Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MAHATMA JYOTIBA FULE MAHAVIDYALAYA, BALLARPUR**
Name of the head of the Institution	**Prof. Jyoti R. Bhute**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0123456789101**
Mobile no.	**9420554221**
Registered Email	**mjf.iqac@gmail.com**
Alternate Email	**mjf.naac@gmail.com**
Address	**Shivaji Ward, Allapalli Road, Tah:Ballarpur, Dist:Chandrapur, (M.S) -442701**
City/Town	**Balalrpur**
State/UT	**Maharashtra**

Pincode	**442701**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Rajat R. Mandal**
Phone no/Alternate Phone no.	**0123457689101**
Mobile no.	**9420554221**
Registered Email	**mjf.iqac@gmail.com**
Alternate Email	**rajatmandal1001@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.mjfballarpur.in/naac

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.mjfballarpur.in/naac

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**0**	**2004**	**03-May-2004**	**02-May-2009**

6. Date of Establishment of IQAC	**11-Jul-2022**

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

FDP for Teaching, ADP for Non-Teaching	05-Sep-2018 1	20

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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
Institution	NA	UGC	2019 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**2**
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)

1. Conduction of VAP 2. Mentoring System 3. Feedback Collection 4. Workshop for Teaching and NonTeaching

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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
1. Conduction of VAP 2. Mentoring System 3. Feedback Collection 4. Workshop for Teaching and NonTeaching	Done

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	15-Apr-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities: 1. Working on SMS gateway to send important notifications/ circulars to different stakeholders of the college. 2. Maintenance and Up gradation of the college website with distinct to MIS. 3. Communication of important information to the general public through a website and conventional notices. 4. Regular exercise of filling up scholarship forms through Govt. Portal. 5. Barcoding system in the college library for better supervision. 6. Library software in the library for better utilization of library resources. 7. University has provided software for exam, enrollment and affiliation related work.

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

Yes, The curriculum delivery is planned and done as per Academic Calendar issued by Gondwana University, Gadchiroli to which college has affiliated. Every year Time Table and Teaching Plan are prepared for every program and curriculum delivery is done accordingly. Daily diary of teachers and student's attendance registers are maintained to know implementation of planning and the

gaps occurred, if any. Principal authenticates these daily diaries and attendance record of the students in order to smoothen curriculum delivery process and timely completion of the syllabi. Apart from these, IQAC also guides and suggests curricular and extra-curricular activities to be conducted as a part of curriculum delivery like guest lectures, group discussions and field visits etc. as per the course suitability and requirement.. Faculty member uses Power Point Presentations/ YouTube Videos to integrate ICT in teaching and learning that helps improve effectiveness of curriculum delivery.

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
NA	NA	01/06/2018	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NA	01/06/2018
BCom	NA	01/06/2018
MA	NA	01/06/2018
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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
BA	NA	01/06/2018
BCom	NA	01/06/2018
MA	NA	01/06/2018

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

	Certificate	Diploma Course
Number of Students	0	0

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
NA	01/06/2018	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NA	118
BCom	NA	76
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Online feedback is collected from following stakeholders on the respectively relevant aspects annually: Students: Curriculum, Teacher evaluation, facilities like library, laboratory, office service, cleanliness, internet facilities, etc on the campus. Teachers: Curriculum, facilities like laboratory, internet facility, library etc. Employers: Curriculum, student quality, skills of students etc. Alumni: Curriculum and Facilities on the campus Parents: Curriculum and Facilities on the campus Analysis and cognizance: Feedback collected from stakeholders is analyzed and suggestions received are conveyed to the concerned authorities for further action and improvement. As well as ATR is available on institutional website.

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
BA	NA	120	118	118
BCom	NA	120	55	55
MA	NA	180	38	38
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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	376	110	10	4	0

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	Numberof smart classrooms	E-resources and techniques used
14	14	5	1	1	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor: Mentee Scheme is actively implemented in the Institute. There is a Mentor for a group of students which is allotted by the Principal at the start of academic year. Mentors meet their mentees as and when required. During this meeting, the mentors interact with their mentees to discuss their issues, needs or support required. At the beginning of the academic session, the class wise names of the mentors are displayed on the college notice board. The mentors are supposed to take care of academic progress and psychological well being of their mentees. They are also entrusted with the task of monitoring the attendance . At the beginning of the academic session, the mentors conduct orientation programs for the mentees, whereby they are acquainted with the institution, its vision and mission, the facilities available and the rules and regulations of the institute and affiliating university.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
486	14	1:35

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
18	14	4	0	0

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
2018	NA	Assistant Professor	NA
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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	NA	NA	15/05/2019	15/06/2019
BCom	NA	NA	15/05/2019	15/06/2019
MA	NA	NA	15/05/2019	15/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

e Institute is affiliated to Gondwana University, Gadchiroli and adheres to the syllabus laid down by the university. We follow guidelines and methods for continuous internal evaluation as prescribed by university. Students are made aware of the evaluation process in the orientation program at the beginning of the semester, an academic calendar with the continuous internal evaluation (CIE) dates displayed on the college notice boards. Out of 100 Marks, 80 Marks are allotted for University theory examination and 20 Marks allotted for

internal evaluation. Broadly internal marks are given based on Assignments, Tests, Attendance and Overall conduct of students.

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

Before commencement of each Academic Year, University gives the pathway regarding date of commencement of each semester, Schedule of Examinations, Term end, End Semester Examination in the form of academic term circular. The Academic Calendar of the institute, based on the university guidelines is then prepared. The calendar outlines the semester class work, internal examination, end semester examination schedule, curricular, co-curricular and extracurricular activities. The Principal assigns the courses/subjects based on faculty choice and area of specialization. Then faculty member prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal. Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

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://www.mjfballarpur.in/naac

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
NA	BA	NA	28	21	75
NA	BCom	NA	51	43	84
NA	BSc	NA	72	72	100
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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://www.mjfballarpur.in/naac

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NA	0	0

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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
IPR	IQAC	05/08/2019

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
NA	NA	NA	01/06/2018	NA

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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
NA	NA	NA	NA	NA	01/06/2018

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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
NA	0

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	Institute	14	2
International	Institute	12	4

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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
Institute	14

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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
NA	NA	NA	2018	0	NA	0

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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
NA	NA	NA	2018	0	0	NA

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	14	14	14

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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
NSS and NCC Activities	NSS and NCC	2	486

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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
NSS and NCC Activities	Recognition Letter	GOs and NGOs	486

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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 activites	Number of students participated in such activites
NSS and NCC	College	NSS and NCC Activities	2	486

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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
Research, faculty exchange, student exchange	486	College	8

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship, on-the- job training, project work, sharing of research facilities	MoU	Industry/ Institute	01/06/2018	31/05/2019	500

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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
Industry/ Institute	01/06/2018	Internship, on- the- job training, project work, sharing of research facilities	500

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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
2	1.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing

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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
Libman	Partially	1	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Others(s	0	0	0	0	0	0

pecify)

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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
NA	NA	NA	01/06/2018

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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	10	5	0	0	0	3	2	50	0
Added	0	0	0	0	0	0	0	0	0
Total	10	5	0	0	0	3	2	50	0

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

50 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
NA	https://www.mjfballarpur.in/naac

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 incurredon maintenance of physical facilites
1	1.2	1	0.8

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)

> The institute has developed a standard methodology for utilization maintenance of all physical, academic support facilities available in the campus. Laboratories: The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute. Utilization of support facilities: The infrastructural and resources utilization of the institute are administered by the Principal. Faculty are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities. Sport / Ground Maintenance A faculty designated as

Director of Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement. House Keeping of classrooms, laboratories and the entire institute campus Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus. IT Facilities Institute has appointed Computer Technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals. Electrical Maintenance All the electrical maintenance of the peripherals, equipments, infrastructure and power related resources available in the institute is carried out by electrician hires from outside as and when required. Garden Institute calls outside gardener to takes care of garden, lawn and the indoor plants placed at various locations in the institute.

https://www.mjfballarpur.in/naac

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	NA	0	0
Financial Support from Other Sources			
a) National	Government	122	122300
b)International	NA	0	0

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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
Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring	01/06/2018	486	Inhouse and Experts

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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 passedin the comp. exam	Number of studentsp placed
2018	Guidance for	486	486	2	48

competitive examinations and career counselling	

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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Recruiters	48	0	Nill	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	23	BA and B.Com	Arts and Commerce	Other PG Colleges	Ma and M.Com

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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
Any Other	2

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

Activity	Level	Number of Participants
Annual sports and Cultural Day	Colleeg	486

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nill	Nill	Nill	NA

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

As per the directions of the Director, Students' Welfare, Gondwana University, Gadchiroli Institute Student's Council is formed. The Student Council consists of following members:- • General Secretary • Cultural Secretary • Sports Secretary • Ladies Representative • Reserved Category Representatives • Class Representatives • Faculty nominated by the Principal The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year . Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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 :

Yes

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)

Two practices of decentralization and participative management during the last year are as follows. The College has constituted College Development Committee and Internal Quality Assurance Cell College Development Committee (CDC): College Development Committee constituted by law is also a good mechanism of decentralization and participative management. This is apex committee at college level having representatives from various fields and sector. This comprises representation of management nominee, teachers, society, industry, research, student, alumni, parent and IQAC etc. This committee as an apex body for the approval IQAC: The Internal Quality Assurance Cell was established before NAAC 1st cycle, We have restructured IQAC recently as per NAAC New norms. All committees formed have Committees have decision making authority about matters coming under their scope.

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

Yes

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	Here the worthy and important to

	mention that the institution is affiliated to Gondwana University. The syllabus of every subject to be taught in all affiliated colleges is designed, formed and developed by the board of studies of each subject formed at university level and the same syllabi are executive and followed in every college.
Teaching and Learning	For the quality improvement in teaching and learning and for effective implementation in the institute, the institution has adopted the following strategy during the current academic session. With the initiation of academic session the principal make allotments of work lead in proportion to students strength for each subject taking in to consideration the faculty available for each subject which insure the quality of teaching and learning. Each department prepare teaching plan. Lectures and tutorials are conducted as per the workload allotted. For quality improvement group discussion, question-answer method, seminars are conducted in class by every subject faculty. To make teaching and learning process more interesting and effective faculty availed facility of ICT and other teaching aids.
Examination and Evaluation	The following activities related to examination are implemented as per University norms 1. Online enrolment of the students. 2. Online submission of examination forms 3. Online insurance of hall tickets. 4. Online receiving of University question papers. 5. Online submission of daily examination records 6. Online declaration of result 7. The college follows semester system 8. The College Examination Committee arranges the tests for internal assessment and the terminal examination. The college conducts University winter and summer semester examination systematically as per the University directions. The University appoints chief supervision and internal examiner (c-officer) for this purpose. Faculties of the college are involved in the process of paper setting, evaluation of answer sheets and moderation of university paper and invigilation of papers. The college conducts terminal examination at the end of syllabus based on University pattern question paper set to against

	the students about the University examination.
Research and Development	taff members are motivated to submit their research proposal to different funding agencies. 1. Faculties of the college published their papers in the reputed journals, peer reviewed journals, e-journals 2. Faculty and students are encouraged to participate in seminar and workshop. 3. Staff members are motivated to submit their research proposals to different funding agencies. 4. Faculty Development programs were organized and faculty members encouraged to participate outside also.
Library, ICT and Physical Infrastructure / Instrumentation	As a library, ICT and physical infrastructure are very much needed for quality teaching and learning, the institution always needed the quality all these things. Strategic measures are undertaken by the college for maintaining facilities. Library is well equipped having separate arrangement for students and teachers. The library has books for competitive examinations and these books are issued for reading purpose to the students preparing for various competitive and other examinations.
Human Resource Management	College Development Committee (CDC) Internal Quality Assurance Cell (IQAC) College Staff Council. Student Council. Academic Financial Committees.
Industry Interaction / Collaboration	Institute has collaborated with few industries and other educational institutes by signing MOUs.
Admission of Students	Admissions are in accordance with the sanction in take capacity Government rules and parent university rules are followed while admitting the students. Admission process is transparent and computerized.

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

E-governace area	Details
Planning and Development	Yes
Administration	Yes
Finance and Accounts	Yes
Student Admission and Support	Yes
Examination	Yes

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
2018	14	conference/ workshop	NA	7000

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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)
2018	FDP	ADP	05/09/2018	05/09/2018	14	6

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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 Programme, Refresher Course, Short Term Course, Faculty Development Programmes	14	01/06/2018	31/05/2019	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Loan Assistance, Medical Insurance, Duty Leaves, Health Insurance Policy	PF, Loan Assistance, Medical Insurance, Duty Leaves, Health Insurance Policy	Government Scholarship, Institutional scholarship, student Insurance, Book bank scheme

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. Internal Audit Mechanism: Responsibility of internal audit is entrusted to Accountant of the college office. The rules of general finance and audit are observed while maintaining accounts. External Audit: The accounting documents of the institution are regularly audited by the qualified chartered accountant. The top management representative audits and gives necessary instruction as and when required.

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
NA	0	NA

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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	Yes	University	Yes	IQAC
Administrative	Yes	University	Yes	IQAC

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

1. Parent teacher meet is held to discuss and interact with parents. 2. Parents provided with valuable suggestion for development of the institution. 3.Participate and support college activities like sports College day functions and cultural activities

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

1. Computer skills development program was organized. 2. Communication and aptitude skill development program also conducted. 3. Encouraging to Increase their qualification 4. Regular ICTrelated training in office administration

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

The following measures have been taken to comply with the suggestions made by the peer team in the previous accreditation •Restructured stakeholder feedback mechanism as per need of NAAC new format. • Feedback mechanism from students, academic peers, administration and other stakeholders may be formalized. 2. Contribution in Research, Publication, and ethical practices in the academic year • The recommendation of the research committee of the college have been implemented, as a result publications are increased in post accreditation period in UGC listed Journals/Edited Books and conferences. • Number of staff participating in seminars / conferences / symphonies at State / National /International level has enhanced during post accreditation period. • More Linkages with industrial units and institutes in the neighbourhood available for visits and study are continued to the existing number. 3. Initiating steps for Energy conservation and green practices. As part of green initiatives following measures are taken: • LED lights have been installed in places where energy consumption is high. • We conserve as much energy as we can by switching

off lights and fans when not in use, reusing papers like using two sides of paper for printing, using waste paper for rough work

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	Yes
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
2018	Quality Initiatives	01/06/2018	01/06/2018	31/05/2019	500
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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
Self Defence	08/03/2019	08/03/2019	100	100

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
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Rest Rooms	Yes	0
Any other similar facility	Yes	0

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
2018	Nill	Nill	01/06/2018	Nill	NA	NA	Nill
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders		
Title	Date of publication	Follow up(max 100 words)
HR Manual	01/06/2018	Yes

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	500
Republic Day	26/01/2019	26/01/2019	500
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Green audit 2. Tobacco free campus 3. Plastic free campus 4. Create campus garden 5. Be smart about transportation 6. Go digital 7. Paper less work 8. Disposable of waste properly 9. Switch off all appliances when not in used. 10. Reusable of Tupper wear and PET water bottle 11. Used old or unused material for other purposes

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. NSS and NCC Activities 2. Scholarship Schemes of government and its implemenatation

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

https://www.mjfballarpur.in/naac

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

Graduating first-generation learners.

Provide the weblink of the institution

https://www.mjfballarpur.in/naac

8.Future Plans of Actions for Next Academic Year

1. To encourage teachers to publish papers in UGC approved journals and journals with impact factor for academic improvement and academic visibility of the college. 2. To introduce more Some short-term and vocational courses as per need of the local region. 3. To conduct programs for teaching, non-teaching staff and students for imbibing quality culture in the college.