



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

J. K. S. COLLEGE, MANGO, JAMSHEDPUR

JAWAHARNAGAR, MANGO, JSR
831020

www.jkscollegejamshedpur.com

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

In the 1970s the higher education system of Jamshedpur had just started taking a new shape. It was at that time that the intellectuals of the city realized that the western interior region provided no scope for the youth to pursue higher studies. The establishment of this college in the western slum area made a new direction in the field of education.

Dr. B. Prasad, a renowned educationist and social activist, Ex-Head & Dean of Commerce dept. Ranchi University was the torchbearer in the field of education among the downtrodden, founded this Institution and brought with him, Dr. K. Ganesh an Educationist, political science, Jamshedpur Workers' College, Prof G.C. Prasad, Head Commerce Dept. Workers' College and Dr. A.P. Singh, an active educationist, crowned the post of the Principal of this Institution.

J.K.S. college was established in the year 1979 under the local management committee known as Jain Kalyan Samiti with a mission to impart higher and value-based education among the students of the locality mostly from Tribal and minority communities and the weaker sections of the society. The motive of establishing this college was to provide quality education to the backward and minority Muslim society. The College which covers some villages, slum areas adjacent to the city is situated in the front of these areas, has a good communication mainly to the girl students. The Governing Body 'Jain Kalyan Samiti' has established a complete structure of education from primary level up to Degree level in separate Building of the Campus. The Degree college gained its permanent affiliation of Commerce stream from Ranchi University in the year 2007 and Arts stream (History, Political science, and Economics Hons & General) from Kolhan University in the year 2012. The College has been consistently maintaining high academic standards and good social responsibilities and harmonies.

Presently under the Kolhan University, J.K.S. College constantly endeavours to impart value-based education to students in various courses in the arts and commerce stream achieving good results year after year.

Vision

Imparting value-based high-quality education to create a strong character, responsible citizen capable of being a cosmopolitan outlook.

Mission

The Institution passionately strives to provide excellence in education to the students of all classes especially to those weaker sections without any caste or religion by inculcating in them a sense of harmony, patriotism, creativity, entrepreneurship, future leadership and value system to prepare them for future challenges in life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- High enrolment
- Multi-section students-SC; ST; OBC; GEN and MC.
- A good library with a good number of textbooks reference books, Notes books, Magazines.
- The cordial relationship between students and teachers.
- Strong faculty
- Strong and Active NSS Unit
- Ragging free Zone
- Good communication
- Student Centric Teaching-Learning process
- The inspiring and able guidance and support of the principal is an immense help in building the team spirit among staff and students.
- Smart Classroom
- Internet and Wi-fi facilities on the campus
- Good communication system

Institutional Weakness

- The college needs to conduct more seminars and conferences.
- More Research projects in each Department is needed.
- Lack of vocational and skill-based courses creates a void in the placement area.

Institutional Opportunity

Given proper help and support the college has the potential to improve its complete education system to match and compete with the best institutions of the state.

The college has gifted the town with many successful citizens, sportspersons, politicians, and entrepreneurs.

Institutional Challenge

- Absolute dependence on the self-financing in all infrastructural matters poses a major challenge to the growth of the college.
- The library and teaching-learning process needs proper attention to upgrade with modern technology.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

J.K.S. College is affiliated to Kolhan University, Chaibasa and it follows the curriculum prescribed by the University. The college follows different steps to ensure effective curriculum through a well-planned process which are as follows: -

The annual Academic Calendar: the IQAC prepares the annual academic calendar according to the University Calendar before the commencement of the academic year, specifying available dates for important activities to ensure proper teaching-learning process and continuous evaluation.

Departmental meeting: the members of each department hold meetings at the end of each academic year to evaluate the progress of the past year and to plan the distribution of the course for the coming session. The head of the department allots the syllabus to the various members keeping in mind their specified expertise in the area.

Syllabus distribution among students: the students are supplied with the syllabus by the university.

Time table preparation; the time table is prepared before the commencement of the classes and the classes both theory and practical follow the time table. The time table is also displayed on the staff and students' notice boards and college websites.

The teaching consists not only of the 'talk and chalk 'or lecture and structure 'method but also incorporates ICT, EXPERIMENTAL LEARNING, PARTICIPATIVE LEARNING, AND PROBLEM-SOLVING METHOD to make teaching-learning a more effective and interesting process.

College Library: the library provides the faculty with the necessary resources or effective teaching. We are equipped with several books, magazines, and reference books. Each department also has a departmental library to facilitate the students.

Internal Examinations: The University has very clear rules regarding the CBCS examination system and the college adheres to the university norms and follows the CBCS system completely.

Teaching-learning and Evaluation

The Principal accompanied by the HODs and all faculty of the college conducts an induction meeting at the beginning of every new session where the students are introduced to each teacher giving details of their name, subject, and specific expertise. The students are advised to approach any of the faculty members for any kind of confusion regarding academic and subject-oriented needs. This kind of motivation creates a free learning atmosphere, especially for newcomers. Since most of the students belong to interior areas, the college believes that a cordial relationship between students and teachers is imperative to the learning process as no proper learning can take place in an atmosphere of fear and doubt.

Being a teacher of commerce, our Principal believes that commerce is immensely important to create leadership and entrepreneurship in our society. He, therefore, visits the classes often along with the other teachers of commerce for interaction. This helps students to become more active and interactive in their classrooms.

This college also conducts remedial classes for slow learners and the needy. They are provided with books and notes designed by the faculty and encourages 'Peer group teaching'.

Seminars: seminars are conducted in the college from time to time.

The topic is selected in consultation with the students.

The aim of the seminar is not to judge them but to give them a chance to speak, to express his self-ideas regarding the given topic, making them worthy of facing the world outside.

The seminars are conducted by the students and the speakers are also students. The teachers are mere the audience.

They are judged by the faculty and awarded certificates of merit and participation.

Research, Innovations and Extension

The College has a satisfactory research culture. Some teachers are research guides. The college also organizes Conferences and Seminars.

2. The college is known for extension activities within the campus outside. So far, the college has adopted two villages in the neighborhood through its NSS Units.

3. The project works, surveys, field visits, and study tours for the students are organized. The College organizes guest lectures, seminars, and workshops and invites eminent personalities as resource persons.

4. Though the College does not generate a big resource about consultancy, our teachers and students are doing consultancy services to the society and adjoining areas.

Infrastructure and Learning Resources

The College has a beautiful campus area of 1784 sq.mtr. The campus has Class Rooms, out of which one is Smart Class Room and a well-equipped computer lab, library and reading room, and fully equipped Multipurpose Hall.

The college has spacious parking space, fresh and cold drinking water facilities, an eco-friendly generator set of 120KV for power stand by the power supply, and heavy powered Inverter for the computers and other equipment.

The College gets financial aid from the HRD and it helps to go for the up-gradation of Books, lab equipment, sports items, computers, water purifiers, photocopies, printers, LCD projectors with automatic screens, and steel almirah are procured recently from this fund.

Student Support and Progression

The College organizes collective induction programme for all newly admitted students.

The College provides outdoor game facilities through two separate Common Rooms for Boys and Girls.

The College is proud of its Co-curricular, Extra Curricular and Extension Activities. The literary and cultural wing of the College is quite active in organizing a plethora of Co-curricular activities every year. The Drama Team is very active and it has in its credit several prizes at different national level competitions.

The college has a Discipline Committee, Anti Ragging Cell, Grievance Redressal Cell, and Women's cell.

The College has created the Employability Enhancement Unit consisting of Career Planning and Guidance Cell and Placement Cell.

Help Desk has been established to provide information to visitors and guardians.

Governance, Leadership and Management

The college has different Cells/Committees/Forums/College Bodies/Platforms to address academic, administrative, financial, and student support requirements.

It is a major role player in planning, implementation, and execution of multifarious developmental activities.

Teachers are motivated to pursue research and attend faculty development programmes, workshops, seminars, and conferences.

Students are availing of the benefits of government schemes and scholarships. Economically deprived students are provided financial help.

Institutional Values and Best Practices

We are extremely appreciative of the energy, enthusiasm, involvement, and creativity of a very huge team of students who are our real strength. They undertake almost all the co-curricular, extracurricular, and extension activities on their shoulders. They contribute to academic and administrative activities to perform commendable teacher-student relationship.

Complete transparency is maintained in academics and administration. Things are done based on shared responsibilities. Regular meetings of different bodies are held to address the issues. Our multifarious efforts in teaching-learning, administration, evaluation, student support, and institutional social responsibility, optimum utilization of resources, quality sustenance, and improvement have started giving dividends.

There are a plethora of best practices that are undertaken with the idea of injecting quality and vibrancy on the campus. Academic and Curricular activities like Seminars, Workshops, Assessment, Guest Lectures, etc. Literary and Cultural Activities, Sports Activities, Placement, Community, and Society based activities, Poor Boys Fund are all directed towards serving the stakeholders and the nation. We are trying to provide several platforms to our students so that their talent and their capability come out to the fore. We are making all our efforts to develop our students into multidimensional personalities to face the various challenges of life in the future. Our efforts are always targeted towards making the nation strong by injecting humanitarian nature, cosmopolitan outlook, brotherly feeling, tolerance, and harmony into the minds of the tenders. With the joint venture of the various groups of the society, we have the potential to achieve the target.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	J. K. S. COLLEGE, MANGO, JAMSHEDPUR
Address	JAWAHARNAGAR, MANGO, JSR
City	JAMSHEDPUR
State	Jharkhand
Pin	831020
Website	www.jkscollegejamshedpur.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	ARVIND PRASAD SINGH	0657-2360905	9431764737	-	jkscollegejamshedpur@gmail.com
IQAC / CIQA coordinator	MOHIT KUMAR	0657-2956049	9431568680	-	jkscollegejsr@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1979

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Jharkhand	Kolhan University	View Document
Jharkhand	Ranchi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-10-2009	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	JAWAHARNAGAR, MANGO, JSR	Urban	10	1784

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Bcom Hons	36	Intermediate	English,Hindi	200	171
UG	BCom,Bcom Prog	36	Intermediate	English,Hindi	75	52
UG	BA,Ba History Hons	36	Intermediate	English,Hindi	75	74
UG	BA,Ba Pol Sc Hons	36	Intermediate	English,Hindi	100	97
UG	BA,Ba Economics Hons	36	Intermediate	English,Hindi	20	14
UG	BA,Ba Prog	36	Intermediate	English,Hindi	100	93
UG	BA,Ba Hindi Hons	36	Intermediate	Hindi	25	22
UG	BA,Ba Psychology Hons	36	Intermediate	English,Hindi	40	34
UG	BA,Ba English Hons	36	Intermediate	English	80	75
UG	BA,Ba Sociology Hons	36	Intermediate	English,Hindi	10	8
UG	BA,Ba Urdu Hons	36	Intermediate	Urdu	30	29

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				5			
Recruited	0	0	0	0	0	0	0	0	3	0	0	3
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				24			
Recruited	0	0	0	0	0	0	0	0	5	5	0	10
Yet to Recruit	0				0				14			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	6	0	0	6
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	0	1	0	1
Yet to Recruit				5

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	5	0	10

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	345	29	0
	Female	293	17	0	0	310
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	27	26	27	30
	Female	19	44	18	22
	Others	0	0	0	0
ST	Male	26	27	33	49
	Female	20	50	35	40
	Others	0	0	0	0
OBC	Male	214	164	66	254
	Female	178	260	51	134
	Others	0	0	0	0
General	Male	109	164	251	123
	Female	91	176	144	51
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		684	911	625	703

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
187	187	216	216	216
File Description			Document	
Institutional data in prescribed format			View Document	

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	11	11	11

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
919	837	672	791	601
File Description			Document	
Institutional data in prescribed format			View Document	

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
536	493	400	531	414
File Description			Document	
Institutional data in prescribed format			View Document	

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
476	432	307	233	230
File Description		Document		
Institutional data in prescribed format		View Document		

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	4	4	4
File Description		Document		
Institutional data in prescribed format		View Document		

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	5
File Description		Document		
Institutional data in prescribed format		View Document		

3.4 Institution

Total number of classrooms and seminar halls

Response: 15

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
40.63	27.83	22.59	13.97	11.73

Number of Computers

Response: 15

Total number of computers in the campus for academic purpose

Response: 10

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college follows the syllabus developed and implemented by the parent university. Recently the university has adopted CBCS and implemented it from the academic session 2017-18. Students enrolled during earlier academic sessions are in the annual mode. The college, in adherence to syllabus guidelines of the parent university, ensures an effective delivery and timely completion of the curriculum in a much planned manner. The departments have been asked to upload their syllabus on the college website. The curriculum has been distributed among teachers concerned by their respective heads. A printed copy of the distributed portions is given to the faculty members before the commencement of each session/semester. The same is also uploaded on the college website. The teachers have also been asked to prepare a teaching plan before the commencement of classes. During the session/semester the HODs constantly ensures that the teachers are religiously adhering to the curriculum distribution and planning. The teachers are also expected to mention the topic they have covered in the daily report which they got signed on daily basis by the respective faculty in charges. Further, after each session/semester, the faculty members are asked to submit a gist of lectures that they have delivered in a respective class. The same has been uploaded on the college website. A convenient and viable time-table is prepared before the commencement of every academic session. The time-table is given to the students at the time of induction meeting and uploaded on the college website too. Innovative teaching methods and the use of ICT are given due consideration for effective implementation. Students are encouraged to use library resources and the e-resources of the college. Subject related reference books and e-materials are intimated to the students. Students have been given home assignments and are encouraged to prepare their study materials which may get checked by the teachers concerned. Attempts have been made to make classroom teaching interactive. Seminars and guest lectures, special classes also prove helpful for better and timely implementation of the curriculum. Internal exams/extra classes also prove helpful for better and timely implementation of the curriculum. Internal exams/class tests are also organized to assess the students about their curriculum development. Surveys and field visits are undertaken if there is a requirement in the curriculum. Students are also encouraged for group studies and collaborative periodical departmental reviews are ensured to gauge the quantum of syllabus covered by Academic and Activity Calendar.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college is affiliated to Kolhan University and it follows the University guidelines on academic matters such as the syllabus, courses, CIE, etc. The University follows two levels of evaluation, internal and external, as part of its structure and method of evaluation.

Programme	Internal Assessment	Marks	External exami	
B.Com	The College Level	30	University	Level
B. A	The college Level	30	University	Level

The College assesses the students 'academic performance for 30 marks of which 5 marks are allotted for attendance and the remaining 25 marks for the subject knowledge. The College has introduced more than one mode of evaluation as part of CIE. Besides the 'Mid- Semester Examinations, the College calls up and assigns 'Minor Project', Power-Point Presentations (PPTs) of the findings of the Projects in the class, Surprise tests, unit tests, etc. to raise the standard of the students.

The College, in general, adheres to the academic calendar. The changes, if any, are made only in unforeseen circumstances that are beyond its control. The management, while preparing the academic calendar, receives inputs for faculty to have a common understanding and smooth functioning of the academic activities. The College from 2017 follows a semester-wise calendar for the semester students, while the yearly academic schedule for the annual students.

The college, well ahead of time, announces as part of the academic calendar the last date of submission of the project and the internal assessment date. The dates are finalized in consultation with the faculty. The dates along with the external examiner are finalized by the University and the College executes the order. In the evaluation of CIE, the college adopts methods that are traditional as well as modern to reinforce students learning and development. Well ahead of time, the College announces the examination dates. The Controller of examination appoints different faculty as invigilators for the smooth functioning of the examination. Each faculty decides the duration, date, time, etc. for the remaining modes of internal evaluation. The College is serious concerning all the matters related to teaching-learning, evaluation, transparency, and timelines.

For all these purposes the college follows its Academic and Activity calendar strictly and departments are told to complete the syllabus and the curriculum well in time. However, a lot depends upon the dates and schedules fixed by the university. The University too releases its academic and activity calendar and the officials of the university and all the affiliates of the university adhere to the schedules and time-frames of the University.

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 last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 11

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

Being an affiliated college, we have to implement and follow the syllabus prescribed by the parent university. The cross-cutting issues mentioned here i.e. gender; environment and sustainability human values and professional ethics are well integrated into the prescribed curriculum. The syllabus of Hons, Core Courses, Subsidiary, Generic Elective course addresses these issues. Even the syllabus of AECC (Ability Enhancement Compulsory Courses) and SEC (Skill Enhancement Courses) also contain these issues. In Semester second of BA/B. Com the university has introduced EVS as a compulsory subject while in Semester fourth of BA/ B. Com the University has introduced personality Development as a compulsory subject. All these courses include topics related to gender sensitization environmental issues, human values, and professional ethics. The college, in its part, also tries to inculcate awareness about the issues related to gender, environment, sustainability, human values, and professional ethics either through the academic departments or through different student platforms that look after co-curricular, extra-curricular and extension activities. The teachers try to involve these issues as per the situations created while teaching in the classroom. The academic departments address these issues through seminars, discussions, guest lectures, educational tours, field visits, and different departmental events. Different student forums like NSS for literary and cultural activities, development club and Women's Cell, etc. also address these issues in their events and functions. The NSS unit of the college is working a lot in the field of environmental awareness and different drives. It also celebrates the Environment day championing the cause of the environment outside the college campus. The Women's Cell is observing Women's Day and organizing several gender sensitizations drives involving the students belonging to both the gender. The following events and programs are undertaken to address these issues: Plantation Drives, Environment Day, Blood Donation, Literacy Campaigns, Social Awareness Campaigns, Gender Awareness, Health Campus, International Women's Day, Cleanliness Drives, Earth Day, Ozone Day, and Teachers 'Day.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 0

1.3.3.1 Number of students undertaking project work/field work / internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: D. Any 1 of the above

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 80.47

2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
919	837	672	791	601

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1070	985	800	1060	825

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 85.79

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
571	230	529	685	60

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The Head of departments as well as other faculty members is told to keep an eye over the students regarding their attendance and participation in classrooms during the first month after the commencement of an academic session. They are also asked to track the advance as well as slow learners. A special provision has been made in the time table for tutorial classes in which teachers have to address the academic problems and doubts of the students at the individual level. Students are also encouraged to consult their teachers during leisure hours in case of any academic query or guidelines. Under special circumstances, the college also arranges remedial classes for slow learners. The internal assessment/mid-semester tests also help to identity advance and slow learners. Departmental heads and faculty members are instructed to motivate and help their learners accordingly. Slow learners are motivated to cope with their weaknesses. They are encouraged to consult the teachers and their batch-mates for suggestions and help. They are encouraged to use the library resources which will overcome their shortcomings. Irregular students and poor performers are identified and efforts are made to identify their problems. Sometimes the parents, family responsibilities, part-time jobs, orphanhood, and sense of diffidence are major reasons or poor performance as well as drop out. Such students are motivated to take care of their students. Awareness of job avenues, encouragement to married girl students, financial help to unprivileged and underprivileged students are the efforts taken to address the need for slow learners. Teachers are directed to help such learners during their leisure hours and the advanced learners are advised to help them cope with their academic lacuna. Advanced learners are motivated and felicitated to continue their good performance. Necessary counselling, additional books, and study materials are provided to them. They are encouraged to involve in the academic discourse. They are also encouraged to participate in different academic, literary, and cultural activities within the campus and outside. They are also encouraged by giving different responsibilities at the interest.

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

Response: 306.33

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

Response:

The college through its faculty members tries is level best to encourage experiential and participative learning. Though the majority of the courses running in the college are formal one still the college tries to encourage experiential learning among its students. Almost every department organizes student seminars and PowerPoint presentation sessions on the topics contained in the curriculum. Internships, field studies, and surveys by some departments are undertaken that gives a chance to students for experiential learning. Educational tours also prove helpful in this regard project works. Hands-on training and on the job training

to the students of vocational courses are also provided. Home assignments, note-making exercises, internal exams, and class tests are also helpful in this regard. Students are encouraged to write papers for seminars and conferences and to participate in workshops. Apart from this experiential and participative learning opportunities are also ensured by giving the students opportunities to organize various functions and events of the college. The in-house functions and programs of respective departments are undertaken by the students and the organizational and leadership skills of students are also put to test by giving them opportunities to organize different Co-curricular, extra-curricular, and extension activities of the college. This certainly allows the students for experiential and participative learning. The plethora of literary and cultural activities also gives the students an opportunity for participative learning. The college encourages student-centric and collaborative teaching-learning processes and encourages the students to dream, explore, and discover. The faculty members take the utmost care in solving the academic problems of the students. Teachers help students in defining the problem, determining its course, and generating ideas to reach a proper solution. Rapid problem-solving strategies are adopted to sort out the doubts and academic problems of the students inside the classroom itself. Tutorial Classes, marked in the class routine, are also helpful in this regard. Students are encouraged to consult the teachers inside and outside the classroom about their problems related to the curriculum. Students are encouraged to solve the old question paper to make them aware about the examination pattern and examination management.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The College follows the prescribed syllabus of Kolhan University and along with strict adherence to the prescribed curriculum the teachers have been asked to take up the teaching-learning process creatively and innovatively. The faculty members are using creative teaching methods not only to grab the attention of the students but also to make the process impressive and effective. The traditional pedagogy is not taken as outdated and has been used voraciously as it is the long-tested method of teaching. However, the new and innovative methods of teaching and learning are taken up to supplement and strengthen the basic teaching and learning process. Visual exercises, recorded lectures, videos, online presentations, web pages, ppts, etc. have been used by the faculty members in a very satisfactory manner. Teachers work with traditional chalk and talk method to the use of ICT and different tools in their classroom teaching. Often, they adopt the contrastive methodology to impact their teaching. Guest lectures, film shows, and interactive sessions also play a major role in the teaching-learning process. The online and offline virtual library facilities play an influential role in the development of the teaching-learning process. The audio-visual tools are used by the faculty members. Teachers try to link their teaching with real-world experiences. Brain Storming, role play, the introduction of new ideas, teamwork, etc. are also adopted by the faculty members to make the teaching-learning process effective. Most of the departments are organizing film shows related to the curriculum. The college is continuously organizing seminars and conferences in which advanced learners are encouraged to participate and to present their papers. A few departments have their study groups on social media and providing academic help to the students. The teachers and students are provided with free Wi-Fi facilities to enhance the horizon of current innovations in education. Skill development programs including language skills are organized to supplement the mainstream teaching and learning process. Interactive sessions, Project works, GDs, guest lectures, field visits, and study tours are organized to address the academic need of the students.

2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**Response:** 76.58**2.3.3.1 Number of mentors**

Response: 12

File Description	Document
Mentor/mentee ratio	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 76

File Description	Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 90**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	4	3	3

File Description	Document
Institutional data in prescribed format	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 31.67**2.4.3.1 Total experience of full-time teachers**

Response: 95	
File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

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

Response:

The mechanism of internal assessment is transparent and robust. The students and parents are informed and continuously updated about it. The dates of mid-semester tests are notified well in adherence. The dates of class tests are decided in consultation with the students. Topics and areas to be covered in the tests are announced among the students. The evaluated sheets are given back to students. The topics for quizzes, posters, assignments, and seminars are announced and allotted to the students well in time and in adherence to the norms. The marks of internal assessments are uploaded on the college MIS which can be accessed by the students. The college has already linked its MIS with the website and parents may also see the performance of their wards about Internal Assessment. A few departments have started the practice of uploading the marks of internal assessment on the college website. Marks are duly displayed on the notice boards. The process of evaluation and marking for the internal assessments is impartial and transparent. No genuine students are made to feel let down in the process of evaluation and award of marks in internal exams. Marks are awarded to the genuine students based on their performances. The departments always pay heed to the performance, active participation, attendance, and other activities of the students. Irregular and non-sincere students are not encouraged in any case. The teachers organize class tests and give assignments to these students also. For the award of practical marks also complete impartiality and transparency are practiced. In case of any discrepancy about evaluation and award of marks for internal assessment, the students feel free to contact the teacher concerned or the Head of the respective departments. In case the grievance persists on part of the students concerning their internal assessment the Examination Cell and the Grievance Redressal Cell of the college take note of the situation and try to resolve the issue to the satisfaction of the student. The students are advised to collect copies examined by the teacher concerned and look at the underlined marks to rectify their language.

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

Response:

The concept of CIE was introduced along with the recently implemented CBCS. The CBCS was implemented recently i.e. 2017-18 hence the CIE is also in a state of infancy. Before CBCS the annual mode was in practice. In the annual system, the College organizes class tests and assignments for these students. In connection to CIE, the teachers have instructed to practice a student-centric and encouraging approach concerning CIE. The grievances of the students are taken care of by the teachers concerned. Students feel free to contact their teachers concerned for the redressal of their grievances concerning CIE. The academic departments take the utmost care of a grievance raised by any students. The timely and

effective measure is taken in this regard up to the satisfaction of the stakeholders. As far as grievances related to the End Semester/Annual Exam is concerned the college adopts the procedure prescribed by the parent university. Applications and Complaints in this regard are time and effectively forwarded by the Examination Cell of the college to the controller of Examinations of the parent university. The Examination Cell of the college also takes the utmost care of informing and guiding the students concerning examination rules and regulations of the parent university. In case of any examination related grievances of a student the Grievance Redressal Cell and the Examination, Cell takes up a judicious and helpful approach in solving the problem. If the grievance is related to the annual/ end-semester exam the matter is taken up with the parent University for its Solution. The clerical staffs of the Examination Cell of the college is asked to take up the case and work for its quick and justified solution. The university provides the facilities of re-totaling and re-checking of the answer books. The officials and staffs of the Examination Section of the university headquarter for the redressal of grievance related to exam, these officials and staff helps them resolve the issue.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The College which is affiliated to Kolhan University follows the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) defined by the University. The College while keeping in mind the Pos and PSOs prepares Course Outcomes (Cos) and communicates them to students as part of the course introduction either through hand-outs or through PPT and in some cases through both at the beginning of each course. The College also displays the Cos on the website. Since the Cos are many and cannot be described in limited words.

The Course outcomes for the various courses run by the college are uploaded on the college website for easy accessibility by teachers and students. Apart from this, the General Induction Meeting held y the College at the beginning of every session to introduce the fresh batch of students to the college's structure, culture and ethos also involve the making of a statement concerning the programme outcomes of the various courses. At the departmental level, programme specific outcomes and course outcomes are communicated to the students and teachers in the Departmental Induction Meeting. Teachers of the various departments are also engaged in re-evaluating and re-assessing the stated outcomes and departmental meetings concerning this are held at the start and end of each session to ensure that the outcomes set for the various courses are concrete, practical, viable and utilitarian in the present-day scenario. Changes, if suggested by teachers are deliberated upon and incorporated with administrative content.

Similarly, the following are the expected course outcomes of B. Com. To help students to acquire conceptual knowledge of financial accounting, to impart basic knowledge of business laws, principles of microeconomic theory and concepts, conceptual knowledge of corporate accounting, the provisions of the Companies Acts, of the fundamentals of environmental science, business and the environment, macroeconomics, principles, and techniques of auditing, application of principles and provisions of Income Tax, to grasp the major economic problems in India and their solutions, management accounting, statistical tools to summarize and analyse quantitative information for decision making, information technology tools

for business operation, development of personality to set up a new business.

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

Response:

The programme outcome, Programme Specific, and Course Outcomes of the various courses run by the College are regularly evaluated by the institution on three levels. On the level of the department wherein teachers assess how far their outcomes have been accomplished, or the level of the students who assess their accomplishment of course outcomes in terms of knowledge gained and on the college level where the IQAC evaluates the accomplishment of each department based on student performance. On the departmental level, attainment of course outcomes is evaluated quarterly through departmental meetings in which portions of the syllabus taught by the individual teachers are presented along with the marks and reports of tests given and viva-voce conducted on the topics taught. Apart from this, the college has a mechanism of the submission of a weekly report by teachers through which the department can keep a track of syllabus coverage and outcomes initiated. On the level of the students, the department, under the guidance of the IQAC maintains a mechanism of student feedback whereby performance is circulated at the end of each semester to measure student satisfaction with classroom teaching and their evaluation of outcomes attained. On the College level, the IQAC monitors the attainment of course outcomes of each department by comparatively evaluating the departmental report on attainment of an outcome, student's feedback on the same, and the performance of the students of the department in the bi-annual semester examinations. The College assesses programme outcomes by analyzing the expected programme outcomes and the actual results. Brand name, critical thinking general knowledge, quality of the students and their performance in higher education institutions r industries, interdisciplinary ore courses, performance on achievement tests, explicit self-reflection on what students have learned related to institutional programs such service-learning(e.g., asking students to name the three most important things they have learned in a programme). We assess also the information e get from parents, visitors from other institutions, and organizations. The feedback that the College receives from the students, new enrolment strength, alumni surveys, public perception, also indicates programme outcomes. By and large, the College has a very good standing in the city, among the educationalists of the city, parents, and the University officials.

2.6.3 Average pass percentage of Students during last five years

Response: 84.22

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
386	375	267	203	182

2.6.3.2 Total number of final year students who appeared for the university examination year-wise

during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
476	432	307	233	230

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	9	9	9

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 2.63**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	2	3	3

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The College has made its noteworthy contribution to the society and environment by participating and promoting the College-Neighborhood-Community network. Major emphasis is given on student engagement, service orientation, and holistic development. The activities that the college carried out are as follows:

The College organizes every year Independence Day, Republic Day, Women's Day, College Annual Day, Vivekananda Day, ' etc.

The College celebrated ' Yoga Day 'on 21/6/2020/. 'World Aids Day' on 1/12/2020, 'National Yuba Day' on 12/1/2020, Blood Donation Campaign' on 30.03.2017,

Tree Plantation, Water, and Tree Conservation Programme are organized every year.

The College students under the leadership of NSS volunteers participated in the rallies on various social issues on the 'World Population Day' (11.7.2019) and 'Save Water Programme' (10.07.2018) in the city.

JKS College organized Blood Donation Camps every year

The Red Ribbon Club of JKS organized an awareness camp, Jhanda Divas, etc. to distributed sanitary napkins to the women of nearby locality on 24.11.17.

The College had arranged an 'Eye Check-Up Camp' on 08.08.2019 in collaboration with Jamshedpur Eye Hospital. More than a hundred people benefitted from this service.

The College also organizes Swachha Bharat Abhiyan, Literacy Camp, NSS Camp, etc.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0**3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.3.3 Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.****Response: 40****3.3.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
10	6	7	8	9

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****Response: 80.44****3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
665	505	515	670	650

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the last five years

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - 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.

Response:

The Institute has adequate facilities for teaching-learning. The College ensures adequate availability and optimal utilization of physical infrastructure before the commencement of each academic year, the College management undertakes a need-assessment for replacement/ up-gradation/addition of the existing infrastructure. Through these exercises, the College assures adequate resources and infrastructure facilities and learning resources.

Learning Resources: This includes resources and infrastructure required for the library, Computer Lab, classroom, events, meetings, workshops, etc.

The College has Fourteen (14) regular classrooms and all the classrooms are large enough, having a seating capacity of seventy-plus students. All the fourteen classrooms are equipped with ICT (computer, LCD projector, amplifiers, mikes, etc.). The College has a Computer Lab with ten (10) computers and all the computers connected with internet facility. There is a well-equipped library having sufficient space for studying. The College has a smart classroom having ICT facilities.

The College has a common faculty room and individual faculty offices. The College has separate space for offices such as the Principal's office, The College office, Account office, Controller of Examinations, etc. The College has office space of different cells such as IQAC, Counselling, Anti-sexual harassment cell, anti-ragging cell, grievance redressal cell, etc.

Support facilities: This includes seminar halls, playgrounds, etc. There are separate common rooms for boys and girls. The College has a seminar room for common gatherings, seminars, etc.

Utilities: This includes safe drinking water, washroom/restrooms, Power Generators, etc. The College provides purified and chilled drinking water facilities for boys, girls, and staff. The College has separate washrooms for boys and girls on each floor. On each floor, there are 5 urinals & 3 toilets, 3 washbasins (altogether 5 urinals, 10 toilets & 6 washbasins) for boys. Similarly, on each floor, there are 6 toilets & 4 washbasins. These washrooms are kept clean and tidy every day with fresh water and phenol.

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

Response:

The College has adequate facilities for sports and games, both indoor and outdoor. To encourage personality development, team spirit, and leadership qualities among students, the College encourages students to participate in various sports and games at different levels. Every year the College organizes, under the leadership of sports director, Annual Sports Day in January. Many students depending on their

interests and talents take part in various events. Besides the annual sports day celebration, the College students take part in various games and sports.

On the Annual Sports Day the following outdoor events are organized: 100m race, 200m race, and 400m race, long jump and high jump, etc. The College also has indoor games facilities which include Chess, Carom, etc.

The NSS team organizes at regular intervals blood donations camp, social awareness camps, 'gram swachhata Abhiyan camp', One-act play, etc. to develop students' skills and leadership talents and to make them more and more aware of issues that would enable them to become better citizens of our great nation. The College besides encouraging students' participation in extracurricular activities also makes them understand and aware of the importance of these extracurricular activities.

The College organizes every year, Independence Day, Republic Day celebration with events such as March Past, Speech, Music, Prayer Dance, Classical Dance, Group Dance, One Act play, Patriotic Group Songs, etc. Students from all streams participate in these activities.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 20

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 3.91

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.84	0.48	0.95	0.85	0.35

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The College is automated using an Integrated Library Management System. We have subscribed National Digital Library and KOHA. Recently the college has taken initiatives to make the library more automated. The College library is running under a trained Librarian. The library staff supports the students and the staff (Teaching and Non-Teaching) in searching out the books and journals they require. All the staffs keep themselves updated on the demand coming from students and teachers and cater to their demands.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.08	1.2	.82	1.30	2.42

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year**Response:** 3.25**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 30**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The College updates its IT system as per requirement and situation. Today we are living in a world of the technology revolution and crossed the out-dated 19th century with paper and typewriter systems. Students have become more techno-savvy and fancy with the upcoming various sorts of Nano-technology. Therefore, keeping in mind the changes and signs of the time, the Colleges provides computer and internet facilities to every student and staff. The College regularly upgrades IT facilities including Wi-Fi. We are using all the latest versions of connectivity systems.

We have upgraded the operating system (OS) from Windows XP to Windows 8.1

There is a separate 5 KV UPS for network racks and switches.

All the classrooms are equipped with LCD projectors and PCs with internet.

There are 24 CCTV cameras with 20 days backup facility.

All the computers in the college have the latest antivirus software.

There are four multipurpose (photocopy/scan) printers for office purposes and one photocopy machine for common use.

The College has a registered website (www.jkscollegejamshedpur.com)

There is an online payment gateway in the College for students to enrol and make payments.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 91.9

4.3.3 Bandwidth of internet connection in the Institution

E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: B. 30 MBPS – 50 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 16.5

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

2018-19	2017-18	2016-17	2015-16	2014-15
5.2	3.3	4.4	2.3	2.57

File Description

Institutional data in prescribed format(Data template)

Document

[View Document](#)

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.

Response:

The College has a well-established system procedure for maintaining and utilizing physical, academic, and

support facilities. The management has introduced a well-placed system to look into ordinary repair and maintenance. First of all. There are a full-time administrator and support staff who look after the ordinary or day-to-day maintenance. As soon as any breakdown or non-functioning of equipment is brought to the notice of the management, the works are attended and completed in 24 hours.

The class representatives are entrusted with the responsibility of informing the management whenever there is a problem with the malfunctioning of equipment. As a result, as soon as something goes wrong, the class representatives report the matter to the office, and the information is passed on to the administrator. The maintenance staff is also informed and entrusted with the responsibility of reporting to the management whenever they observe any damage or realize the need for repair and maintenance.

The management has appointed a full-time maintenance staff to look after issues related to the internet and computer. All ordinary repairs and maintenance of the internet and computer are attended immediately, only major repairs might take more than 24 hours due to lack of availability of spare parts or replacement of ti with a new one. The administrator discusses the details with the Principal who assess the seriousness of the case and makes a decision.

There is an electrician who takes care of the repair and maintenance of electrical and electronic equipment. The College has enough support staff and they take care of day-to-day maintenance of physical things. Adequate in- house staff is employed to meticulously maintain cleanliness and infrastructure of the campus to provide a congenial learning environment. The supportive staff cleans classrooms, staffrooms, seminar hall, and laboratories.etc. Washrooms and restrooms are cleaned every day with phenol and water and are well maintained. All the electronic items such as CCTV cameras, photocopy machines, water purifiers are maintained through the mechanic of the shop from which they have been bought.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 1.25

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	15	13	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 13.82

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
135	105	128	95	65

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above**Response:** A. All of the above**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years**Response:** 6.3**5.2.2.1 Number of outgoing student progression to higher education during last five years.****Response:** 30

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**Response:** 6.91**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	22	10	13	12

File Description	Document
Institutional data in prescribed format	View Document

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 last five years.

Response: 0

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) year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

The College has an active Student Council and student representatives are part of various committees of the College. Keeping in mind the development of students, the college selected student representatives to various committees such as Anti-Ragging, Grievance Redressal Cell, Anti-Sexual Harassment Cell, etc. The involvement of student representatives in these committees helps them to exhibit and grow in leadership and integral development.

The Class Representative (CR) system is fundamental to student representation as a leader and it is a part of the College way of proceeding. The CRS is selected by students from their respective classes. The College gives equal representation to boys and girls in each class, irrespective of gender biases. The CRS brings to the notice of the Management matters regarding the class and the class Management attends to everything possible without much delay. The CRS plays a very vital role in organizing extra-curricular events of Inter-house competitions and conferences. Functional Committees provide platforms to CRs to exhibit leadership. This platform enhances various skills such as communication team management, time-management, etc. Each co-curricular, extra-curricular, and extension activity of the college is planned, managed, and executed by the students. A few departments have introduced the concept of a core team of students to look after the academic activities and requirements of the department.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	3	3	3

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response:

The College has established the 'Alumni Association' and contribute to the institution in the following ways:

The College annually hosts an Alumni Organization to which members of the alumni are invited with the sole purpose of acquainting students with the career opportunities that lie ahead for them in the various disciplines. In addition to this, the individual departments of the College also host Alumni Organization by Alumni Members with the intention to open horizons o the students regarding opportunities for higher education and learning.

There is an Alumni Notice Board in the College exclusively dedicated to information and news which

alumni members may be interested in sharing with students. Such sharing usually includes information concerning admission to institutes of higher learning, advertisements concerning fellowships, scholarships, and employment vacancies.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs



Criterion 6 - 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

Response:

The College has vision and mission and the management keeps them in mind while taking various decisions that affect the College. The vision of the College is 'a Passion for Academic & Human Excellence'. The College, while keeping in mind the vision statement organizes various day-to-day activities to make the vision a reality as 'already and not yet'. It is 'already' in the sense that the management, faculty, and students are earnestly striving every day towards 'academic excellence and human values'. It is 'not in the sense that the College has not yet achieved 'academic excellence and human values it is envisaged, but moving closer to it slowly and steadily, one step at a time.

The different academic programs of the College are helping students strengthen their intellectual capability. The leadership of the College is actively involved for the fulfilment of stated missions and policy statements of the college and provides administrative, financial, and academic support for the implementation of the quality policy of the college.

The College has an organisational administrative structure including the president, secretary, Govt. representative, university representative, Teacher representative, Educationist, and the Principal. The Samittee looks after the development works and make a decision of innovativeness of the College. The Samittee holds meetings at the end of every three months and discuss Academic performance and development of the College.

The College is managed by Jain Kalyan Samittee, a governing body that is responsible for policymaking. The College has service rules (by-laws) and it describes the College administrative setup, procedures, and policies for recruitment, selection, promotion, and decision-maker. The Principal coordinates all the activities of the college, both teaching, and non-teaching.

The college has a perspective plan for development. It is developed by the Principal with the help of HOD's of various departments under the guidance of the Governing Council. Based on the academic schedule given by the affiliating university, the academic calendar is prepared. The Academic calendar includes the list of pre-planned programs of various departments and examination schedules prepared with the knowledge of HOD's. To ensure the development of the College, all the planning and execution is monitored regularly. The college consistently promotes a culture of participative management. The College follows a committee system for the implementation of all its decisions and resolutions.

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

Response:

Through the decentralization of power, the college administration has constituted various committees to

look after different aspects. It is mandatory for all committees to hold meetings at least four times a year. The committees hold meetings and draft the resolutions, action taken, etc. The resolutions are approved by the administration as well as IQAC. All records are kept under the custody of Coordinators. The effectiveness of the resolutions is supervised. Minutes of the resolutions are thoroughly checked.

The College has a clearly defined organizational hierarchy and structure to support decision making that is consistent with its missions. The College is managed by JAIN KAYAN SAMITI, a governing body that is responsible for policymaking. The governing body of the Samiti consists of Chairman, Secretary, Principal, TR, and the Board Members. The College Principal is one of the active members of the Samiti. The College has service rules (by-laws) and it describes the College administrative setup, procedures, and policies for recruitment, selection, promotion, and decision-maker. The Secretary and the principal are the appointing authority of different employees, both teaching and non-teaching. Four times of every year, the Board members of the Society meet and discuss various issues and topics. The Principal coordinates all the activities of the College, both teaching and non-teaching.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College has strategic plans and wants to make the flowers in ten to fifteen years. The College is preparing for launching a Management Information System (MIS). The College has an aim to achieve the following:

Begin new PG programmes

Begin vocational programmes

Keeping the goals in mind, the College is trying to create consciousness among the students, faculty, and all the staff to implement a suitable atmosphere, facilities, and infrastructure. We are trying to go beyond the syllabus and content, to adopt creative methods of teaching and learning, to focus on the integral development of students and society, to enhance quality, employability, organizational leadership, etc. To develop more infrastructures is our sole aim. The College has already begun the process on this line. The College has started to create awareness among students and faculty about their role and responsibility towards the less benefitted persons. The students and faculty go to the nearby villages and slum areas and interacted with the villagers. On the occasion of national festivals, students and faculty trips to old age homes, hospital farm areas to distribute materials among the needy.

A complete and comprehensive MIS is now in operation in the college and also trying to update it with new features of MIS. This ensures a smooth discharge of duties on part of the staff and a smooth sail for the student at the academic and administrative levels. With the help of this system, the college has accumulated various types of data and documents that can be used for any academic purposes.

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.

Response:

PRINCIPAL, Head of all departments & Committees

Under the Principal the following committees have been set-up:

ACADEMIC COMMITTEES

College Development Council

Purchase Committee

Building Committee

Library Committee

Grievance Redressal Cell

Women Sexual harassment Cell

SC/ST/OBC Cell

Cultural Committee

Administrative Committees

Establishment Section

Account Section

Examination Section

Library

NSS

IQAC Cell

6.2.3 Implementation of e-governance in areas of operation

1. Administration

- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The College has in place various welfare measures as part of its visions, values, and culture. The Management understands that if the College wants the students and other stakeholders to practice what it teaches, it must practice first. Management wants the students to excel in academic and human values. The College's caring for its staff is an expression or visible message that the College tries to send across to its stakeholders. There some welfare measures that the College has been implementing as part of its history.

Financial assistance to College Non-Teaching Association in their programmes and activities.

Fee waivers for the ward of teachers and non-teaching staff in case they are taking admission to the College.

College Teachers, Welfare Society has been run as a joint venture between the teachers and the College in which the College contributes the largest share of funds annually.

College Non-Teaching Staff Welfare Society has also been looked after jointly by the non-teaching staff and College. Its operating principles and benefits are the same as those of the Teachers Welfare Society.

The Teaching and Non-Teaching Staffs are running an Association which provides loan for smaller and petty but urgent requirement through their association account. The Association is managed purely by the teaching and non-teaching staff however it has the tacit support of the college authorities.

Leaves are granted to faculty members in connection with research projects or for attending

seminars/conferences.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	1	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 16.67

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation /

Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	2	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

The College adopts proper methodology for teacher's appraisal. Individual and close door meetings with low performing teachers are organized to motivate them towards better and committed performance. The daily class reports about classes engaged by the teachers have been analysed and notified on monthly basis. This has also been seen as a performance appraisal mechanism

The management conducts an appraisal of the faculty at regular intervals. The uniqueness of the appraisal was that to avoid any kind of perception of bias or favouritism, the management invited experts from other organizations. The experts observed the lecture sample by being physically present in the class during the lecture hour. The management has shared the results with individual faculty. In the personal or one-to-one appraisal interview, the management highlighted both strengths and weaknesses and encouraged the faculty to nurture the strengths and improve on the weaknesses.

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

The College undertakes internal and external financial audits regularly. It is a usual practice of the Trust to make sure that internal financial audits take place every year. The Trust has one person appointed by the head of the Trust, the Secretary. He visits the College every year before the end of the financial year and physically verifies all records to assure that the College maintains a proper record of all financial transactions, both income, and expenditure. He also makes sure that the expenses incurred are as per the approved budget and there is no discrepancy.

The College has also an external auditor who is appointed by the Board of Governors. Every year after presenting the audit report, the Chairman takes the consensus of the Board of Governors and confirms the appointment of the auditor. The auditor and his team visit the College every year and physically scrutinize the entire financial transactions. The team also takes stock of movable and immovable assets of the

College. The College account office maintains all records related to finance.

The College maintains its books of accounts in Tally ERP9 which is licensed software, acquired by the College. After the closure of every financial year, the College conducts its internal audit through a registered Chartered Accountant, who conducts audit work through physical verification of books of accounts, bills, and vouchers, bank statements, etc.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College has a proper strategy and method of resource mobilization policy and procedure in place. In general, like our age, old practice is, the trust Secretary writes proposal letters to different funding agencies. We receive grants from Jharkhand HRD every year but there are many occasions in which we have not received any grant or fund. As a result development work for the point of infrastructure gets halted. In the present context, the College needs to change the age-old practices and take a more innovative approach for raising funds.

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

Response:

The Internal Quality Assurance Cell (IQAC) of the College has introduced some initiatives to improve

quality assurance strategies and processes. The Cell has been trying its best to develop a system for conscious, consistent, and catalytic action to improve academic and administrative performance. After the formation of the Cell on 20.6.2020, it has played an important role in improving the academic standard. The cell promotes measures for quality enhancement of the College through internalization of the culture of quality and best practices.

The IQAC has introduced some initiatives and strategies to assure progress and improvement in quality teaching and learning. The existing policies of the cell focus mainly on academics such as the process of teaching-learning, academic performances, evaluation systems, faculty recruitment, and training, etc. to improve academic performance and standard.

IQAC has encouraged and motivated both faculty and students to get actively involved in research and publication. The Cell displayed on staff and student' notice boards circulars about research and publications. This in a way encouraged and motivated faculty to participate and present papers in national and internal conferences. The management began to encourage faculty members by giving paid leave and financial aid to participate and present papers in national and international conferences, participation in seminars and workshops, etc. It also helped in publishing research articles and also to introduce mini projects for students. The cell also helped to motivate the management to digitalize the main library.

All academic and administrative activities/events are napped in the academic calendar of the College. The College began to strategize the holistic development of students by adding value-added courses, under the guidelines of Kolhan University and MHRD, Jharkhand, such Spoken Course 'in collaboration with other spoken classes.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the college consist of all those faculty members and non-teaching staff who are strategically important for academic, administrative, financial and student support faculties of the College. Because of this it becomes a very important planning and implementation body of the College. Academic issues and enhancement and teaching learning is a constant lookout of he IQAC and it has been reviewed in its meeting from time to time. The practice of student Feedback Analysis and SWOC. Analysis is undertaken by the IQAC which helps to review the teaching learning process, structure and methodologies in a big way. Among several teaching learning reforms implemented by the IQAC the following two may be considered as important.

Topic wise annual distribution of the curriculum and its upload on the college website has been ensured by IQAC. The IQAC has also implemented the practice of uploading of the gist of class lectures on the college website.

After the implementation of CBCS by the parent university from the academic session 2017-18 the IQAC has undertaken the task of preparing the Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The task has recently been finished and all learning outcomes(POs/PSOs/Cos) are uploaded on the College websites.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - 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 last five years.

Response:

The institution has commendable enrolment of girl students and the number of female among its staffs is also very substantial. Hence, the College has shown gender sensitivity and awareness on the part of administration and management. Continuous vigil in the campus is maintained by the Discipline Committee. The discipline committee has Female Teaching Staff also as member. The College has constituted a Women's Cell which is very active and has shown greater concern for the safety and security of girl students. The Women Cell is continuously organising Gender Sensitization and Gender Awareness Drives not only with girl students but also with boys. The Women's Cell also undertakes group counselling as well as individual counselling session of students with regard to Gender Sensitivity. The Women Cell organises Essay Competitions, Poetry Competitions, Health Camps, Donation Camp, Invitation Lectures in an effort to inculcate a good sense of gender awareness among the students. The College has separate Common Room for Boys and Girls. The Girls Common Room is looked after by a Female Teacher. It is equipped with indoor game facilities, Cable T.V and Free Wi-Fi.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management

- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The College has employed a sufficient number of menial staff for clearing and waste management. Old newspapers and other useless/rejected paper junks are given to vendors for recycling. The College has an AMC for its computer and other ICT resources. The vendor for AMC is responsible for e-waste management also.

The NSS unit of the College as well as our Club organises awareness drives and camps in relation to cleanliness and environment inside the campus and in the society. The Volunteers of NSS and the Club undertake the responsibility of campus cleaning from time to time. The initiatives of office automation, MIS, and digitization have enabled us to lessen the use of papers in College offices. The College authorities are committed to waste management and energy conservations and efforts are continuously being taken to improve the situation.

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: Any 4 or All of the above

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1.Green audit

2.Energy audit

3.Environment audit

4.Clean and green campus recognitions / awards

5.Beyond the campus environmental promotion activities

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1.Built environment with ramps/lifts for easy access to classrooms.

2.Disabled-friendly washrooms

3.Signage including tactile path, lights, display boards and signposts

4.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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

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 500 words).

Response:

The College has strategic plans and wants to make the flowers in ten to fifteen years. The College is preparing for launching a Management Information System (MIS). The College an aim to achieve the following:

Begin new PG programmes

Begin vocational programmes

Keeping the goals in mind, the College is trying to create consciousness among the students, faculty, and all the staff to implement a suitable atmosphere, facilities, and infrastructure. We are trying to go beyond the syllabus and content, to adopt creative methods of teaching and learning, to focus on the integral development of students and society, to enhance quality, employability, organizational leadership, etc. To develop more infrastructures is our sole aim. The College has already begun the process on this line. The College has started to create awareness among students and faculty about their role and responsibility towards the less benefitted persons. The students and faculty go to the nearby villages and slum areas and interacted with the villagers. On the occasion of national festivals, students and faculty trips to old age homes, hospital farm areas to distribute materials among the needy.

A complete and comprehensive MIS is now in operation in the college and also trying to update it with new features of MIS. This ensures a smooth discharge of duties on part of the staff and a smooth sail for the student at the academic and administrative levels. With the help of this system, the college has accumulated various types of data and documents that can be used for any academic purposes.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

JKS college adheres to Kolhan University and it has strict rules and regulations. Every teacher and student of this college has to abide by strict rules. Not only the students but teachers of the college discharge their duties well.

Principal: Responsible for the overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations and stipulations of the related statutory authorities. He evolves quality policy, formulates a quality system, enforces implementation and adherence, monitor effectiveness, and promote quality improvement in teaching, learning, evaluation, and support systems.

Teachers: Responsible for the effective and systematic working of their departments. Making timetable, ensuring adherence to the same, maintaining attendance of students and staff members, encouraging and

employing innovating teaching aids and methods, conducting an internal evaluation of students as per stipulations, maintaining the laboratories, current curriculum and syllabus as per the needs of changing priorities and recommending improvements for keeping abreast of the latest trends in knowledge and technology, studying results and feedback to evolve improved teaching systems.

Students: Students come from various backgrounds for learning new things. They are taught an innovative technique for facilitating and helping to crack the difficulties they have to face off and on. They are the future citizens of the country and bear a lot of burden and obligations towards the society and the country. Students are motivated to maintain timetable, discipline, manners, and obligations in colleges and also at home. We are trying to update them with new systems and techniques so that they may face any hardships and hindrances in their practical life. Learning is a continuous process and goes on the last. Students have many duties towards family, society, and country. They have to contribute a lot to developing the country by spreading education, new technique, and innovations.

India is a backward country due to a lack of proper education and consciousness. Several superstitions and heresy are still in vogue in our country. We are afflicted with the corruption of various types. We must obliterate all these anti-social elements to uplift our country. So the role of the students in this regard is immense.

The College NSS unit also has arranged blood donation camps in collaboration with the Indian Red Cross Society and local hygiene club. The Eco club is creating awareness among the students of the college regarding road safety, the pollution-free celebration of Deepavali, Hazards of Plastic use. The College is taking at most care on neighborhood development without much scarcity in terms of basic needs and other relevant needs of the society. A survey on hope from traffic was conducted by the NSS volunteers with the co-ordination with the traffic inspectors so as we can make a constant effort on minimizing the traffic. Anti, Tobacco Rally was organized by the NSS unit of JKS College.

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. 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

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**Response:**

The College takes initiatives to inculcate in its students an appreciation of the rich historical and cultural heritage of the country. To this effect, it takes effort to observe and celebrate within the campus National festivals and the birth and death anniversaries of significant historical personalities.

While Independence Day, Republic Day is observed on the campus with the traditional hosting of the National flag and conventional cultural programmes signifying and promoting national unity, the various forms of the college also observe other significant occasions of national importance. The college has observed the birth centenaries of Rabindranath Tagore and Swami Vivekananda, Mahatma Gandhi, Netaji Jayanti, etc.

In addition to these, the Women's Cell of the College organises an annual essay competition, Mehendi competition, drawing competition on the eve of a certain occasion. The women's cell has so far organised some competitions on – Remembering Tulsidas, Ravidas, Abul Kalam Azad, and Gandhi Jayanti.

The NSS wing of the College observes Voter's Day, Safety Day, Blood donation Camp, Tree plantation, and Precautions of Road Accident.

7.2 Best Practices**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.****Response:**

Best Practices -1

Title of the Practice: Knowledge Game

Goals:-

To promote a healthy teaching-learning process.

To execute the concept of collaborative learning.

To motivate students as well as professors to share their experiences in learning.

To improve interpersonal relationships.

Human harmony and peace

To improve the quality of tolerance

The content:-

Human knowledge is enhancing with the advent of Science. It gives an opportunity to every learned person to share their experience as well as to receive from other, through this practice we try to motivate our students and professors to share their experiences in any field professors put their knowledge pieces on any topic on "All Round Development" for the use of anyone who requires it as a ready record of facts.

Practices: - All Round Human Development is a key fact of the teaching-learning process. Students come from varied backgrounds and then to be tailor-made to fit into it a program and process of an activity. The horizon of knowledge is increasing fast and to cope with the situation is also needful. We have been involved and depended much on information technology and hence we need to acquire technical knowledge. But students should pay heed to spiritual power also.

Success:-

During our meetings, we found that professors are coming with appreciative comments on other faculty member's knowledge pieces.

Problem Encountered:

However, having the stage set for perfect execution, absence of students, or two due to unavoidable circumstances would go to shake and destroy the very equilibrium of one of our coveted best practices. Once the theme is chosen and set for a particular activity in advance the mindset of students automatically begins to brain map procedures, and techniques, smooth moves that need to be accentuated and delivered. This envisaged at times, too many ideas flood the decision-making process, and thus deciding the final outcome poses problems.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Environment awareness programs.

Objectives:

Motivate students to identify environmental hazards and work to curb them

Tree plantation.

To Keep the College campus Clean Green & Safe

To make students aware of water conservation.

Motivate students to opt for environment-friendly activities like no use of plastic.

Context:

We believe that the environment-friendly attitude of citizens is the need of time. Since we strive to make responsible citizens we focus on environmental awareness programs for students. Students are involved in 'No use of Plastic', 'Tree Plantation' 'NSS campaign'. This will help them to develop a sense of responsibility towards the environment. Students reach nearby villages and slum areas for cleanliness and awareness of environment. The village people unnecessarily cut trees for their livelihood without paying heed to the necessity of the trees. Students visit the nearby forests and hilly areas and contact the village people. In this way, they play an important role in making environment alive.

Practices:-

We have made a club which works on environmental projects like- water conservation projects, Tree Plantation, No use of plastic, etc. Our students and teachers very interested to plant trees in near-by empty-land and hilly-areas. Last year, students planted some medicinal trees along with other useful trees collaboration with an NGO. We have been celebrating 'World environment Day' every year having planted trees and making posters. On the very day, a pompous rally is organised with the help of important officials and public representatives.

Success: - Professors and students have completely abandoned the use of plastic, throw wastage things to and fro. Each and every important place of the campus we use dustbin and throw wastage things into it. No plastic, papers and other things are visible on the ground and the floor.

They have developed the habit of using dustbin to put things into it.

Problems:-

Some students used to bring plastic bags so we kept a plastic collecting bucket at the entrance so that at least they cannot take it on campus.

5. CONCLUSION

Additional Information :

The College takes initiative to inculcate in its students an appreciation of awareness of entrepreneurship. The College provides immense opportunity for the students to practice the principles on a real-time application.

Concluding Remarks :

JKS College was started in 1970 as a proper Higher Institute, established and founded by a veteran, hard-working college teacher Dr. B. Prasad to enhance education among the slum areas. He judiciously chose the location and started the institution in collaboration with some other eminent activists and educationists like Dr. K.A. Ganesh, Prof. G.C. Prasad, and Dr. A. P. Singh, the principal of the institution. Their objectives were to educate the minority girls, tribal, and the downtrodden students of Jharkhand. In this regard, they had to burn mid-night oil for founding the institution. With the help of the local conscious persons, they formed a strong committee termed as 'Jain Kalyan Samittee' to manage the existing college.

Every year, each department gives shining results. Teachers of this institute are dedicated and hard-working and they are working to uplift the quality education to the slow learners. The college also provides extra classes for the backward and slow learners of the college. They also provide and help those poor students who do not have the capacity for buying books, magazines, and other essential things. JKS College maintains all formalities and guidance of the University concerned and the UGC Norms. Students of this institution are disciplined and loyal and several students have been engaged in various private and government sectors and got recognition. JKS College in this city is a glaring example of enlightening the minds of the dark.

The location of the college is very suitable at every angle due to the easy communication of the national highway as well as the city main road. There are several villages and slum areas adjacent to the area. There is a largely Muslim area of the city and our college is at the heart of the area. The College tries to cover the handicapped, backward girls' students of the near-by and the remote villages. There is no degree College around 15 Km and hence several students from remote places enrolled in this College. Students of various categories such as SC, ST, OBC, GEN, TRIBAL, MUSLIM MINORITY, etc. enroll on account of good communication.