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

901

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
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

19

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

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

0

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 includes students from all fields. The traditional courses of science, social science and humanities are taught with emphasis on practical and applied knowledge. Regular academic events such as seminars, workshops are conducted to enable teachers and students to present 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 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

1

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
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

0

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	View File

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

1

File Description	Documents
Any additional information	View File
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

0

File Description	Documents
Any additional information	View File
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

In the academic year 2020-2021 the institution increased its extension activities in the local communities with greater

involvement of the faculty members and the students. In December, 2020, under the aegis of N.S.S. wing of the college, Niyajipur- 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 regarding the value of education and cleanliness. Apart from this, the s institution organized cleanliness drives in and around the campus under Swachh Bharat Abhiyan. In recognition of the efforts made by the college it was awarded the "One District One Green Champion" Award by Mahatma Gandhi National Council of Rural Education (MGNCRE). To raise gender sensitivity among the students a three day event was organized from 6th to 8th March, 2021 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 Adult Franchise, Vigilance, Tobacco and Narcotics Addiction, AIDS, Polio, Road Safety and Ecology.

File Description	Documents
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Upload any additional information	View File

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

2

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

15

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
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

363

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	View File
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	View File
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 t 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	[View File](#)
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=Infrastructure-Facility

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
carrom. 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 studentswith 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. For example, as a part of the Azadi ka Amrit Mahotsav 2021, the college hosted folk singers organized by the Gaya branch of Information and Broadcasting Ministry, GOI. 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	[View File](#)
Paste link for additional information	https://www.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.

11

File Description	Documents
Upload any additional information	[View File](#)
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)

3.90

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
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 Autolib 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 suers to access the e-resources.

File Description	Documents
Upload any additional information	[View File](#)
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	View File
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)

0

File Description	Documents
Any additional information	View File
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

20

File Description	Documents
Any additional information	View File
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 stand alone 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	[View File](#)
Paste link for additional information	https://www.amcollegegaya.ac.in/userfiles/ICT%20Tools.pdf

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	[View File](#)
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)

66

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 facility management team maintains the physical and academic facilities. The various responsibilities of the team are housekeeping activities, maintenance of the gardens, pest control, campus snag works etc. The local supervisor reports to the maintenance manager regarding observations on electrical, plumbing and housekeeping related issues. A logbook is maintained for the same. The security of the campus is ensured by in house security guards with the help of an external private agency in two shifts round the clock. 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 on campus.

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, software installation and updating. College website, biometric devices and network related issues 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 stand by to attend any medical emergency.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php ?Url=Infrastructure-Facility

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

27

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

0

File Description	Documents
Upload any additional information	View File
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	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://www.amcollegegaya.ac.in/pages.php ?Url=events-gallery
Any additional information	View File
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

100

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

100

File Description	Documents
Any additional information	View File
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	**C. Any 2 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	View File
Upload any additional information	View File
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

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
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

0

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
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.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal 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's representation and engagement in various administrative and extracurricular activities. The institution has student council and clubs which oversee all the cultural activities. The goal of the student council is to provide a platform to students for co-curricular and extra-curricular activities. All technical, academic, cultural and sports activities of the college are overseen by the council. 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.

The college campus is strictly Ragging-Free. Anti-Ragging Committee is nominated by the Principal consisting of representatives of students, faculties, local media and administration.The college 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 membersand 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

10

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
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 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. 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 of the college is chiefly functional in

arranging and supporting in the placement activities of the students. The alumni of the college open up avenues for research and developmental work for the students and the faculty in the fields of computers, science and arts. The alumni participate in various academic and cultural activities like workshops, guest lectures, 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	View File

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

File Description	Documents
Upload any additional information	View File

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: Rooted in Nationalism and Humanism Anugrah Memorial College, Gaya strives to become a centre of academic excellence in Higher Education, social responsibility, empowerment of women, upliftment of dropouts & the marginalised human being.

Mission: -

- To provide quality education that promotes capacity building and holistic development of a person.
- To excel in teaching, learning, research & consultancy.
- To train the boys & girls in creative arts, social service, critical thinking and leadership in order to create a new value-based society.
- To create torch bearers and agents of social change
- This premier college of Gaya is committed to the holistic development of boys & girls so as to make an effective contribution to the creation of a better harmonised

society and nation.

- To this end we strive to become a centre of excellence in Higher Education for boys & girls in a healthy atmosphere of autonomy.
- To offer subjects for competency building and to motivate and animate a work force.
- To promote cultural integration, communal harmony, patriotism with human values to maintain a peaceful atmosphere on the campus.
- To develop skill oriented and value-based courses for all round development of individuals.
- To create opportunities for academic exchange and academia industry interface.
- To form young men & women who are "always wise and who will dare to go ahead and conquer".
- Transmission of knowledge through competent, committed, dedicated and compassionate.

The governing body of Anugrah Memorial College consists of the administrative authority of Magadh University and the college. 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. The committees at department level form the basic root level structure for the smooth implementation of the administrative directives along with the vision and mission of the institution.

File Description	Documents
Paste link for additional information	https://www.amcollegegaya.ac.in/pages.php?Url=mission-vision
Upload any additional information	View File

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

The college encourages a culture of contributory management by committees constituted for academic and non-academic activities. Major committees occupy teachers, non- teaching staff and students. The college decision making structure is decentralized, where departmental committees share their decisions with college committees for fertile output. Various

committees are constituted by the principal for administrative functions of the college. These committees are responsible for college time-table, purchases, allocation of cocurricular 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 from side to side and hence enabling a decentralised and participatory management of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Community Outreach Programme:

In the academic year 2020-2021, it was decided that the institution will put special emphasis on its community outreach programme. Thus the N.S.S. wing of the institution was approached by the I.Q.A.C. to organize community outreachevents like adoption of a local village, awareness drives on cleanliness, voting and addiction etc. A few of these events were associated with the Azadi ka Amrit Mahotsav programmes. In the academic year 2020-2021, the local village Niyajipur was approached where 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, adult enfranchise 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	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Upload any additional information	View File

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 whose 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 Principal is the chairperson of the various committees to carry out various activities of the college. The time tables, workload calculation, library purchases, maintenance of infrastructure, admission etc. decisions related to academics are taken by the Principal though college committees, following the norms of the university The Vice-Principal, Department Heads, Bursar, Warden, Library In-Charge, Administration Officer, Section Officer, Head Accountant, Technical Assistant Computer, Facility Provider and Student Union representatives report to the Principal and perform all functions of the college. The college has a well-defined organizational structure in the administration staff and laboratory staff.

Departmental Committees of HODs discuss students' performance in classroom and examinations. Academic Committees such as Admission Committee take care of admission as per the allotted reservation seats. Examination Committee schedules the timely examination and evaluation process and monitors the internal assessment and marking scheme of practical exams. Development Committee monitors the conservation and maintenance of the buildings. Anti-Ragging and 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 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	https://www.amcollegegaya.ac.in/pages.php?Url=officer-college
Upload any additional information	View File

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	View File
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 senimars, webinars and workshops via various departments on different subjects related

to academic and popular interest. The faculty is encouraged to
participate in various co-curricular 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	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
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

2

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	View File
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

5

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	View File
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 performance of faculty members is assessed and monitored by the head of the concerned department. The annual appraisal is conducted by issuing them aquestionnaire. 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	[View File]()

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 college gets its financial audit done by an external financial agency. For the period 01.04.2020 to 31.03.2021 the audit was done in accordance with auditing standard generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test-basis, evidence 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 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 compiled with the relevant and applicable accounting standards issued by the ICAI.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
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 equipments etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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 institution was re-established in 2019 to access the quality benchmarks for various academic and administrative activities of the institution. The Cell monitors and maintains the academic and administrative standards of thecollege as per the standard norms set by NAAC and UGC. 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. 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.

File Description	Documents
Paste link for additional information	<u>https://www.amcollegegaya.ac.in/pages.php ?Url=Quality-Initiative</u>
Upload any additional information	<u>View File</u>

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 2020-2021 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 2020-2021, 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.

The IQAC of the institution works with all the stakeholders of the academic system and by organizing webinars, invited lectures, workshops, skill development programmes and by collecting real time and written feedback the IQAC workstirelessly to ensure proper learning outcomes and incremental improvement in various academic and co-curricular activities of the institution.

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

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	D. Any 1 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.amcollegegaya.ac.in/pages.php?Url=aqar
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
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 makes special efforts to extend awareness and sensitization regarding gender issues. In the academic year 2020-2021 a number of gender awareness programmes including seminars, webinars, cultural events etc. were organized. A three day academic and cultural events was organized from 06th to 8th March, 2021 on the topic of women empowerment. The institution focuses especially on the rural demography of the surrounding area to raise awareness regarding gender sensitivity. This is in addition to the various structural and policy measures that the institution practices to facilitate gender equity and sensitivity. Some of them are as follows:

·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. The cell also strives to inculcate the entrepreneurial spirit among the girl students.

Safety and Security- The Internal Compliance Committee and Grievance Redressal Cell stay alert to prevent any form of sexual harassment. The CCTV cameras for security are installed all over the campus to keep the area safe for girls. The

women's hostel has been made secure with round the clock guards and security cameras.

Counselling- The counselling centre facilitates academic, emotional, social and psychological support to the girl students. Apart from the students, parents and teachers also benefit from the counselling centre.

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	View File
Any other relevant information	View File

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

•Solid waste management- With initiatives like "Har Parisar Hara Parisar" 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. Non-biodegradable materials such as plastic and paper waste are segregate and resold by the college for recycling.

Liquid waste management- The audit committee studies the water conservation and prevention of waster waste in the campus. The college is in the process of installing 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 non-working 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	View File

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	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	A. Any 4 or All of the above

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

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	D. Any 1 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	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly	C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File

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).

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 an inclusive environment on campus for the students. In the academic session 2020-2021 "International Mother Tongue Day" was celebrated to celebrate the linguistic diversity of teachers, non-teaching staff and students of the college. 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)	View File
Any other relevant information	View File

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 community regarding national and social values. The following events were organized by the institution to sensitize students and employees regarding the constitutional obligations:

- Vigilance Awareness Week – 26.10.2020- 01.11.2020
- Constitution Day- 26.11.2020
- National Voters' Day- 25.01.2021
- Republic Day- 26.01.2021
- Death Anniversary of Mahatma Gandhi- 30.01.2021
- International Women's Day- 08.03.2021
- Azadi ka Amrit Mahotsav- 14.03.2021
- Birth Anniversary of Dr. B.R. Ambedkar- 14.04.2021
- International Mother Earth Day- 22.04.2021
- Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha-18.06.2021

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	https://www.amcollegegaya.ac.in/pages.php?Url=events-gallery
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	**E. None 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 – 02.10.2020**

- **International Day for Disaster Risk Reduction- 13.10.2020**
- **Vigilance Awareness Week – 26.10.2020- 01.11.2020**
- **National Education Day- 11.11.2020**
- **Constitution Day- 26.11.2020**
- **World AIDS Day – 01.12.2020**
- **International Volunteer Day- 05.12.2020**
- **National Youth Day- 12.01.2021**
- **Birth Anniversary of Netaji Subhas Chandra Bose- 23.01.2020**
- **National Voters' Day- 25.01.2021**
- **Republic Day- 26.01.2021**
- **World Leprosy Day- 30.01.2021**
- **Death Anniversary of Mahatma Gandhi- 30.01.2021**
- **International Mother Tongue Day- 21.02.2021**
- **International Women's Day- 08.03.2021**
- **Azadi ka Amrit Mahotsav- 14.03.2021**
- **World Sparrow Day- 20.03.2021**
- **Birth Anniversary of Dr. B.R. Ambedkar- 14.04.2021**
- **International Mother Earth Day- 22.04.2021**
- **World No Tobacco Day- 31.05.2021**
- **World Environment Day- 05.06.2021**
- **Birth Anniversary of Bihar Vibhooti Dr. Anugrah Narayan Sinha- 18.06.2021**
- **International Yoga Day- 20.06.2021**

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

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. Title: Community Outreach Programme

2. Objectives of the Practice

The underlying principle of this practice is to involve as many individuals from the underprivileged and rural areas around the

college in the awareness and empowerment programmes organised by the institution. Executed by the joint effort of the I.Q.A.C. and the N.S.S. wing of A.M. College, Gaya the Community Outreach Programme goes to villages near the college campus and interacts with the school children in the government schools to guide them regarding the value of education, ecology and health. This is in addition to year long awareness programmes like nukkad nataks, rallies and health camps on various social issues.

3. The Context

The purpose of the practice is to expand the positive influence of the institution to the surrounding areas that are underprivileged in matters of economy and exposure to the mainstream discourses on education, ecology and health. It has been observed that there is a big gap between urban and rural population regarding educational and career opportunities. The institution is determined to raise awareness regarding educational, health and career opportunities in the rural sections of the district through this outreach programme. While designing the programme it was made sure that this should not be a once-a-year programme but a continual process of integrating the local population in various awareness programmes and drives of the college. The challenge is to orient the outlook of all sections of the society towards the positive role of higher education in empowering people and bringing them to the mainstream.

4. The Practice

Through the Community Outreach Programme the institution reaches out to a local village to organise awareness programmes on education and health among the school students, parents and teachers. Donation is requested from the teachers of the college in the form of stationary supplies, warm clothes and blankets. Following this a team of faculty members and students go to the village school and talk to students, parents and teachers regarding various issues of education and health. The students are motivated to stay in school and study properly. The value of education as a tool of employment and empowerment is explained to the parents. The various queries by the older students regarding the scope of different courses are answered. The value of water conservation, plantation, cleanliness, waste disposal etc are explained to the students and parents. Following this, the younger school children are given

stationary and warm clothes received from the teachers of the college as donation. Blankets and warm clothes are also distributed among the extremely poor individuals of the village. The outreach programme continues as nukkad nataks, rallies and awareness drives regarding various social issues like cleanliness, plantation, anti-drugs, AIDS awareness, adult franchise etc. throughout the year by the N.S.S. wing of the college. This programme has been received well by all and the challenge of this programme does not lie in motivation but in logistics. To the credit of the students and faculty of the institution and the teachers of the village schools, the challenges of the logistics have been successfully met and the outreach programmes have been efficient in communicating the value of education, health and various other social issues to the local population.

5. Evidence of Success

As an evidence of success the efforts of the institution has been recognised by the local population, the media and the government. The participation of the local population in the outreach events of the college is an affirmation of the practice's positive impact. The events of the outreach programme by the institution are covered extensively by the print and electronic media, reports and clippings of which are uploaded on the college website. As a mark of recognition of the Outreach Programme practiced by the college in the field of education, ecology and health, the college has received two awards from the Mahatma Gandhi National Council of Rural Education. A.M. College, Gaya in the year 2021 has received "Certificate of Recognition" as a member of Beat Covid Campaign and "District Green Champion" Certificate from the the Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India.

6. Problems Encountered and Resources Required

The main challenge in this programme is not of motivation but of logistics. Since Outreach Programmes such as one being practiced in A.M. College, Gaya is largely dependent on logistics, the challenge is to prepare a team of faculty members and students, most of whom are N.S.S. volunteers and collect distribution material like stationary, warm clothes etc. on donation basis to be distributed in the school children. Another challenge is to contact the target the village school and establish rapport with them so the programme

can be executed properly in the presence of the greatest number of children and teachers in the school on the chosen day. So far these arrangements have been successfully managed due to the dedication of the teachers and the students of the college.

***

1. Title: Women Empowerment

2. . Objectives of the Practice

The process of aspiring and working towards a society that ensures gender equality is a continuous one. Sustained social efforts have been made to promote girl-child health, safety and education.In the present times we find a larger number of women accessing opportunities of education, employment and financial autonomy. At the same time, one finds gaps in awareness and sensitivity in certain demographics determined by gender. Women empowerment is enabled by women who are in positions of leadership. The efforts made by the institution are designed to bring out the inner leader in women students and faculty.

3. The Context

This practice is aimed at raising awareness regarding gender equality in the students of the institution along with the local communities. Thus the college organises various gender sensitivity related programmes like seminars, webinars, workshops, cultural programmes and awareness programmes. The issue of gender equality and women's safety is a relevant issue in the world today specially in an educational insitutions as education is a tool of empowerment.

4. The Practice

Through a multiplicity of academic and co-curricular activities along with administrative committees the institute promotes gender equality. In the year 2021 the institution organised a three day event on the occasion of International Women's Day from 6th to 8th March. The programme comprised of an academic seminar along with various competitions like speech, debate, drama and painting. Webinars on gender equality have been organised by the I.Q.A.C. wherein the teachers of the city and community at large has been engaged through participation and the media. The institution continuously monitors the issues

related to gender among the students and teachers through various committees such as Anti-Sexual Harassment Committee, Anti- Ragging Committee, etc. Due to the policy of the state government the tuition fee of female students is waived which adds to the institution's effort to bring the number of women students at par with the men. In addition, the college organises awareness drives in and around the college. The college is determined to promote gender justice in the society to the greatest extent.

5. Evidence of Success

The active participation of students, teachers and the civil society in the events on gender issues points at the emerging success of the practise. The college campus and environment is secured not only with guards and CCTV cameras but also by the state of mind which does not discriminate on the basis of gender. The Women's hostel in the college is remarkably safe and no security problems have been faced by the residents. Gender equality and women empowerment is a continuous process and evolution can occur only by sustained effort for a long time.

6. Problems Encountered and Resources Required

Since gender sensitisation and women empowerment is a very relevant social topic along with being an academic topic, not much problems were encountered in organising them. The committees make sure that complaints reach the administration through complaint box so no student may be afraid to complaint. The resources required for this practice are the various components of the academic and co-curricular programmes.

File Description	Documents
Best practices in the Institutional website	https://www.amcollegegaya.ac.in/pages.php?Url=Institutional-Best-Practices
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 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. The institution has theopportunity 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	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

The plan of action for the next academic year is as following:

1. Continuing "Pratibha Srijan" as College Magazine and revive "Vibhooti" as the Multi-disciplinary Research Journal of the College.
2. Develop a well- equipped Media Centre.
3. Enrichment and development of Departmental Seminar Libraries.
4. Develop more classrooms with ICT facilities.
5. Expansion of N.S.S. activities.
6. Expansion of community outreach programmes.
7. Registration of Alumni body as a society.
8. Promote more sports and games facilities for girl students.
9. Promote greater organisation and participation of teachers and students in Seminars, Workshops and Faculty Development Programmes.
10. Awareness programme on Entrepreneurship for Students .
11. Continue preparation for NAAC -2 Cycle.
12. To increase digitisation of the administrative processes

of the institution.

13. To promote cleanliness and health awareness by different academic and cultural programmes.
14. To develop the infrastructure of the various departments.
15. To expand enrolement of girl students in N.C.C. Girls' Wing.