



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	S N SINHA COLLEGE
• Name of the Head of the institution	Dr. Arjun Sharma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8210738308
• Mobile No:	8210738308
• Registered e-mail	snsqiqac@gmail.com
• Alternate e-mail	snsinhacollege@gmail.com
• Address	Near Railway Station, Teni Bigha
• City/Town	Jehanabad
• State/UT	Bihar
• Pin Code	804417
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Magadh University, Bodh Gaya				
• Name of the IQAC Coordinator	Dr. Subodh Kumar Jha				
• Phone No.	9430043373				
• Alternate phone No.	8210738308				
• Mobile	8210738308				
• IQAC e-mail address	snsqiqac@gmail.com				
• Alternate e-mail address	snsinhacollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://snsinhacollege.com/AQAR.aspx				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://snsinhacollege.com/AcademicCalendar.aspx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.75	2021	31/03/2021	30/03/2026
6.Date of Establishment of IQAC			02/05/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Teachers have done amazingly well in conducting online classes during Covid-19 pandemic. 2. Review of online webinar/ workshop Seminars conducted and teacher participation on programme during Covid-19 pandemic. 3. Arrangement of evidences and documents as per SSR submitted for better grading of NAAC. 4. College journal indradhanush is published. 5. Dept. of Psychology of college conducted counselling for mental wellbeing of the students as well as the employees of the college. The cell also took the responsibility of career counselling. 6. College NSS unit organised awareness programme regarding prevention from COVID-19 pandemic in adopted village. 7. Feedback committee was formed for proper functioning of feedback system. 8. College Got NAAC 'C' Grade with CGPA 1.75.</p>	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Discussion on purchasing of books & journals	Only Books Purchased
Discussion on academic calendar of University and preparation of routine and time table of classes of session.	Completed
Discussion on making Barcoded Identity-cum-library smart card of session 2020-2023 students.	Completed
Discussion on purchasing of furniture (chairs) and sanitary pad vending machine in newly constructed Girls' common room	Completed
Discussion on cultural programme events to be organized in college at the time NAAC Peer Team Visit	Completed
Review of PowerPoint presentation of principal, IQAC and different departments of college	Completed
Discussion on how to make career counseling and placement cell more effective to provide placements	Partial

13. Whether the AQAR was placed before statutory body?	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	10/02/2021

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	19
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1677
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1320
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	849
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	14

File Description	Documents
Data Template	View File

3.2	40
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	50.55
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	91
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery by following the academic calendar provided by Magadh University, Bodh Gaya to which this college is affiliated to. A joint meeting of all departments is called in which all the heads of the departments with support from their departmental colleagues analyze the needs of the students before the commencement of every session. Accordingly, each department prepares its own teaching plan as to which topic is to be taught and when it is to be taught. Efforts are made to ensure that the University guidelines are followed in toto and some additional add-ons are also given to the students as per their need. Through a series of interactive activities such as classroom teaching, group discussions, power point presentations, quiz, debates, academic tests, etc. the students are enabled to be fully familiar with the topics given in the syllabus and acquire higher order cognitive

skills, such as critical analysis, problem solving, evaluation and synthesis. Emphasis is laid also on conducting periodic tutorial / class test / MCQ examinations to assess the understanding of the students. Practical, theoretical & oral examinations are also conducted to assess the understanding of the students. The curriculum is delivered recently mostly through online classes, seminars, assessments, etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institute is affiliated to Magadh University, Bodh Gaya and as such it is mandatory for the institute to follow the curriculum prepared by the affiliating University. To ensure the proper implementation of the curriculum, the institute follows the following procedure:

- Before the commencement of the session, the faculty members prepare an academic calendar in tune with the academic calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, add-on programs and other co-curricular activities.
- The head of each department with support from the department colleagues prepares the class timetable, and course plan for the session. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published on the college/ department notice board.
- At times, the syllabus is enriched by adding contents beyond syllabus, but fully in tune with the learning outcomes laid down in the curriculum.
- Faculty members also prepare assignments and a question bank of their courses.
- Resources like relevant websites and e-resources are made available for advanced learners

IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

NIL

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

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

2

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

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

99

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

99

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

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

The institution has been catering to crosscutting issues in line with its motto.

Various cells under the IQAC are active to address these issues. The Ethics to be followed by students are stated on the website as Code of Conduct for students. The Code of conduct of the staff members has also been codified as a document. All activities in 2020-21 have been carried out online due to restrictions of the COVID pandemic.

Besides, courses offered in the college integrate issues related to

gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Zoology and Botany. Courses that teach human values in its curricula are Political science, Commerce, English, Hindi and Urdu. Professional ethics are integrated in the courses of English, BCA, BBM and BLIS. The Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities as well. N.S.S. promotes environmental protection through tree plantation and other sustainable development programmes. World Environment Day as well as the National festivals such as Independence Day and Republic Day are celebrated with an objective to enliven patriotic and moral values. Different social activities such as Voter's awareness programme, Sanitation campaigns, Blood Donation camps, etc are organized from time to time.

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

20

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
2640	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
833	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
The Institution assesses the learning levels of the students through periodic tests as well as the assignments, presentation, etc. This is also done in online mode in view of the Covid -19 pandemic. This practice is initiated as a part of blended learning system for the	

students having different learning abilities. Departments often organize bridge courses for newly admitted students to identify their learning ability. Advanced learners are encouraged to make poster and PPT presentations. Seminars/ webinars and symposia for students are regularly organized. Advanced learners are given e-links and e-library of INFLIBNET. They are also advised to go through standard reference book and text books in the library. They are encouraged to write model answers based on the University question paper.

Similarly, detailed feedback is given to weak learners on their performance in class/unit tests, session-end exams/ university practical, etc. Advanced learners are encouraged to do peer teaching for the benefit of weak learners. Teachers help slow learners by administering Unit tests and assignments periodically.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
4332	34

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institute offers a variety of learning experiences - theoretical learning, practical learning, group discussions, interactive learning, problem-solving exercises, seminars, presentations, quiz competitions, workshops, role-play, etc. Student centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences. The Institution provides platform for participative learning to the students. The learning experience is upgraded by extensive use of ICT tools. Learning is made student-centric through project work,

presentations, and assignments. Students are motivated to register on portals of e-learning like SWAYAM, NPTEL, NDL, etc. The College Central Library provides internet facilities, access to texts, reference books, Educational CDs and DVDs and most importantly INFLIBNET e-journals and e-books.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college is very particular about the use of ICT in teaching-learning. Teachers frequently use ICT. They also provide e-resources in various subjects in the form of PPTs, YouTube etc. Staff rooms and Central library have networked internet connections. Campus is Wi-Fi enabled. Classes, seminars, guest lectures, etc. using LCD projectors are conducted in fully smart class room as well in other smart classes with LCD projectors. Desktop, Laptop, Projector, Internal connectivity, Printer, Scanner, Pen drive, Microphones, WIFI, Audio system, Digital Library, OPA C with advanced search facility, E-Journals, E-books, Modern web based system delivery and discovery provisions of E-resources (N-LIST of INFLIBNET) are now available in the college Library Server. E-Journals and E-books are available in the college library. Google drive /Google docs/Google forms are widely used sharing resources and for collaborative learning. Usually online meeting platforms are used for different purposes such as Zoom and Google Meet.

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

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

2.3.3.1 - Number of mentors

34

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

2.4 - Teacher Profile and Quality

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

14

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

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

137

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a well-structured, transparent and robust mechanism for Continuous Internal Evaluation (CIE) of students. Continuous Internal Assessment valuation of students is done by the faculty members through innovative teaching pedagogues and techniques. The college strictly monitors the attendance of the students. The schedule of internal examinations is conveyed through the Academic calendar. Internal assessment is based on quiz, unit tests, open tests, assignments, viva-voce and practical examinations. Personal feedback is given to students. Weak students are counseled and corrective measures are suggested. Difficulty sessions, often including peer learning and peer evaluation are taken by the teachers. Transformation of classrooms into student-centric learning spaces has increased possibilities for successful curriculum transactions.

The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. If any tabulation error is found or is communicated, necessary corrections are duly made by the concerned and correct information is passed to the university accordingly. Due care and track is mentioned till completion of assignments.

Majority of the Examination were held through online mode only, to avoid any risk of Covid -19 pandemic.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Evaluation at College level begins on the day of the test itself. Evaluated answer-scripts are shown to the students, discrepancies are rectified by teachers promptly and communicated to students ensuring effectiveness of the examination while the subject is still fresh in their minds. Usually, there are hardly any grievances regarding the performance of the students in the Internal Examination. However, if any grievance or issue comes up, it is referred to the Students Grievance Cell in the Institution. The cell calls upon the aggrieved students to appear before the cell. Proper interaction with the Students help the cell take appropriate decisions, which are binding and final upon the students.

Since the outbreak of the COVID-19 pandemic, assessment methods have been mostly in the online mode. Each department conducts assessment using mostly Google Forms.

Most of the grievances related to the examination are received after declaration of results by the Magadh University, Bodh Gaya. The errors in their results are immediately addressed and forwarded to the University for proper action.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

The College has a proper mechanism of communication of the learning outcomes of the Programmes and Courses. The communication is done through Hard Copy of syllabi. Learning outcomes are integrated into the assessment process in the syllabi. The syllabus of each programme provides clear information about the learning outcomes of different programmes. The syllabus also provides information about scheme of instruction and evaluation.

Outcomes are available also in the respective departments for ready reference to the teachers as well as students. Copy of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website

The college proactively engages with the formulation and dissemination of learning Outcomes. This begins with the departmental meetings to draw up teaching plans. With required modifications, mostly in the forms of add-ons, the Heads with the help of faculty members chalk out teaching strategies and evaluation methods in alignment with these outcomes as laid down in the Academic calendar. The teachers spell out the learning outcomes in the classroom at the beginning of each session. Thus, students are made aware of course expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) on college website is another instrument to receive feedback on the extent of student attainment of learning outcomes. Thus college employs multiple channels to make students and teachers aware of learning outcomes of courses and programmes.

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

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

The attainment of course outcomes during the year is evaluated through class test, assignment, presentation etc. These are also evaluated by the feedback of the parents and the teachers. At the beginning of every session, the concerned department under the Department Head reviews and endorses the course outlines before it is circulated to the students. The Institution evaluated the attainment of programme outcomes, assignment, presentation, viva-voce examination, etc. The feedback received from the students, the parents, the teachers, the employees and the alumni are also evaluated in this regard.

The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses.

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

2.6.3 - Pass percentage of Students during the year

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

849

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://snsinhacollege.com/Questionnaire.aspx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

2

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

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

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

NIL

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

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 year

The College NSS unit regularly conducts the extension activities in the adopted villages for the weaker sections of the societies. These programmes aims at connecting the Higher Education Institutions with the society. This also aims at transforming the outlook of the students and inculcating leadership qualities in the youth. The NSS unit, no doubt, could not conduct the activities as planned, due to pandemic. However, some extension activities such as distribution of face mask, sanitizer, and hand wash and also awareness drives were carried out by it. The volunteers of the college NSS units disseminated awareness regarding the covid-19 pandemic in most of the villages. Posters were pasted on public places where people were given information related to SOPs, use of masks etc. and were motivated to follow the Covid protocol.

The NSS also took the initiative to provide help through relief

funds in the form of basic requirements such as household items and groceries.

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

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

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

NIL

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

271

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

3.4 - 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 year

NIL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has 13 (thirteen) Classrooms in addition to 05 (five) laboratories, four (04) computer labs and 01 (one) language lab. Among the 13 classrooms, eight (08) classrooms are large with seating capacity of one hundred twenty-eight (128) students, two classes of medium size with seating capacity of fifty (50) students and three classrooms of small size with seating capacity of thirty (30) students. Majority of classrooms are furnished with whiteboards for clear visibility as well as for clean and dust free classrooms. Three (3) classrooms are facilitated with LCD Projectors for power point presentation and one classroom is fully smart class. The college also has a teacher's common room with specific departmental cubicals. There is a well-furnished Girls' Common room for the girl students. The college also has a seminar hall with seating capacity of about 200 participants. All faculty members use either desktop computers or personal laptops for power point presentation before the students.

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and Strategic Objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through innovative educational tools.

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

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

The college encourages cultural activities, games and sports in every possible way. The institution utilizes its resources and encourages the students to active part in sports and co-curricular activities. Students are trained under the guidance of a qualified and specialized sports in-charge. Selection trials are held for screening sports persons to take part in different competitions including intra college events and inter-university events. Track suits and all sporting gear are provided to the students for major/minor events. All the Participants are awarded with participation certificates. Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year. The college has a basketball court, volleyball court and outdoor badminton court for outdoor games. On the other hand, the college has indoor game room with table tennis, carom board, Chess, Chinese checker etc.

Cultural activities: The college believes in all-round development of its students. It constantly encourages them to take part in co-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. Most of the college cultural functions are conducted at the College Auditorium.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

15.75

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

4.2 - Library as a Learning Resource

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

The College library is Fully Computerized and Bar-coded. The college is using AUTOLIB 2.0 software and library is fully automated. Library provides OPAC/WEB-OPAC facilities to students and faculty members to have access books by subject, Author, Accession no and title. The total number of books in library is about 21000 including a collection of Reference Books for Competitive examinations as well. The library has browsing Centre, Xerox facility, There is one reading rooms for user and one for teachers. The library has also a library advisory committee. College Library also has web based OPAC system (web-OPAC) which can be accessed by the users from anywhere on their mobile phones and computers. The number of visitors per day is 20-40. Many students use the Reading room of the college. The

library also has the collection of old question papers, Syllabi, E-Contents created by teachers, e-books etc. Students and teachers also have easy access to INFLIBNET which the college has subscribed to.

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

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

C. Any 2 of the above

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

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

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

0.28

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

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

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

29

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

4.3 - IT Infrastructure

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

IT facilities are regularly updated. College has three Wi-Fi internet connections, broadband and fiber optical, apart from a dedicated fiber optical connection for the office. Devices using the internet have increased in college. Departments are networked through LAN with unlimited internet usage. Most classrooms are ICT enabled and have portable LCD projectors. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. A Fully Smart classroom equipped with interactive board, LCD projector, Digital Podium with inbuilt system, microphone system and speakers has also been installed. The whole college has been made Wi-Fi enabled. College also has Internet facility provided by the State Government of Bihar.

Office is also automated. Online payment facilities for fee payment has also been initiated. The process of admission, salaries, scholarships is computerized. The College has a dynamic website, providing all the necessary information. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. During lockdown period institution has upgraded its teaching to online mode using Microsoft Team and Google Suite.

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

4.3.2 - Number of Computers

91

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12.50

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Yes, there is an established system and procedure for maintaining and utilizing physical, academic and support facilities, viz., Library, Sports Ground, Computers, Class rooms etc. In this regard, there is a college development and construction committee to look after the maintenance, repair and constructional work related to the building.

Being fully government institution, a constant effort is made to provide safe and secure space for equipment's and tools. All work is done through a registered contractor as per norms. For the maintenance of toilets, etc sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

Laboratory Equipment and machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory.

Computer and IT infrastructure: Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items. Maintenance and upgradation is looked after at departmental level (BCA) and concerned technicians are hired whenever necessary.

Maintenance of Library/ Library Materials: Accession and withdrawal/ dead stock registers are regularly maintained to keep the record of updated and dead stock accessions.

Sports Equipments: The sports department regularly maintains the stock register for the equipments and materials related to the sports.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

468

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

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

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

0

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

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

D. 1 of the above

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

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

46

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

46

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

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

C. Any 2 of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

380

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The college facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. This is done by following a dynamic policy of forming various committees with students' representatives and teachers. These students help the teachers chalk out the list of activities in every academic year. Thus, they play an important role in determining the academic calendar. The student representatives put the grievances of students (if any) to the principal, who orders the convener of Respective committee to look into the matter and resolve it amicably and efficiently. In extra - curricular activities specially for cultural and sports programme, the students take the lead.

Selected students from NSS are called to College for participation in extension activities such as tree plantation, cleanliness drives, sanitation drive. etc. Students are also involved in major decision making under the College Development Council and the IQAC.

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

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

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

1

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

5.4 - Alumni Engagement

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

The Alumni Association of S.N. Sinha College is formed and is well functional but the registration of the same is under process. Any student who has studied in the college in at-least one academic year is eligible to become a member of the Association. The Alumni Association representatives visit the college from time to time and interact with the IQAC and the management. They also come out with some proposals regarding the welfare of the institution. Alumni have contributed to development of the institution through valuable feedback, guidance and counselling to students. However, in 2020-21, due to pandemic, there has been hardly any significant contribution in terms of donation.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college management is headed by the Principal who delegates his power to various officials or committees. The College Leadership has taken a number of steps for fulfillment of its vision and mission statements. This includes forming several committees under the leadership of the Principal. Various committees comprising teaching and non-teaching staff are involved in curricular and co-curricular activities as well as administrative functions of the institution. The heads of the departments are authorised to monitor the routine functions at the departmental level. The leadership qualities and decision making ability are nurtured in heads of Departments. The management follows participative procedure to ensure that policies for all academic matters are in accordance with the mission of the institution. The decentralize Governance helps the institution to accomplish its vision and mission. The perspective plans are formulated by the IQAC in perfect coordination with the Principal and in conformity with the vision and mission of the institution. The feedbacks of HODs and faculty members are also properly reviewed and incorporated as per the need and necessity. However, final decision is taken by the institution's leadership.

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

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

The affiliating university gives sufficient freedom to the Principal, who is the academic head of the institution. Academic responsibilities are fairly divided among all the staff members. The Management along with the College Development Committee (CDC), College Admission Committee (CAC), Academic Activities Committee (AAC) and IQAC discusses and approves important administrative

issues such as budget, admissions, results etc. The institution's democratic principles of decentralization and participative management are also reflected through involvement of staff members and students in various committees and cells to carry out different activities. One example of decentralization and participatory management is the initiative taken by the Students/ student union in the construction of girl's hostel for which they not only requested the principal to use the internal fund of the college but also authorized the principal to use whatever fund is available in the student union fund for the hostel.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a perspective plan to ensure excellence in academic and infrastructural development. The IQAC decides the perspective plan which is to be approved in the CDC (College Development Committee) meetings. Although the College has realized most of its perspective plans, noteworthy is completing the construction of girls' Common room. This girls common room has also been furnished and a sanitary pad vending machine has also been installed in it.

Similarly, the renovation of infrastructure and the increase in laboratory equipments deserve special mention here. Many of the classrooms have been made ICT enabled, bringing to fore the technological advancements in teaching-learning.

The construction of a three storied new Examination building is under process and the construction of the first floor is likely to be completed in the next academic session, i.e. 2021-22.

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

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

Our College is governed by Magadh University, Bodh Gaya and the Chancellor's office (Rajbhawan, Bihar) as far as policies, appointments and service rules are concerned. However, the administration of the college is the responsibility of the Principal who is directly accountable to the affiliating University. The Principal is responsible also for overlooking the implementation of plans of the College. The planning and infrastructural development is decided by the Head of the institution in consultation with the College Development Committee. The plans proposed are discussed by the respective Cells and committees, fine-tuned as per needs and then finalized. The Principal also ensures that regular day to day operations are properly conducted. For this he takes help of the feedback of the conveners, Heads of Departments, teaching and non-teaching staff. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. The committees are either formed or reconstituted at the beginning of each academic year. These committees are assigned the tasks according to the institutional plans to ensure smooth implementation of the curricular activities. This is to enhance overall development of students. Regular feedback obtained from the alumni, students, parents and faculty are discussed and analyzed by a committee under the leadership of IQAC.

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

6.2.3 - Implementation of e-governance in

C. Any 2 of the above

**areas of operation Administration Finance and
Accounts Student Admission and Support
Examination**

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

6.3 - Faculty Empowerment Strategies

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

Being a constituent unit of Magadh University, S. N. Sinha College, avails different Govt. welfare schemes for all its employees - both teaching and non-teaching. Summer vacation is for the teachers whereas winter vacations is for both teaching and non-teaching staff. Welfare Schemes include Group Insurance scheme to the Staff (Teaching and Non -Teaching) of the College, Pension scheme - both old pension scheme and the new pension scheme. The permanent staff also avail of the Provident Fund Scheme. The regular staff is also given Maternity (180 days) and paternity (15 days) leave as per the norms and when required. Medical leave and casual leave are also given in addition to the earn leave. Insurance facility is also there for the employees of the college. After the retirement the teaching and non- teaching staff is also given the benefit of Gratuity. Basic Medical Aid and UGC related welfare such as special bonus in the form of uniform for lower grades is also provided during festivals.

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

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

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

0

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

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

1

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

8

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

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

Performance of the teaching and non-teaching staff is done on the parameters that is set by the affiliating University. The parameters in the Annual confidential report include subject knowledge, quality and quantity of output, initiative, leadership abilities, behaviour, supervision, dependability, co-operation, judgement and versatility. The appraisal takes note of the past as well as potential performance of the employees. These appraisals are done through both informal performance test and observation and through Annual Confidential Records. In the informal performance test the teachers are tested on the basis of their knowledge and skills. Feedback to the assesses is given only in case of adverse entry. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him/her in the field of his subject that can upgrade his/her overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. Performance Appraisal for non-teaching staff is also done through Annual Confidential Report. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

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

6.4 - Financial Management and Resource Mobilization

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

The institution has a very good mechanism of internal audit. The internal audit is conducted annually by a registered Chartered Accountant appointed by the Management. The CA is responsible for the entire Financial account. This helps in the review of funds, planning and preparing budget of the next financial year. External Financial Audit is conducted by the State Government as and when required. The CA also helps finalization of the Utilization report for the grants received from Government bodies such as UGC, State Government, etc. In case of UGC grants, an account is prepared in the required format on completion of the sanctioned project/seminar/workshop/conference, etc which is first audited by the CA, and then submitted to the UGC. A no-objection certificate is received after settlement of accounts. All the process in the college is strictly monitored by the principal. The copies of the audit are sent to the Magadh University and also preserved in the college for records.

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

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

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

0

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

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

The main sources of funds, apart from the Government and or Magadh University are the collection from the students in the form of development fund or the tuition fee. The grants from RUSA could requiredfor want of NAAC accreditation. However, after Accreditation in March 2021, a proposal is being prepared to be submitted for the same.

At the beginning of every financial year, requirements of the College Office, all the departments, Library and various cells are submitted to the Principal. The Principal then calls a meeting of HODs, Librarian, Office Superintendent, coordinators of various cells and IQAC to decide and judicious allocation of the funds. A budget is prepared and presented before the CDC. Once the budget is approved, the funds are disbursed. Funds received for conducting examination is handed over to the controller of examination or an official at his recommendation. Accounts of the examinations are submitted as per norms. The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are audited by Chartered Accountant. There is a complete transparency in the policies of allocation and utilization of funds.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

At the beginning of every academic year, IQAC in consultation with the heads of the departments and the Principal of the college frame an action plan and ensure its proper implementation for overall development of the students. Strategies for Quality assurance and institutionalizing best practices are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. One institutionalized practice is having Students' Orientation Programme at the beginning of every academic session. In this orientation programme students are made familiar with the syllabus, examination system, internal assessment system Program outcomes, various Cells, library, NSS, sports etc. Another institutionalized practice is celebrating different days such as Hindi Diwas, World Poetry Day, August Revolution, Environment Day, Yoga Day, etc. by different departments. In fact, each department has been allocated certain days to celebrate.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The first measure in this regard is the regular departmental meetings at the behest of IQAC. Reports of the outcomes in such meetings are communicated to the Principal via IQAC for appraisal. Measures are taken after the appraisal for further improvement of the teaching -learning process.

The second measure includes encouraging and supporting the teachers to participate in Orientation, Refresher courses, Workshops, Seminars and Conferences related to the teaching -learning process and research. Teachers with Ph.D. are encouraged and motivated to act as research guides for the research scholars. Teachers are also supported and encouraged to participate in examination evaluation processes. Most importantly the teachers are also motivated to take part in workshops related to curriculum designing and textbooks development. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.

The poor and needy students are provided with financial aid in the

form of tuition fee exemption. They are also encouraged to avail the government schemes of student credit card and scholarship for minority students and girls. IQAC also provides guidelines, internet access and verification processes for the students to get the Post Metric scholarships.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

S.N. Sinha College is committed to gender equity and sensitization of girl students towards gender issues and safety. This commitment is fulfilled by creating an environment in the college campus that is against any sort of gender discrimination. This is also fulfilled by providing various facilities and amenities in the girls' common

room such as installing free sanitary pad vending machine, attached washroom, water purifier, etc.

The college has also been conducting awareness programme on health, violence against women, legal awareness about women's rights etc. so that the girls in this college become more confident and independent and be capable of realizing their full potential. Several girls have won recognition at the state level. The notable among them is Anita Kumari who has represented the college at the National level as well.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

S. N. Sinha College pays special attention to the Waste management not only to ensure the aesthetic beauty of the campus but also to maintain a healthy and sustainable environment in the campus. This is done by proper management of the disposal of waste of every sort.

Solid waste management: This includes biodegradable waste mostly in the form of dry leaves fallen from the tree. For the proper disposal

of these wastes the college has made vermi Compost pit in which these biodegradable wastes are converted into Compost. The Compost, thus produced is used in manuring the soil particularly the garden inside the campus. The college has also installed a number of dustbins in the campus for collecting the solid waste from every corner of the campus. The minimal amount of non- biodegradable is mostly burnt safely and securely.

E-waste management: E-waste generation is minimal in the campus. The waste if any is sold to vendors for recycling by auction for the permission from university.

Liquid waste Management: All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

B. Any 3 of the above

- vehicles**
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

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

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

B. Any 3 of the above

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

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

The college strives to create an inclusive environment to ensure tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. It has also formed a Cultural Committee that looks after the preservation of culture and promotion of cultural harmony. Cultural programmes are organized frequently in which students belonging to different sects participate and present their traditional dance, folk song, folk lore etc. Such cultural programmes help promote awareness among the students about other's culture. This also helps develop a sense of respect and tolerance towards own culture as well as of the others. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. The college also has code of ethics for students and a separate code of ethics for teachers and other employees. These codes have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

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

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

As a measure to sensitize the students and the employees of the college, the vision and mission of the College is displayed on the

college website and at various places in the college premises. This makes them aware of their constitutional obligations: values, rights and duties of citizens. The celebrations on National festivals such as the Republic Day and the independence Day also help towards this sensitization. The college also celebrates Constitution Day and August Revolution to inculcate national pride among the stakeholders. Talks on rights and duties of citizens as voters are also held. Besides both teaching and non-teaching staff take active part in the parliamentary elections, assembly elections and also panchayat elections. The preamble to the constitution is read and repeated in the National programmes. Swachhata related activities engender feeling of responsibility and habit towards cleanliness.

Responsibility as citizens is also inculcated in students through various extension activities, especially by NSS unit of the college. The proctorial committee of the college monitors adherence to the Code of Conduct.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

S. N. Sinha College celebrates national commemorative days such as National Unity Day, Republic Day and Independence day, Gandhi Jayanti, Bal Diwas, Kabir Jayanti, Teacher's Day, Hindi Diwas, and birth anniversaries of freedom fighters such as Jai Prakash Narayan, Veer Kunwar Singh, Netaji Subhash Chandra Bose, etc. It also organizes programmes on international commemorative days such as World environment Day, World Earth Day, World poetry Day, International mother language day, International women's Day, International Yoga diwas etc. Usually speeches are delivered by the Principal, IQAC coordinator, teachers, employees and students. At times different competitions for students such as debate, speech, essay, poetry recitation and poster making are held. The reading of the preamble on the August day and Constitution day inculcate National pride. Bihar Diwas (22 March) is also commemorated to inculcate the sense of pride for the state. During 2020-21, majority of the programmes were held online because of the Covid-19 Corona virus pandemic.

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

7.2 - Best Practices

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

Best practice 1: COVID-19 ISOLATION & QUARANTINE CENTRE

During Covid-19 pandemic S.N. Sinha College provided isolation and quarantine facilities to travelers from other states or countries. This was for the safety of the denizens of Bihar in general and that of Jehanabad in particular. The separation and restriction of movement or activities on these travelers was not because they were ill but because they were believed to have been exposed to infection. So it was basically a preventing measure to check transmission of diseases. This was in a way to augment the Health Department to reduce transmission by: 1. Separating contacts of COVID-19 patients from community. 2. Monitoring contacts for development of sign and symptoms of COVID-19, and 3. Segregation of COVID-19 suspects, as early as possible from among other quarantined persons.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

S.N. Sinha college has taken measures to nurture and maintain ecosystem within the campus premises. The first such measure is to ensure greenery in the campus. The college has two parks - one exclusively for medicinal plants and another for a variety of plants and flowers. In addition to these two parks, trees and plants are in abundance in the premises, giving green lush look to the college.

The second measure in this regard is the waste management. There are three types of wastes produced in our campus liquid, solid and e-waste. Liquid waste is produced from washrooms and science laboratories which is efficiently drained out and properly disposed of. The use of non-biodegradable solid waste like plastics, polythene bags, junk food parcels is usually discouraged and used only in unavoidable situations. The biodegradable solid waste in the form of fruit peelings, bread pieces etc. from the college canteen, lawn clippings, plant cuttings, dry leaves, tilling's from botanical garden and central park of the campus are well taken care of. As far

as the e-waste is concerned, it is not produced on daily basis and the waste quantity is very less. However, whatsoever e-waste is produced in the form of discarded computers, batteries, CPUs etc. it is auctioned to the outsider vendor.

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

7.3.2 - Plan of action for the next academic year

1. To purchase laboratory equipments for Physics, Chemistry, Botany, Zoology and Psychology labs.
2. To increase the number of ICT and smart class in the college campus.
3. To develop sports infrastructure and purchase sports equipments.
4. To facilitate more FDPs and SDPs, on cutting edge technologies and contemporary issues to teachers and students respectively.
5. To organise workshops, seminar, conferences, debates, quizzes, poster exhibitions etc
6. To intensify plantation of medicine and useful plants like Neem trees etc. and to organise more and more eco-friendly activities pertaining to green initiatives.
7. To renovate gardens and fields and to construct more water harvesting units, drain systems.
8. To increase frequency of Industry - Academia interactions for enhancing employability of the students.
9. To promote sports and cultural activities.
10. To start PG courses in some subjects.
11. To construct the G+2 examination department building.
12. To construct the G+1 store hall and staff room.
13. To renovate Labs, Library and laboratories of college.