YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Gaya College**
• Name of the Head of the institution	**Prof. (Dr.) Dinesh Prasad Sinha**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	06312222442
• Mobile no	7888421193
• Registered e-mail	**principalgcgaya@yahoo.com**
• Alternate e-mail	**principal@gayacollege.ac.in**
• Address	**Rampur, Gaya**
• City/Town	**Gaya**

• State/UT	**Bihar**	
• Pin Code	**823001**	
2.Institutional status		
• Affiliated /Constituent	**Constituent**	
• Type of Institution	**Co-education**	
• Location	**Urban**	
• Financial Status	**UGC 2f and 12(B)**	
• Name of the Affiliating University	**Magadh University Bodh Gaya**	
• Name of the IQAC Coordinator	**Dr. Arvind Kumar Sunil**	
• Phone No.	**06312221944**	
• Alternate phone No.	**06314069098**	
• Mobile	**8210056543**	
• IQAC e-mail address	**iqacgayacollege@gmail.com**	
• Alternate Email address	**iqac@gayacollege.ac.in**	
3.Website address (Web link of the AQAR (Previous Academic Year)	**http://gayacollege.ac.in/images/aqarfiles/AQAR2017-18.pdf**	
4.Whether Academic Calendar prepared	**No**	

during the year?						

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B	2.04	2019	01/09/2019	Nil

6.Date of Establishment of IQAC	01/03/2005

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
None	Nil	Nil	Nil	Nil

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 uploaded on the institutional website?	No
• 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

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

Organizing ability enhancement programs for the faculty members in order to facilitate communication skills, human resource management and teacher student relationship post Covid pandemic.

Appointment of additional teachers against vacant post in the concerned departments with special emphasis on departments which require practical, assignment & project work for all the students.

Inviting renowned academicians and local industrialists for obtaining their feedback of quality improvement of the college.

Resolved to provide financial assistance from internal resources for holding seminars and special lectures at departmental level.

Resolution passed to install Tally software for accounting in addition to the already functional computerized central unit in the college.

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
Proposals for funding Research projects, both major and minor from agencies such as ICSSR, ICHR, ICPR, CSIR, DST among others were emphasized.	Minor Project proposals were approved for two of our faculty members.
Online teaching Techniques to be adapted as per the needs and requirements of the students.	Teachers held the classes through Whatsapp, Google Meet, Zoom. Microsoft Teams
Webinars on different topics especially related to Mental health, Quarantine protocol, Covid safety measures and online	Many such webinars were organized by the Department of Psychology and Department of Education.

teaching techniques were planned and held.	
State of the art studio to be constructed for preparing and recording online lectures.	The detailed proposal for this item was prepared and sent to the approving authority for further approvals and action.
Use of online teaching resources and edu-tech platforms for the students and teachers.orms were abundantly used for learning enhancement.	The faculty members participated and successfully completed different webinars at national and International level. The faculty members also completed inter-disciplinary and multi-disciplinary refresher courses as well as Faculty development programs on varied topics such as NEP 2020, Research Methodology, Gender sensitization and Intellectual Property Rights among others.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	19/02/2022

15.Multidisciplinary / interdisciplinary

Gaya College, Gaya provides education in the faculties of Arts, Science, Commerce, Education and Management at both Graduation and Post-Graduation levels. The college also has the Intermediate Courses for Arts, Science and Commerce. Every effort is taken to impart high level quality education to the students.

Subjects such as *Swachha Bharat Abhiyaan*, Communication techniques, Environmental Concerns, Value and Ethics, Personality Development, Indian Culture and Traditions, and Gender Sensitization are interdisciplinary in nature which cut across the various disciplines and are incorporated in the teaching module through specific topics or generalisation.

Seven new PG courses were proposed to be added in the existing course. Among these, Electronics has already started functioning

with its first batch in 2020.

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16. Academic bank of credits (ABC):

Presently, the college does not have the required provision for Academic Bank of Credits. Instructions from the university are awaited.

17. Skill development:

The college tries its optimum best to provide all round development facilities to all its students. Cultural events such as the Patriotic Song Competition, Speech Competition, Rangoli Competition and Khel-Kood Competitions are held on a regular basis. This helps the students exhibit their individual potentials and also to work as a team.

Student Seminars are held on a regular basis in most of the departments. The department of English starts this practise with the graduate students of the first year itself.These seminars, held on a regular basis, help the students develop confidence to speak in public and to also put forth a question to the speaker, boldly.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Every attempt has been taken in the college to preserve India's rich cultural heritage. The faculty members incorporate the nuances of Value Based Education system in their regular classroom lectures so that the students become aware of the morals, ethics and culture and imbibe a strong value system.

In addition to this, the extra-curricular activities held in the college campus regularly, reflect the culture and the knowledge system of India. Indian classical dance and music is highly encouraged. The graduate and post graduate courses in History include teachings of Buddhism, Jainism, Sufism and Bhakti tradition.

Philosophy includes the basic principles of morality, ethics, and humanity whereas the syllabus of English at both graduate and post graduate levels includes the beneficial doctrines and messages from the Holy Bible within the prescribed texts which aim towards the moral and spiritual development of the students.

Mulyapravah under NEP 2020 has beendiscussed with the faculty members and the practical implementation of the same has been started.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

An Orientation programme is organized by the respective departments for the incoming first batch of students in which the course structure, course objectives and pedagogy is discussed apart from tackling the issues raised by the students.

Regular counselling Sessions were held during the pandemic/post pandemic period for the students. These sessions were held at regular basis in/by the department of Psychology. The students from all streams were offered guidance, motivation, and required help, with total focus on solutions and stress on confidentiality.

Faculty members were encouraged and motivated to participate in the Webinars at the National and International levels; making full use of the lockdown period, and to stress on the multi-disciplinarity research aspect, as detailed in NEP 2020. The faculty members also undertook the online faculty development programmes, refresher courses, and the MOOC offered by Swayam and enhanced their knowledge and teaching skills.

Faculty members prepare specific lesson plans for separate papers. This helps ensure that the planned teaching activity meets the required targeted outcome. The everyday lecture/lesson is documented by the teacher daily a register maintained in the department. This further ensures that the teaching learning outcome is optimized. Sometimes, the plans are put forth and discussed in the IQAC meetings as well and important suggestions, if required, are given.

20.Distance education/online education:

Academic programmes based on distance mode of education are not being run in the college. It was the Covid Pandemic phase and the lockdown periods which initiated and incorporated the online or the distance mode in the teaching process.

Consequently, processes and systems were streamlined in 2020-2021 using better edu-tech tools. The use and relevance of ICT was highlighted. Conventional classroom teaching methods were totally replaced by the online teaching methods. This helped not only in completing the syllabus but also in the assessments.

Extended Profile	

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	55

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	3667

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1834

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	3777

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	63

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	137

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	118
4.2 Total expenditure excluding salary during the year (INR in lakhs)	573
4.3 Total number of computers on campus for academic purposes	580

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 follows the Magadh University based curricula for all academic programmes at both the under-graduate as well as post-graduate levels. The courses have been designed as per the UGC guidelines and are relevant to contemporary times. The post-graduate programme is offered semester wise with the course curricula based on CBCS pattern to meet the global, national, regional and local developmental needs of the learners. The course has been designed so as to enable learners to meet the requirements of the competitive labour market in terms of employability at the global, national and regional levels. In addition to this, ability enhancement courses are there in place to ensure the multi-faceted development of the learners. The curricula ensure development of concept building and include project based outreach courses, discipline specific courses that are interdisciplinary and skill orientedand dissertations which enable the overall personality growth of the learners and equips them to face the challenges of employment sector.

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 institution being a constituent unit of Magadh University follows the University academic calendar for all its academic programmes. In the recent past the outbreak of the Covid-19 pandemic interrupted the smooth running of the university jeopardizing the conduct of examination. With the restoration of normalcy the

examination process has been put in place and is being streamlined. Under the CBCS curricula the institution adheres to the internal evaluation system wherein students are evaluated on the basis of written internal tests, viva voce examination, assignments and projects.

File Description	Documents
Upload relevant supporting document	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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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

3

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)	View File

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)

0

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)	**No File Uploaded**

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

0

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

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 is pledged to inculcating good ethics and values among all its pupil. In this regard the curriculum based on Choice based Credit Systemputs in place courses that promote professional ethics, gender sensitization, human values and empathy towards the environment. These include courses like Ability Enhancing Compulsory Courses (AECC) and Ability Enhancing Course (AEC). The students of PG irrespective of their faculty study one AECC in Semester-I that comprises of Environmental Sustainability, Swachchha Bharat Abhiyan Activities and second AECC in Semester-III that includes Human Values and Professional Ethics and Gender Sensitization.

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**
Institutional Data in Prescribed Format	**View File**

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

117

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	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**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 students admitted during the year

3667

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

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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 very much understands that not every student is the same and different pupil has different capacity to absorb. To meet the different learning requirements of the students every department includes tutorial/remedial classes in its routine. The students are identified and the teachers engage in targeted delivery and further they are continuously assessed to fulfill the learning requirements. Further to encourage the advanced learners the teachers engage in group discussions and counselling to help them better understand the prospects of the course opted. In this direction alumnus/subject specific achievers who get placed are also invited to speak about the viability of the course in the contemporary labour market.

File Description	Documents
Paste 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
3777	63

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 teachers engage in different methodologies to enable students understand better. Also there is provision of tutorial classes in the class routine to make the learning process problem solving in nature. It gives students an opportunity to clarify their doubts on one-to-one basis. Apart from this, teachers resort to seminars and quizzes which makes learning more participative and experiential.In practical classes the students get hands-on training in the concerned subjects. The learners are taken on educational trips to the different departments of Magadh University as well as Central University of South Bihar that makes the learning process experiential in nature.

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 teachers resort to all means to deliver the best to the students. Thus, in addition to the traditional modes of teaching they make use of ICT enables tools like smart boards and projector to better explain the theoretical concepts and ensure outcome-based learning. Also during the covid-19 outbreak when virtual classes were the norm and not an exception the ICT enabled tools like ZOOM application, use of google drives, etc provided a very good platform to cater to the needs of the learners. In this direction the teachers took initiative in making their lectures available online on the university website. This ensured an uninterrupted teaching-learning process. University also took the lead and ensured online availability of the lectures prepared by the college teachers.

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

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

0

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

63

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

55

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

715

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 learners are assessed as per the guidelines mentioned in the CBCS curriculum adopted by the college as implementedby Magadh University. The respective departments conduct internal assessment examinations and evaluate students on the basis of assignments, written tests, viva voce, projects/dissertations. The process is hassle free with student being given enough time as well as guidance to prepare for the assessment. the announcement of dates and topics to be covered in the evaluation test ensures transparency in the process. The different modes of assessment include assignments, viva voce and projects/dissertations.

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

In order to deal with the grievances of the learners pertaining to internal examination teachers of all the department allow students to go through their answer copies/ assignments/ projects after they are evaluated. Any student who has any query/grievance regarding the evaluation process is free to raise his/her query and the respective Heads ensure the issue is sorted.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution follows the Magadh University curriculum for all the UG and PG courses that are designed on the basis of outcome-based education including Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). The institution has implemented the Choice Based Credit System based curriculum as passed by the University and it ensures achievement of programme and course outcomes. Moreover, in order to achieved this the hard copies of curricula in printed formats with POs, PSOs and COs are available in every department for the purpose of communicating to the teachers and students.

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

Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The college authorities ensure that programme outcomes and course outcomes are achieved by making sure firstly, there is availability of the hard copies of curricula in printed formats with POs, PSOs and COs in every department for the purpose of communicating to the teachers and students. Secondly, there is continuous appraisal of the syllabus coverage to ensure its completion on time. The internal assessment components (Assignment, Seminar, Quiz, etc) and Project/Dissertation topics are selected in such a way that the learning outcomes of courses are attained. The Heads of the Departments with support of the faculty members take care of all these things.

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

3449

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)

Nil

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)

1000000

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

55

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution encourages the young mind for analytical approach towards the problem. The College has created an ecosystem for innovation, creation and transfer of knowledge through various centers and cells. The college has a Research magazine and Research Development Committee to facilitate research activities. Faculty members are encouraged to take up research projects and to publish research papers of high scientific value. An active Placement and

Career Counseling Cell explores the employment opportunities for the students and conducts professional training programs. The college in collaboration with various departments and societies organizes webinars and conferences to develop an ecosystem for innovations and creation and transfer of knowledge.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

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**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**View File**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

25

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**

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

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

11

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

3.4 - Extension Activities

3.4.1 - 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 believes in community service and hence various outreach and extension programs are organized for the weaker section of the society in the neighborhood rural communities for sensitizing the students to social issues, good values, service orientations, good citizenship and holistic development. The college promotes the students to participate in NSS and NCC. The NSS wing of college is highly active and takes many initiatives to sensitize both the teachers and students. They conduct National Youth Week, Voters' Awareness Program, Programs on Environment and Pollution. Events like Tree Plantation, Blood Donation, AIDS Awareness, Traffic Week, Save the Girls Campaign Rally, Swachchh Bharat Campaign are also organized regularly.

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

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

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

0

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**

3.4.3 - 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

3.4.3.1 - 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

14

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 during the year (Data Template)	**View File**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2045

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**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

117	
File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**View File**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0	
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	**No File Uploaded**

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 was founded in the year 1944 and was shifted to the present premises in the year 1948. The College is spread across 57 acres of land. Ever since its foundation was laid the college has grown immensely in all the dimensions, be it the courses offered, facilities provided or the infrastructure. Creation and enhancement of infrastructure is an ongoing process in the institution. The college has different buildings for administrations, examination controller, examination building, seminar hall, auditorium and different buildings for academic purposes.There are smart classes in each department which are equipped with smart boards, projectors etc. in order to promote e-learning as well as to conduct department seminars and student presentations. Central Library is accessible to all students during college hours. All PG Departments have their own departmental Library having books related to PG courses and research. Each department has their own Computer and IT

infrastructure. There are total 580 desktop workstations installed in the computer labs, staff rooms, Central Library and offices for the use of teachers, staff and students. Free Wi-Fi facility for both students and teachers is also available in the entire campus.

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 is well equipped with the sports facilities - indoor (Badminton, Table Tennis, Chess and Carom) as well as outdoor (Cricket, Basketball, Volleyball, Kabaddi, Kho-Kho and athletic events). Regular practice sessions are held for students from time to time. A fully furnished indoor gymnasium is functional both for students and staff members. The college has large play grounds within its premises for conducting sports activities. Regular Yoga Sessions for students and staff are organized in the college. The college also encourages students to participate in inter-district as well as state level and national level sports event. Gaya College has wide representation in the Inter University Teams of Magadh University. The college has a Cultural Club by the name of 'Kala Bharti' and cultural activities in the college are held under the guidance of teacher coordinators. Students are encouraged and promoted to participate in the inter college and inter university cultural programs and achieved many laurels for the college over time.

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.

33

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)	
36	

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 has a well equipped library with its own building and all the necessary infrastructural facilities for the use of both students and faculty. The library is fully automated and the name of ILMS Software is 'Autoliv' version 1.1 which was implemented in 2081-19 itself. This software gives Web Opac access to all uses and they can find the location of the desired title easily. The departmental libraries are also integrated with this ILMS system and thus one can trace the location of any book at any location in the college. The system is also used for the purpose of issuing the books to students and teachers so that there is a proper accountability and the system of returning the books within prescribed time limit is rigorously implemented.

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)	
12.34	

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

50

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

All PG Departments have and computers with internet facility for the use of students and staff members. College has separate Computer labs including a Language Lab for use of students with programs and software for learning basic computer applications and English as a language of communication. The transaction of books in our central library is managed using the WEB OPAC software. Photocopiers and computer printers are available for students & faculty members in the library. College promotes use of computers in classrooms instruction by preparing lesson plan, self learning material and power point presentation. Smart Classrooms are available in each department with Smart boards and over head Projectors for computer aided teaching and learning. The College has appointed qualified technical staff to maintain computers and its accessories in the college. The Internet facility in terms of free Wi-Fi is provided by Bihar Government as part of its 'Saat Nischay' Program. Apart from his college has dedicated Internet facilities for different departments as per their local requirement.

File Description	Documents
Upload any additional information	No File Uploaded

Paste link for additional information	Nil

4.3.2 - Number of Computers

580

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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)

43.73

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.

The College has an ecosystem where each and every individual entering the campus is considered an important part of the college and hence is sensitized to utilize the facilities provided to them in a disciplined way. Further, the college has separate administrative building and office of Examination Controller and Examination Halls. The college Finance Committee headed by the Principal monitors, estimates and allots the budget for different activities. The committee looks into the need of annual maintenance

of infrastructure and estimation therein is brought in budget allocation. The maintenance and purchase of books is looked by the library committee of the college. Qualified technical staff is deputed in the college to maintain computers and its accessories. However, if required outsourcing facilities are also availed. The college provides free Wi-Fi to students and staff in the campus. The maintenance of laboratories, CCTV camera and smart classes is done by outsourced agencies. College has skilled man force to look after the plumbing, electricity, civil, carpentry needs of the campus. The maintenance of equipment such as, Generator Sets, General Lighting, Power Distribution System, Solar Panels, water pumping plants, sewage etc. is performed according to their preventive maintenance schedules and guidelines of equipment supplier.

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

90

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

0

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

0

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

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

B. Any 3 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

3

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**View File**

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

3

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**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**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.

1

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)	**View File**

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)

College holds student body elections on a regular interval and the student body is provided all necessary access and facilities to function. The feedback of students is collected on a yearly basis on a whole host of issues and the same is taken into account by concerned bodies for the improvement of the college. Student represent is also ensured in such statuary bodies as is mandated by the rules governing the. Apart from this the students of college are very active in co-curricular and extracurricular activities including participation in debate clubs, extension activities, college programs and other similar events organized by the district administration and social service organizations. The contribution of college students in university organized events is very well acknowledged as is their participation in the different teams of the university that participate in the inter university events.

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 GCAA or Gaya College Alumni Association is a registered organization with its own bylaws and bank account. This organization is well represented by stalwarts of different fields who are proud of their association with the college. GCAA hosts regular meetings and plans and conducts many activities for the promotion of Academic and other Social and Cultural activities The Alumni of the college provide financial support to the Association to help the institution achieve academic, research and teaching excellence.

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

Gaya College has consistently adhered to the principle of providing excellent education to its students, with the aim of preparing them to excel in society. The college focuses on fostering critical thinking skills and instilling a sense of responsibility in its students. The ultimate goal is to transform students into virtuous leaders, eminent scientists, and individuals with honest abilities. As a constituent unit of Magadh University, Gaya College is governed by the Statutes of the University. The Principal serves as the head of the governing body of the college. Annual meetings are conducted

by the governing body to evaluate and assess various aspects such as strategies, institutional policies, budget allocation, implementation of developmental attributes, and plans for future improvements. These meetings serve as a platform for discussing and shaping the college's direction and goals. Overall, Gaya College's vision emphasizes the delivery of excellent education, the development of critical thinking, and the cultivation of responsible individuals. The college operates under the guidance and leadership of the Vice-Chancellor and the Principal, with regular meetings to review and enhance institutional policies and strategies in accordance with directives issued by the Chancellor, State Education Department, UGC and other statutory bodies.

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.

In recognition of the fact that no institution can effectively operate on its own, Gaya College emphasizes the importance of decentralization and participative management. With a large organizational structure comprising twenty-eight departments, over twenty offices, an administration building, and a significant student body, the college believes in distributing decision-making authority. The decision-making process involves various stakeholders, including professors, department heads, and office workers. Each department has a head who is responsible for ensuring the proper functioning of their respective department. To ensure the smooth functioning of the college, different management committees have been established. These committees consist of faculty, staff, and even student representatives. Their involvement and cooperation in decision-making processes for academic and administrative affairs contribute to the growth of the college. These committees play a vital role in devising and implementing policies. The college also has an established Internal Quality Assurance Cell (IQAC) to optimize and integrate modern methods of teaching and learning. The IQAC is responsible for reviewing and improving academic and operational policies. The college recognizes the importance of decentralization and participative management to effectively manage its diverse departments and ensure the institution's growth and success.

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

To drive development and quality enhancement, Gaya College undertakes the preparation, formulation, and implementation of a comprehensive five-year strategic plan. This plan is designed to foster an environment conducive to new ideas, research, scholarship, academic development, infrastructure improvement, and consultancy services. The strategic plan encompasses various aspects of the college's growth and development. It includes initiatives to support research and scholarship, encourage academic advancement, enhance infrastructure, and provide consultancy services. The aim is to create an atmosphere that promotes innovation, intellectual growth, and overall quality enhancement. In order to effectively implement the strategic plan, the college commits dedicated efforts and resources. The administration takes proactive measures to ensure the successful execution of the outlined strategies and initiatives. This involves careful planning, resource allocation, monitoring of progress, and periodic evaluations to gauge the effectiveness of the implemented measures. By formulating and implementing a comprehensive strategic plan, Gaya College demonstrates its commitment to continuous improvement and growth. The college seeks to create an environment that fosters academic excellence, supports research and innovation, improves infrastructure, and provides consultancy services to benefit its stakeholders and contribute to the overall development of the institution.

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.

For the smooth and uninterrupted functioning of Gaya College, the support of various statutory and non-statutory committees and cells is crucial. The college's organizational structure reflects a decentralized administration, with the Principal as the head of institution supported by teaching and non-teaching staff to achieve the institution's goals. The Academic Council is constituted and Heads of Department are appointed for a three-year term in accordance with UGC regulations. The Internal Quality Assurance Cell (IQAC) plays a vital role in maintaining innovative learning, strengthening research, creating an educational and research-friendly environment, and working towards improving the quality and sustainability of the college's excellence. Gaya College has several functional committees and cells operating within its premises to ensure a safe and conducive educational environment. Some of the essential committees include Admissions Committee, Research Development Committee, Anti-Ragging, Women Cell and Gender

Sensitization etc. Each committee is headed by a responsible faculty member and regular meetings are conducted with minutes recorded along with action taken reports. Overall, the presence of these committees and cells reflects the college's commitment to maintaining a well-structured and organized system that supports the institution's goals, enhances its quality, and provides a conducive environment for education and overall growth.

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	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

Gaya College has implemented several effective welfare measures for both teaching and non-teaching staff to ensure their well-being and professional growth. These measures include:

1. Provident Fund: The college offers Provident Fund benefits to employees in accordance with PF rules, providing future financial security.
2. Health Insurance and Gratuity: Every staff member at the college is eligible for health insurance and gratuity, promoting their sound health and financial stability.
3. Maternity Leave: Female employees are granted a full paid maternity leave of 180 days, demonstrating the college's commitment to supporting their well-being and family responsibilities.
4. Dedicated Ladies' Common Room: Female students have dedicated ladies' common rooms in different departments and buildings,

creating a supportive and inclusive environment.
   5. Outings and Picnics: Regular outings and picnics are organized
      for staff and teachers, fostering a sense of camaraderie and
      relaxation.

During COVID-19 pandemic and lockdown period, the college took
various social welfare measures including providing masks,
sanitizers, and surgical gloves to support members and staff. The
college also ensured complete vaccination of staff members within
the college premises. Overall, Gaya College demonstrates a
commitment to the well-being and professional growth of its staff
members through various welfare measures and support initiatives.

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

0

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

25

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

Gaya College has implemented a performance-based appraisal system for assessing the performance of both teaching and non-teaching staff. The appraisal process evaluates the annual performance of employees based on their academic, research, and extra-curricular activities. For teaching staff, their performance is assessed based on various factors such as the implementation of creative and innovative teaching methodologies, lesson planning, classroom management, use of teaching aids, lectures, seminars, tutorials, course delivery, question paper setting and evaluation, and updating of materials. Student feedback and performance are also taken into consideration. Teachers fill out a prescribed proforma to provide all the necessary information for the performance appraisal report. Similarly, the performance appraisal of non-teaching staff is also conducted annually. Contributions such as subject knowledge, quality of work, awareness, willingness to learn, support to students and parents, behaviour, punctuality, and other relevant factors are taken into consideration. This system provides a framework for recognizing and rewarding the efforts of staff members while encouraging continuous improvement and professional development. The institution's commitment to seeking feedback from students, parents, and staff members demonstrates its dedication to maintaining a positive learning and working environment and ensuring the ongoing growth and success of its teaching and non-teaching staff.

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

Internal and external financial audits are regularly conducted by the institution. A licenced chartered accountant designated in accordance with the decision made in the Governing Body meeting conducts the internal audit every year. The report is submitted to the college and put before Finance and Audit Committee for review and necessary discussion and action. The external audits are also conducted by the authorized bodies as per their schedules. College keeps their financial records up to date and the same are available for review by all agencies and the information can also be accessed through RTI by the interested parties by following the requisite procedures.

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 institution employs appropriate methodsfor raising money from various funding bodies. The college is given money for growth by funding organisations like the UGC, RUSA, AICTE/IIC, DST, DBT, etc. Funding is provided by organisations like the UGC, ICSSR, NAAC,

ICPR, and NCW for the execution of research projects, seminars, workshops, faculty development programmes, etc. The funding agencies' rules on how to use their funds are followed. Accounts of expenditures and the use of money are meticulously tracked and audited.

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

A crucial component of the college system, the IQAC strives to achieve the objectives of institutional quality improvement and sustenance. It aims to focus all college initiatives and actions on supporting academic performance from a holistic perspective. For the institution's ongoing progress, IQAC undertook a number of quality initiatives during the year. The COVID-19 epidemic and the lockdowns severely impacted teaching-learning, therefore IQAC took the initiative to move to online teaching-learning and e-content production, initially through the use of subscription LMS and subsequently towards the establishment of institutional LMS. By including Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) in the curricula of all the academic programmes offered in the institution, the IQAC undertook a significant endeavour to update and rebuild the curriculum on the basis of Outcome Based Education (OBE).

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 IQAC holds regular meetings to review the teaching learning process in the college and takes initiative to engage with the stake holders to find the avenues for improvement. A detailed plan of action on the basis of these discussions is charted out and the same is implemented rigorously with the cooperation of participating members of all committees etc. A similar strategy is employed for improvement in structures and methodologies of operations beginning with a review of the existing procedure being followed and then inviting suggestions for improvement in the same. An action plan on the feedback received is then prepared and again implemented with the concurrence of everybody involved so that the deadlines prepared

may be achieved. The learning outcomes of all the programs and course as prepared by the heads of different departments based on their curricula are also subject to appraisal from time to time and in accordance with the needs and requirements of the students.

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)	No File Uploaded

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

The institution places significant emphasis on promoting gender equity among its students and staff members. As part of the Student Orientation Programme for freshers, a special session on Gender Sensitization is conducted every year. Throughout the year, several programs and events are organized to address various gender-related issues. The college celebrates International Women's Day every year to promote the sense of women empowerment within students. On that day, different departments and committees collaborate to conduct a series of programs centred around gender-related topics, women's empowerment, gender discrimination, and the importance of equality. These activities include guest lectures on women's health challenges, experience sharing, webinars on women in leadership,

movie screening on women's empowerment, and lectures discussing the history and politics of women's education. By organizing these events and programs, the institution aims to raise awareness, foster dialogue, and promote gender equity among students and staff members. It provides a platform to address gender-related issues, challenge stereotypes, and encourage equal opportunities for all genders.

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	D. Any 1 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

The college has implemented an effective waste management system to ensure a clean campus environment. Here are the specific measures taken for the management of different types of waste:

1. Solid Waste Management: Waste segregation is practiced and the segregated waste is disposed through specially assigned agencies deputed for this purpose by the civic authorities.
2. Liquid Waste Management: Proper measures are in place to manage liquid waste on the campus. Efforts are made to prevent the contamination of water sources and ensure the proper disposal of liquid waste in accordance with environmental regulations.
3. E-waste Management: The college has procedures in place to manage electronic waste (e-waste). This includes the proper collection and disposal of electronic devices and equipment that have reached the end of their lifecycle, in compliance with e-waste management regulations.
4. Hazardous Chemicals Waste Management: Strict protocols are followed for the management of hazardous chemicals on the

campus. Specialized handling, storage, and disposal methods are implemented to ensure the safety of individuals and the environment.

The college is committed to the responsible management of various types of waste and takes necessary measures to minimize environmental pollution and promote sustainability.

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

B. Any 3 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 vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	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	**C. Any 2 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 institution believes in spreading peace, harmony, equality and brotherhood for which various initiatives are taken. Both national and local festivals are celebrated with equal zeal for achieving inculcating cultural integrity amongst the students. The college also celebrates birth and death anniversaries of the great Indian personalities for making the students aware of the Indian historical past and their contribution to the national development. Further, teaching-learning process is mainly bilingual maintaining a linguistic balance. Various programs are conducted during Hindi Diwas and other local functions are festivals of importance. The NSS team of the college conducts community service activities & programs to promote tolerance and harmony towards 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

The College aims at imparting human values in the students and faculty members. Constitution day is celebrated every year on 26th November. The students and the employees are made aware not only of their rights but also of their duties towards the society and the nation. All the students and the faculty members actively participate in disaster management. Monetary help is done when any disaster hits the nation. Students actively participate in a Blood Donation Camp. Students and teachers participate in the different competitions during founder's day celebration to represent the institution. Special Webinars etc. are organized regularly for sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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	C. Any 2 of the above

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

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

The important days and events are observed atinstitutional as well as departmental levels. Among theInternational commemorative days celebrated in the collegeinclude International Women's Day, World Environment Day, Earth Day, InternationalYoga Day. At the same time days ofnational importance such as Independence Day,Republic Day, BalidaanDiwas, Gandhi Jayanti, Teacher's Day, NationalNational Youth Day, Hindi Diwas, Ambedkar Jayanti, Buddha Purnima etc. On these important days differentkinds of activities both academic and cultural are organized in thecollege.

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 One: The outbreak of the Covid-19 pandemic has affected people belonging to all strata of the society with the poor being hit the hardest. The institution has undertaken different social outreach initiatives and awareness drives to promote health hygiene among the socially marginalized and deprived section of the society. Under this the students of the NSS/NCC wing actively participated to achieve the objective by creating awareness among

the deprived and the destitute about the benefits of maintaining hygiene, use of mask and soap regularly and the importance of maintaining safe physical distance which does not mean distancing people from people.

Best Practice Two: The institution focusses on improving the Gross Enrolment Ratio in higher education. For this it has undertaken an initiative of creating awareness drives to encourage people to opt for higher education especially those belonging to the marginalized section of the society. The initiative includes creating awareness among the marginalized and the socially deprived groups about the importance of higher education and to enable education serve as a source of livelihood for all by acquiringnecessary knowledge and skills to become a part of the mainstream economy.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

The year of 2020-2021 was marked by Covid-19 pandemic which resulted in multiple lockdowns and thereafter affecting the teaching learning process. Therefore the focus of the institution for this year was entirely on ensuring uninterrupted conduct of classes through online/hybrid mode using different technological tools including online platforms faciliting live interaction of teachers and students such as ZOOM, Google Meet, Miscrosoft Teams, Whatsapp, Googledrive etc. For achievig this objective the teachers were given necessary training at college and university level. The main challenge faced in this process was the availablity of digital access to students including internet access and access to smart phone, tablet and laptop. Whatsapp provided an intermediatary bridge along with Google Drive to disseminatenecessary study materials and interactive sessions to clear the doubts. Information/lecture shared on Whatsapp could be accessed by the students even after the class was over which was important because many students did not have regular net facilty and personal devices.

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 maintain the quality mode of education and stress on uninterrupted hybrid mode of education.

2. Preparation of E-content as per the needs of the students.

3. Emphasis upon 'Bring back to Classroom Strategies'.

4. Encouraging organization of Co-curricular and Extra Curricular activites among the students after the gap due to the Pandemic.

5. Approaching different funding agencies for grants to initiate Research projects in different departments.

6. Introducing more Certificate and Diploma courses for skill enhacement of students.

7. Promoting Research Supervision among the eligible faculty members.

8. Reconstruction of the main auditorium as a state of the art Auditorium.