

# **SHEODENI SAO COLLEGE**

## **KALER (SOHSA), ARWAL**

(A Constituent Unit of Magadh University, Bodh-Gaya)

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### **ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-2018**

### **OF THE IQAC**

### **SUBMITTED**

### **THROUGH ONLINE**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

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# The Annual Quality Assurance Report (AQAR) of the IQAC

(July 1, 2017 To June 30, 2018)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2011 to June 30, 2015)*

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	SHEODENI SAO COLLEGE
1.2 Address Line 1	Kaler
Address Line 2	Sohsa
City/Town	Arwal
State	BIHAR
Pin Code	824127
Institution e-mail address	principal@sheodenisaocollege.com
Contact Nos.	06337 255785
Name of the Head of the Institution:	Dr. Sudhir Kumar Mishra
Tel. No. with STD Code:	06337 255785
Mobile:	09771575743

Name of the IQAC Co-ordinator:

Dr. Sudhish Ranjan

Mobile:

9905232852

IQAC e-mail address:

iqac@sheodenisaocollege.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

BRCOGN20736

1.4 Website address:

www.sheodenisaocollege.com

Web-link of the AQAR:

<http://www.sheodenisaocollege.com/AQAR/AQAR201718.docx>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	'C'	1.53	2015	2020
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

23.04.2012

1.7 AQAR for the year (*for example 2010-11*)

2017-18

**1.8** Details of the previous year's AQAR submitted to NAAC after the latest Assessment and accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR 2016-2017 submitted

### 1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☒

Constituent College Yes ☒ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

### 1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

### 1.11 Name of the Affiliating University (*for the Colleges*)

Magadh University, Bodh-Gaya

### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers / Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="3"/>	Faculty	<input type="text" value="1"/>
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="1"/>
		Alumni	<input type="text" value="0"/>
Others	<input type="text" value="0"/>		

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/ Symposia organized by the IQAC

Total Nos.	<input type="text" value="0"/>	International	<input type="text" value="0"/>	National	<input type="text" value="0"/>	State	<input type="text" value="0"/>	Institution Level	<input type="text" value="0"/>
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(ii) Themes

Nil

## 2.14 Significant Activities and contributions made by IQAC

- Office Management Software
- Solar Energy System Installation.
- To Add New Sports Facilities.
- Digitization of Library

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Digitalization of Library	Installed & Implemented.
2. Fencing of Garden.	Work done
3. Office Management Software	Implemented
4. To Add New Sports Facilities.	Work done

\* *Attach the Academic Calendar of the year as Annexure.*

2.16. Whether the AQAR was placed in statutory body	Yes	No	✓
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Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	16	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
<b>Total</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	16

##### 1.3 Feedback from stakeholders\*

(On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No provision.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	02	04	01	0

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	16								16

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

02

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	0
Presented papers		03	0
Resource Persons		0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Group Discussion, Periodic Tests, Tutorials and Field Project works are adopted by the institution during the year.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

No major reforms initiated by the institution

2.9 No. of faculty members involved in curriculum Restructuring / revision / syllabus development

No

No

No

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.2016	No. Of Part 3 <sup>rd</sup> Students-625	-	50%	-	-	91%
B.Sc.2016	No. Of Part 3 <sup>rd</sup> Students-538	-	92%	-	-	94%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC contributes towards the development of Computerisation through computerisation of Office, Accounts and Examination departments, introduction of new class rooms and creation of separate departments. IQAC monitors and evaluates these programmes through different committees.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	03
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	02
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	07	0	0
Technical Staff	05	03	0	03

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC promotes the faculties for taking Major and Minor Research Projects. A separate wing of research as research committee is set up to promote research in the institution under the initiative of IQAC.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	01	0
Outlay in Rs. Lakhs	0	0	310000	0

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	2016-17	UGC	310000	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	1
Sponsoring agencies	0	0	0	0	1

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  
Belsar) Any other

National 01 (Krishi Vigyan Kendra,

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

03

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

01

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

0

National level

0

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level

0

State level

0

National level

0

International level

0

3.25 No. of Extension activities organized

University forum

0

College forum

2

NCC

0

NSS

2

Any other

0

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social responsibility

- NSS camps were organized to promote awareness regarding AIDS, Social literacy and women empowerment in the society.
- Department of sociology conducted a sample survey to the social status of schedule caste.

## Criterion – IV Infrastructure and Learning Resources

### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (sq.m)				
Class rooms	07	0	0	0
Laboratories	02	0	0	0
Seminar Halls	01	0	0	0
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	0
Others	0	0	0	0

### 4.2 Computerization of administration and library

Digitalization of Library & Administration is going on.

### 4.3 Library services:

	Existing		Newly added-2013		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8397		0	0	8397	0
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	1	1	1	1	1	1	0
Added	0	0	0	0	0	0	0	0
Total	15	1	1	1	1	1	1	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access facility is available and separate training workshops are organized for training to teachers and students.
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	.26
ii) Campus Infrastructure and facilities	.31
iii) Equipments	.40
iv) Others	
<b>Total :</b>	.97

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the behest of IQAC, student attendance in classroom has increased. They take part in social awareness programmes and give their active participation at different levels to augment overall progression in the campus.

#### 5.2 Efforts made by the institution for tracking the progression

The institution organizes different meets to make learners and others aware of the steps taken so far.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2242	0	0	0

#### (b) No. of students outside the state

0

#### (c) No. of international students

0

Men	No	%	Women	No	%
	1356	60		886	40

Last Year-2016						This Year-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1111	272	0	635	0	2018	1263	301		678	0	2242

Demand ratio 1:1

Dropout % 15

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching classes for entry in service is going on.



No. of students beneficiaries

20

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

During current year, this scheme is not going on.

No. of students benefitted

0

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

#### 5.8 Details of gender sensitization programmes

Under the auspicious of 'Women Cell' set up at the behest of IQAC programmes relating to gender sensitization are organized to create awareness among learners. The cell keeps strict vigil on problem like sex discrimination and participation of girl students in all extra-curricular activities.

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

##### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

01

0

0

Sports : State/ University level

National level

International level

Cultural: State/ University level

0

National level

0

International level

0

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	3870
Financial support from government	1	3300
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

#### 5.11 Student organised / initiatives

Fairs : State/ University level

0

National level

0

International level

0

Exhibition: State/ University level

0

National level

0

International level

0

5.12 No. of social initiatives undertaken by the students:-

04

5.13 Major grievances of students (if any) redressed:

None.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The vision and mission of the institution is to provide and promote education in this economically backward and educationally lagging area. It is to facilitate equal opportunity to women in the field of education so that they can compete with the march of time in the national perspective.

#### 6.2 Does the Institution has a management Information System

Although, the institution does not have any management information system. It provides information to its stakeholders and learners through the college website and notices.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The institution does have any role in curriculum development.

##### 6.3.2 Teaching and Learning

The institution keeps strict vigil on the performance of faculty members in and outside the classroom. Regularity and punctuality are mandatory for both teachers and learners. Teachers provide notes, references and time to time tips to learners towards their preparation for examination.

##### 6.3.3 Examination and Evaluation

Examinations are conducted as per the rules of the parent university. Besides, the institution conducts periodical tests to monitor student performance.

##### 6.3.4 Research and Development

The institution promotes and encourages faculty members in research work. Teachers guide research scholars in different faculties

##### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The automation of library is going on. No ICT centre is set in this institution. Fencing of the Botanical garden as well as upper storey of the main building and enhancement of classrooms have been completed.

### 6.3.6 Human Resource Management

Despite the paucity of teachers and clerical staff, the institution manages skilfully the growing burden with the active and proper management of human resource available it.

### 6.3.7 Faculty and Staff recruitment

The institution does not have the power to recruit the faculty and staff. It has been done on govt. level.

### 6.3.8 Industry Interaction / Collaboration

The institution does not have any industry interaction policy.

### 6.3.9 Admission of Students

Admission Committee invites students for admission into different faculties on the basis of marks obtained by them. The institution adopts the reservation policy strictly.

### 6.4 Welfare schemes for

Teaching	P.F/G.I.
Non teaching	P.F/G.I.
Students	Free studentship & Poor Boy's Fund.

### 6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done    Yes ☒    No ☐

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	University
Administrative	No	No	Yes	Principal

6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Efforts are made by the university for examination reforms.  
Institution does not play any role in examination reforms.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No such efforts are made by the university.

6.11 Activities and support from the Alumni Association

College alumni association is kept in regular touch and with its support college has raised some urinals.

6.12 Activities and support from the Parent – Teacher Association

In periodically organized meets parents and teachers exchange their ideas and suggestions. Feedbacks are used to support the teaching-learning process.

6.13 Development programmes for support staff

No developmental programmes conducted by the institution for its support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation of trees, management of gardens in the campus and the installation of solar lights as well as introduction of waste management devices have made the campus eco-friendly.

## Criterion – VII

### 7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Digitalization of library, computerization of departments and internet access facility through wi-fi have been provided. These have positive effects on the functioning of the institution.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Office Management Software
- Solar Energy System Installation.
- To Add New Sport Facilities.
- Digitization of Library
- Plantation of Campus

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. The aim and practice of the institution has been to spread quality education among all section of society sans gender and class discrimination.
2. The institution has a co-education system up to under graduate level in this economically backward but politically very conscious region. The share of girl student is almost 50%. In spite of that we have never faced any disturbance as against the prevailing uneasy atmosphere in other campuses.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

- 7.4 Contribution to environmental awareness / protection

Installation of solar lights, plantation of trees, wastage management and provision of drainage system have contributed a lot towards environmental awareness.

- 7.5 Whether environmental audit was conducted?      Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**8. Plans of institution for next year**

Following are the future plans for the next year-

- Improvement of Facility and Infrastructure.
- Promote and motivate for Research work.
- Promote Extra Curricular and Extension Activities.
- Promote Computer education among students and Staff.

Name - Dr. Sudhish Ranjan

*Sudhish Ranjan*  
Signature of the Coordinator, IQAC  
COORDINATOR  
IQAC  
S.D.S. College, Kaler

Name- Dr. Sudhir Kumar Mishra

*Dr. Sudhir Kumar Mishra*  
Signature of the Chairperson, IQAC  
Principal  
S.D.S. College, Kaler

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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