



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SHEODENI SAO COLLEGE
Name of the head of the Institution	Dr. Deepak kumar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09431073303
Mobile no.	8789336380
Registered Email	sdscollegেকaler@gmail.com
Alternate Email	online4sanjay@gmail.com
Address	kaler
City/Town	Arwal
State/UT	Bihar
Pincode	824127

2. Institutional Status

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sanjay Kumar
Phone no/Alternate Phone no.	07905852715
Mobile no.	7905852715
Registered Email	sdscollegekaler@gmail.com
Alternate Email	sdskalernaac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sheodenisaocollege.ac.in/pages.php?Url=aqar
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.53	2015	14-Sep-2015	13-Sep-2020

6. Date of Establishment of IQAC	16-Apr-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Proposal of Language Lab to improve communication skills among students	12-Aug-2018 1	1
To maintain Discipline in the Campus	27-May-2019 1	36
To Achieve the Goal of Organising Academic	16-May-2019 1	14

Programs		
To Promote Environmental Awareness	28-Apr-2019 1	38
To Promote Research Activities	05-Apr-2019 1	14
Upgradation of ICT enabled Classroom	22-Nov-2018 1	3618
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Laboratory Development	12th Plan	UGC	2019 10	1676685
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Proposal of Language Lab to improve communication Skills among students
Upgradation of ICT enabled Classroom To Promote Research Activities To Promote Environmental Awareness To Achieve the Goal of Organising Academic Programs To maintain Discipline in the Campus

[View File](#)

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

Plan of Action	Achivements/Outcomes
To maintaine Discipline in the Campus	One day program organised
To Achieve the Goal of Organising Academic Programs	One day Meeting organised on achieveing the Goal of Organising Academic Programs
To Promote Environmental Awareness	One day Environmental Awareness program Organised
To Promote Research Activities	One day Research Promotional Meeting Organised
Upgradation of ICT enabled Classroom	Work Done
Proposal of Language Lab to improve communication Skills among students	Work Under Process
View File	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	06-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

This Institution is a constituent college of Magadh University. This College follows a pre- determined syllabus set by the parent University. Periodical innovations are made within these established academic structures, committed to providing complete development for its students in all respect. Timetables, workloads and other supporting administrative tasks are prepared well in advance of teaching session and streamlined for Academic processes. At the end of each academic session, Departmental reports are collected, documenting the academic and extra curricular work undertaken by each departments in that year which enables a systematic compilation of response. Extensive support is being provided to our teachers regularly to update their knowledge and continuous growth, through active involvement in Research and Faculty Development Programmes. Technologically enabled infrastructure is ensured for everyone,

with special assistance for the students with incapability, which makes it possible for all our students to engage in an appropriate teaching- learning process. This College prioritizes the incorporation of academic and mental health of our students through the mentor-ward system where each student is assigned a faculty mentor for academic and extra-academic guidance. Academic and other discussions are individualized by creating smaller groups of students. Through focused interactions and guidance offered by the teachers, students are able to have their academic and other issues suitably addressed, thus complementing the pursuit of effective curriculum transaction for a strong tutorial and mentor- ward system. Feedback forms are provided through our college website so as to enable the concerned stakeholders to confidentially give the college their evaluations and suggestions for the improvement of College functioning. Incorporation of all these suggestions is ensured in the functioning of the college. The endeavor of this college has always been to raise the consciousness about gender-based inequalities, negligence of environmental concerns and lack of ethics which subsequently allows them to contribute to the society as responsible human beings.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	No
Parents	No

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

Feedback Obtained

For the whole year, the oral feedbacks were obtained from various stakeholders and were discussed in the IQAC meetings. Based on the outcome of these meetings, those feedbacks were implemented. Some of the implementations are listed here: 1. Upgradation of library facilities 2. Maintenance of the toilets and girls' common room 3. Promotion of sport and cultural activities 4. Upgradation of the smart class by digitization and automation 5. Peaceful conduct of Student Union Election based on Lyngdoh committee recommendation

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Chemistry	188	162	162
Nil	Political Science	122	65	65
Nil	Economics	122	43	43
Nil	Mathematics	209	189	189
Nil	Physics	209	209	209
Nil	Botany	87	36	36
Nil	Philosophy	70	Nil	Nil
Nil	Hindi	104	76	76
Nil	English	104	65	65
Nil	Psychology	139	98	98

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3618	Nil	13	Nil	13

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
13	6	6	6	6	Nil
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

This College prioritizes the incorporation of academic and mental health of our students through the mentor-ward system where each student is assigned a faculty mentor for academic and extra-academic guidance. Academic and other discussions are individualized by creating smaller groups of students. Through focused interactions and guidance offered by the teachers, students are able to have their academic and other issues suitably addressed, thus complementing the pursuit of effective curriculum transaction for a strong tutorial and mentor-ward system. Feedback forms are provided through our college website so as to enable the concerned stakeholders to confidentially give the college their evaluations and suggestions for the improvement of College functioning.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3618	13	1:278

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	13	13	Nil	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	2018	17/12/2018	15/02/2019
BSc	Bsc	2018	17/12/2018	15/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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Nil

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

This College follows the academic calendar prepared by the parent university.
Hence a separate academic calendar not prepared.

2.6 – Student Performance and Learning Outcomes

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

<https://sheodenisaocollege.ac.in/pages.php?Url=progrm-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSc (Chemistry)	BSc	Chemistry	142	138	97.18
BA (Political Science)	BA	Political Science	132	127	96.21
BA (Economics)	BA	Economics	66	42	63.63
B.Sc (Mathematics)	BSc	Mathematics	171	145	84.80
B.Sc (Physics)	BSc	Physics	140	138	98.57
B. Sc (Botany)	BSc	Botany	65	58	89.23
BA (Philosophy)	BA	Philosophy	6	5	83.33
BA (Hindi)	BA	Hindi	84	79	94.05
BA (English)	BA	English	31	28	90.32
BA (Philosophy)	BA	Psychology	143	140	97.90

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2.7 – Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpOLSDw56ZWdlJfWsaxur5cBM9l2kfuBs_jDKa3aSeKMXKvPYWsxlg/viewform

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Nil	0	Nil	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Psychology	2	0
View File			

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

Department	Number of Publication
Nil	Nil
No file uploaded.	

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

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

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	6	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
524	524

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Management Software	Fully	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4000	800000	Nil	Nil	4000	800000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	52	40	48	0	40	8	4	12	0
Added	0	0	0	0	0	0	0	0	0
Total	52	40	48	0	40	8	4	12	0

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

12 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
18	18	28	28

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

As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use the physical, academic and support facilities of the college, like auditoriums, laboratory, library, sports complex, computers, classrooms etc. Maintenance Cleaning and general maintenance of the classrooms and other physical spaces are done by dedicated staff on a regular basis. The requirement for repair, maintenance, troubleshooting of equipment/ facilities are reported to the IQAC Coordinator by the concerned departments. The IQAC Coordinator, in turn, will compile all such requirements and place before the IQAC members in the committee meeting for further deliberations and financial approval. Once approved, the competent authority verifies the same and assigns the tasks to the concerned facility management department. Utilization of Extraordinary Infrastructure To avail and utilise special physical facility/infrastructure like seminar halls, auditoriums, conference halls, a request cum proposal is placed to the Principal for approval, through the Administrative Office. On approval, the same is allotted to the concerned agency as per the policy in vogue. Library List of new books requested by the Head of the Department in consultation with

the Department Council and the Department Faculty is submitted to the Principal. Once approved, the list is forwarded to the Librarian, for further submission to the Purchase Committee. The use of library and its facilities is governed by the rules of the Library. ICT Facilities The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management. Laboratory Laboratories in various departments are directly under the custodianship of respective Departments and its heads. Lab maintenance staff is responsible for regular maintenance of facilities. Rules and regulations to utilize them are displayed at prominent places in the laboratories. Sports Complex The use and training of sports facilities regularly takes place in the sports complex under the supervision of Physical Education Director with the association of Physical Education Instructors and coaches, to ensure efficient utilization of sports infrastructure.

<https://sheodenisaocollege.ac.in/pages.php?Url=procedures-policies>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	0
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Nil	Nil	Nil
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Student Council of the college is an elected body and always joins hands with faculty members and college administration to ensure overall development of the college. Student Council organizes different cultural programmes to observe important days such as "Swami Vivekananda's birthday", "Republic Day", "Rabindra Jayanti", "Independence Day" etc. in the college campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College follows the practice of de-centralisation in its true sense, in all the three important pillars of the institution, viz. academics, administration and extra curricular activities. The practice of de-centralisation and participatory management is reflected in all the activities of the College through a strong and efficient Organogram of Committees/Societies which includes the IQAC, the Staff Council, Student Council and various Cultural Societies. All the major stakeholders of the College including the Principal, Teaching and Non-Teaching Staff, Parents and Students work in a democratic way of governance following the tacit rules of accountability in execution of their duties and responsibilities. The primary objective of de-centralisation with regard to this particular cultural event is to reorient organisational culture, thin out the official hierarchy, extend opportunities for teachers as well as students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management. Decentralisation of administration in Montage refers primarily to a process, in which students are given a free hand to take decisions about the judicious use of resources, financial management, execution of programmes, security arrangements, and so on. This sort of de-centralisation allows the students to be more responsible, responsive, sensitive and proactive to exercise their own discretion for planning and execution in a participatory and democratic environment.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college follows the undergraduate curricula prepared by Magadh University, Bodh-Gaya. The teaching faculty stay in touch with their counterparts in the respective departments in the university and participate in periodical discussions on the possible areas for improvement in the syllabus.
Teaching and Learning	Classes are held regularly on the available working days and teachers attempt to finish syllabi in time. All

the heads of the department in consultation with their faculty members prepare a lesson plan with an academic calendar before the commencement of the session. It is ensured that teachers move from easy to difficult, familiar to unfamiliar and at a pace that is easy for learners to maintain. The copy of the syllabus is distributed to the respective teachers. Every teacher draws his / her teaching plan broadly taking into consideration the ability of his/ her students.

Examination and Evaluation

Class test is conducted at the end of each paper. The score of class test is considered for the eligibility for final university examinations.

Library, ICT and Physical Infrastructure / Instrumentation

The ICT facilities of the college include computers in the departmental offices as well as the computer rooms of the vocational courses. Free WiFi has been enabled inside the college campus which is accessible to all students and teaching and non-teaching staff in the college, with a unique user id and password being assigned to each of them. Power-point presentations are prepared by teachers to illustrate topics difficult to grasp, and students are encouraged to utilize the facilities being offered by the college. The college library issues textbooks, reference books and additional books of interest.

Human Resource Management

Besides developing skills directly related to education, the college also focuses on the development of the students' soft skills, which may be included in the field of Human Resource Management. Under the National Service Scheme (NSS), programmes are held to augment awareness about social issues such as environmental pollution, AIDS awareness, gender sensitization, etc. Scholarships are awarded to students from financially challenging backgrounds.

Admission of Students

The recent process of online admissions has centralised most of the process. Every year after the completion of the online admission process, the college starts its implementation in all departments. The head of every department presides over the admissions to his own department and prepares a selection list based on

the list of marks obtained by the examinees who have opted for online admission in the college.

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

E-governance area	Details
Administration	Available
Finance and Accounts	Available
Student Admission and Support	Available

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program	3	05/03/2019	01/04/2019	28
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit. In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy. Income/Expenditure is closely monitored by the Bursar and the Principal. Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose. The audit wing of the UGC visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college. They, in turn, submit the audit report to the college authorities. Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply. For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads. The Utilisation Grant Certificates are annually submitted to UGC. The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College. The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified. The Utilisation Grant Certificates are audited by the external auditor. The audit objections/compliance, if any, is handled by the Accounts Department.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

Nil

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

Nil

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

a) Library Automation b) Online Admission Portal c) Infrastructure Development
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	Proposal of Language Lab to improve communication Skills among students	Nill	12/08/2018	14/11/2018	1
Nill	To maintain Discipline in the Campus	Nill	27/05/2019	31/07/2019	36
Nill	To Achieve the Goal of Organising Academic Programs	Nill	16/05/2019	31/07/2019	14
Nill	To Promote Environmental Awareness	Nill	28/04/2019	31/07/2019	38
Nill	To Promote Research Activities	Nill	05/04/2019	31/07/2019	14
Nill	Upgradation of ICT enabled Classroom	Nill	22/11/2018	31/07/2019	3618
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nill	Nill	Nill	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	30

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
No file uploaded.			

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

a) Green and clean Campus. b) Plastic Free Campus c) Solar Energy Plant d) Waste management System e) Rain Water Harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Best Practice - 1. Title of the practice: Automation of Examination and Evaluation related processes. 1. Objectives of practice a) timely and transparent publication of internal and external evaluation results, attendance b) update teacher evaluation c) redressal of student grievances if any d) communication between teachers and students e) examination related work 2. Context: While the measurement of learning cannot be adequately measured by the examination system, it is one of the systems available at the moment. Late publication of results, suspicions of result manipulation and not addressing genuine grievances of the students regarding the conduct of exams and publication of results will have a negative impact on the morale of the students and their results. 3. The practice: a. Adequate pre-notice about the date and schedule of tests conducted by the College b. Attendance entered regularly, students can view the same. c. Previous question papers are available in the College website. d. Examination related works are completely automated. e. Timely and transparent publication of internal and external evaluation results, attendance f. Internal marks are uploaded per semester, students can view the same. g. The final results are published and displayed as early as possible to ensure that students have an opportunity to go through them and bring forth complaints if any. h. Students are given the opportunity to evaluate teachers. Teachers can view their evaluation and do necessary rectification in their teaching methodology. i. Through teachers' portal, teachers can share notes and power point presentations with students. 4. Evidence of success: • Students have expressed their satisfaction with the</p>

system • The number of pending complaints from students at the end of an academic semester has gone down to negligible for all tests conducted by the departments. • Timely publication of results

5. Problems encountered: All students may not have net connection and access at home

6. Resources required: Lack of space becomes a problem when multiple exams are conducted and results need to be published simultaneously.

Best Practice - 2 : The Title of the Practice- Solid Waste Management

1. Goal : This practice aims to create awareness among general public on the importance of effective solid waste management through promoting private sector participation and encouraging reuse of nonbiodegradable wastes.

2. The Context : Waste Management is widely discussed in the present day. There are several issues related to in effective management of solid wastes. Keeping this mind an effort was taken create an awareness on the issue to prevent adverse impacts on man and other living organisms. Students and staff collected the plastics and other e-wastes from the college campus and houses and handed over it to various agencies for recycling. Training was given to produce decors and other articles of use from discarded plastics.

3. Evidence of Success : The school management and the teachers have reported they have advised the student community to deposit their food waste into the bio-bins and waste food management was thus effectively carried out in especially those schools where space is a limiting factor. The plastic and e-wastes that are quite difficult to be managed were collected and distributed to agencies that deal with e-waste management. The skill enhancement course on plastic reuse has enabled the student community to make beautiful products out of worn out plastics thus promoting plastic recycling.

4. Problems Encountered and Resources required : Though a major share of people were interested in effective solid waste management, there are some who neglect the aftermath of inefficient management practices. Hence, creating awareness to those people was a challenge. The residents of apartments were confused as to how the compost can be used as they have no space to carry out organic farming. Though the initiative is a just a beginning, it can bring in remarkable changes especially in an urban locality. An educational institution with a large number of students can play a significant role in preventing unethical waste disposal strategies.

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

<https://sheodenisaocollege.ac.in/pages.php?Url=best-practices>

7.3 – Institutional Distinctiveness

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

SHEODENI SAO COLLEGE, KALER was established in year 1963 by a great social worker, business man and education lover Sri Sheo Deni Sao of village Sohsa. Late Sheo Deni Sao generously donated finance and organized local villagers and motivated them for contribution in cash or kind as per their ability, and thus succeed in setting a social movement for the establishment of this centre of higher education in this extreme socially and economically backward area of Kaler block which is situated on Daudnagar - Patna National Highway No. -98, about 88 Km. from Patna and about 75 Km. from Gaya main town. It has got its first affiliation in 1964-65 in Arts faculty only and in 1970 it got affiliation in science faculty upto Intermediate level. The degree standard in Science faculty was started in 1976. This college has been converted into constituent unit of Magadh University, Bodh-Gaya in year 1980. This college has been established with real objective of providing quality higher education to the sons of downtrodden and poor farmers who are mainly of backward SC Categories of this far flung area of Magadh Commissionary. This College aims to educate our students and alumni to reach career success. The vision of the

college is to make every decision to support the career and personal development of our fellow learners and to impart education at international standards rooted in traditional values with a global perspective.

Provide the weblink of the institution

<http://sheodenisaocollege.ac.in/>

8.Future Plans of Actions for Next Academic Year

As discussed with you, I am herewith sending the Action Plan for 2019-20 in r/o SDS College, Keler 1. To introduce of new vocational courses like B.Sc(IT) , B.Sc. (Bio. Technology and B.Lib 2. To send the proposal to Magadh University as well as Education Department , Govt. of Bihar to start the PG Classes in relevant subjects. 3. To establish the IGNOU Centre at our College. 4. To renovate the Laboratories to meet the requirement of Semester System. 5. To promote the Research Activities 6. To increase the basic infrastructure of college premises 7. To initiate and promote activities based learning programs to teach basic concepts to students. 8 To start career counseling unit in the college in order to guide students in choosing his/her career.