



# YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Gaya College Gaya
• Name of the Head of the institution	Dr. Deepak Kumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06312222442
• Mobile no	7888421193
• Registered e-mail	principal@gayacollege.ac.in
• Alternate e-mail	principal@gayacollege.ac.in
• Address	Rampur, Gaya

• City/Town	Gaya
• State/UT	Bihar
• Pin Code	823001
<b>2.Institutional status</b>	
• 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.	06312222442
• Alternate phone No.	06314069098
• Mobile	8210056543
• IQAC e-mail address	iqacgayacollege@gmail.com
• Alternate Email address	iqac@gayacollege.ac.in
<b>3.Website address (Web link of the</b>	<a href="http://www.gayacollege.ac.in/index.php/departments/aqar">http://www.gayacollege.ac.in/index.php/departments/aqar</a>

<b>AQAR (Previous Academic Year)</b>					
<b>4. Whether Academic Calendar prepared during the year?</b>	<b>No</b>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>B</b>	<b>2.04</b>	<b>2019</b>	<b>08/09/2019</b>	<b>09/09/2024</b>
<b>6. Date of Establishment of IQAC</b>	<b>01/03/2005</b>				
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>None</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>				
<b>9. No. of IQAC meetings held during the year</b>	<b>4</b>				
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the</li> </ul>	<b>No</b>				

institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
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)	
Awareness drive on Covid pandemic held extensively in and around the campus. Mask Distribution is done on a large scale and several community programs were held for sanitization.	
Workshop on Online modules was held by the university in which LMS was stressed upon. The Department of education at Gaya College conducted webinars at regular intervals to provide tips and guidelines for hybrid mode of teaching.	
Green Audit concerns to be taken up- Tree Plantations held at B. Ed and Chemistry Departments.	
Proposal to have Memorandum of Understanding with institutions based in Gaya (IIM Bodhgaya, Central University of South Gaya Bodh Gaya, IHM Bodhgaya).	
the Women Cell in Gaya College Gaya in order to facilitate empowerment of Females with respect to holistic development and legal /judicial rights.	
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
Demand for New Post Graduate programs to cater to the needs of the college.	New departments for post graduate courses were opened namely Public Administration, Labour and Social Welfare and Department of Buddhist Studies. Also many departments were upgraded from Undergraduate to Post Graduate departments.

Efforts taken to enrich the existing infrastructure for better learning and personality development	The Departments were asked to introduce new and innovative teaching methods. Gymnasium renovated and totally operational with excellent badminton court.
Plan to participate in NIRF Ranking	Incentives to promote research among faculty members were suggested. Awards to be given to faculty with highest numbers of quality research and publications. Research among students to be promoted by engaging them in seminars, conferences and symposiums at both department and college levels.
Counseling sessions for students post pandemic period	The counseling session for the students were held at regular basis in the department of Psychology. The student's from all the streams were offered guidance, motivation and required help, with the total stress n confidentiality.
NCC and NSS activities focusing on all round development and encouraging promotion of social empathy.	NCC and NSS cadets were actively engaged in the month long Pritra Paksha Mela in Gaya. Vishal Raj a student of the college was awarded by Hon'ble President Of India for being the Best Cadet.

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
2021-22	09/12/2022

#### 15. Multidisciplinary / interdisciplinary

As a multi-faculty college, Gaya College, Gaya added seven new post-graduate courses - Buddhist Studies, LSW, PA, Sociology, Pali, Sanskrit and Electronics (functional since 2020). The basic infrastructure has been provided to the new courses and they are in the process of being operational and functional. The departments of Pali, Electronics and Sociology now have students enrolled for both

graduate and post-graduate levels. The departments of Buddhist Studies and ISW have been provided the basic infrastructure in the allotted premises.

Electronics and Physics together provide the interdisciplinary approach to bring links between the two disciplines to provide co-ordination and coherence. The inclusion of Computer Science within the discipline of Physics brings the Multidisciplinary approach where knowledge from two different disciplines is combined but studied separately. The same thing is observed in the establishment of both Pali and Buddhist Studies, interdisciplinary in nature.

Topics such as Environmental Studies, Value and Ethics, Professional Communication, Gender Sensitization, and *Swaccha Bharat Abhiyaan* remain interdisciplinary in nature, incorporated in all the courses cutting across disciplines. Faculty from Political Science and Sociology present information on gender concerns while those from English take classes on communication and business English. With the implementation of the new CBCS syllabus, there is now more opportunity for the students to make use of the interdisciplinary and multidisciplinary exchange of subjects and courses.

---

#### 16.Academic bank of credits (ABC):

---

The college does not have the provisions for Academic Bank of Credits.

---

#### 17.Skill development:

---

Skill development is an important aspect of the curriculum which helps the students in the prospects of employability in near future. One ability enhancement course in professional skills, such as – Yoga Course, Typing, Physiotherapy, Gardening, Stitching, among others is common for all the Post Graduate students of Arts, Science and Commerce, which is to be conducted by the university. Due to delay in examinations, the PG Sessions under the new CBCS have started late and the PG students will be undertaking this compulsory skill development course, with the choice of options, under the Ability Enhancement Course (AEC).

---

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

---

The college runs Post Graduate and Under Graduate Courses in Hindi, Sanskrit and Urdu. These are the three chief classical languages of the basic Indian linguistic structure. The entire syllabus and curricula of these subjects facilitate the development and penetration of basic Indian culture, values, and ethics upon the young impressionable minds. Besides these three, Pali and Buddhist Studies are two important departments which impart basic knowledge interlaced with the spiritual and ethical developments. The department of Philosophy deals with the fundamental concept of *dharma* and *adharma*, essential to the Indian value system. Departments of Political Science and Sociology include teachings of the basic nuances of Gender Sensitization and Indian family system. Departments of Chemistry and

Biology teach students about the value of water and soil conservation and the impact of environmental degradation.

The Indian Knowledge Systems (IKS), the Bhartiya Gnana Parampara, an innovative cell under Ministry of Education at AICTE, New Delhi is established to promote interdisciplinary research on all aspects of the Indian Knowledge system. The college is encouraging faculty members to send research proposals to the IKS to acquire funding, especially for collaborative interdisciplinary and transdisciplinary research, either on individual level or as a team.

---

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

---

The college follows the curriculum which has been drafted by the various departments of the university and then approved by the academic council. In the present CBCS System, the new syllabus, on a comparatively different pattern, for each subject has been chalked out by the members of the committee chosen by the Rajya Bhawan. The different universities are allowed partial modification in the syllabus, aiming for the best outcome-based approach. The curricula of all the mainstream programmes offered in the college are designed on the basis of the Outcome Based Education (OBE) which includes Course Outcome (CO), Programme Specific Outcome (PSO), and Programme Outcome (PO). The total concept and the relevance of the OBE is explained in detail to the students in the Induction Meet and before/during the regular classes begin.

Regular counselling sessions help the students in erasing their doubts and developing a positive approach. The various activities organized by the NCC and the NSS focus on the all-round development of the students and encourage the student participation in social and environmental issues.

Focus on the application side of the Outcome Based Education (OBE) is more prominent now. Multi-media applications helped the students enhance their creative and critical abilities. Students learn to read and understand the Budget, in theory, through the detailed analysis on the YouTube videos. Communication and Personality Development become an integral part of Hindi and English lessons where the student learns to express, debate, question, and also to assert. Humanity was promoted and interfaith principles were inculcated among the students with the presence of the monks and their lecture in the Department of Pali.

---

#### **20.Distance education/online education:**

---

The hybrid mode has been adopted for teaching since 2021-2022. The teachers were sensitized with the benefits of the applicability of the ICT tools. Multimedia applications such as YouTube, Google Meet, Zoom, Google Docs and WhatsApp were widely used for the teaching learning process. Workshop on topics such as ICT Tools and Online Teaching were held which benefitted the faculty largely.

Many developmental as well as academic programmes, both for the teacher and the students were held online.

## Extended Profile

### 1. Programme

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	4102
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	2493
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	3585
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	61
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	137
Number of sanctioned posts during the year	



File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	126
4.2 Total expenditure excluding salary during the year (INR in lakhs)	537
4.3 Total number of computers on campus for academic purposes	620

<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The course curricula for all academic programmes at both the under-graduate and post-graduate level followed by the institution is the one implemented by Magadh University. The under-graduate programme is a three-year course offered as yearly course. The post-graduate programme is offered semester wise with course curricula based on CBCS pattern. The course has been so designed as to enable learners meet the changing needs of the labour market in terms of employability. In addition, the programme and outcomebased education ensures concept building and encourages application based learning. The curricula includes ability enhancement courses, project based outreach courses, discipline specific courses that are interdisciplinary and skill oriented and dissertations which ensures the overall personality development of the learners and equips them for the competitive labor market.</p>	
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)	
<p>The institution adheres to the academic calendar as followed by Magadh University. The year end or end semester exam dates are finalized by the university. For the conduct of the continuous</p>	

internal evaluation the institution follows the CBCS curricula as implemented by the university and adopted by the college. Under this the college undertakes the internal assessment examination that involves written tests, viva voce examination, assignments and projects. Due to the outbreak of the second wave of Covid-19 pandemic the system witnessed temporary deviation. However, given the circumstances the institutions steers towards timely conduct of evaluation.

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	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 follows the CBCS curricula which very well includes courses that help students build professional ethic, gender and human values and compassion towards the environment and sustainability. Comprising of Ability Enhancement Compulsory Courses (AECC) that includes Environmental Sustainability, Swachhha Bharat Abhiyan Activities in Semester I and Human Values and Professional Ethics and Gender Sensitization in Semester III, the course meant for post-graduation students irrespective of the faculty helps inculcate good ethics and morality.

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

**3**

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	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****76**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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****4102**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<b>No File Uploaded</b>

**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****3076**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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**

In order to deliver better the institution has in place different ways of addressing the problems of different students. Ther is provision of tutorials in the routine for the students to clarify their doubts and develop a better understanding of the concept. This helps the slow learners to cope up in the class. The teachers act as mentors and counsel students about the different avenues in the subject. This facilitates the advanced learners to keep pace with the outside world.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

Number of Students	Number of Teachers
<b>4102</b>	<b>61</b>

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 ensure students are engaged in participative learning. This is done by organizing class discussions, quizzes and presentations by students. For problem solving methodology there is provision of tutorials in the class routine that helps learners clarify doubts and develop a conceptual understanding of the subject.

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 institution encourages increased usage of ICT enabled tools like smart boards and projectors for teaching so that students develop a better understanding of the subject matter. The outbreak of the second wave again initiated the practice of virtual classes and online availability of lectures by the teachers. In this regard applications like ZOOM proved to be of great utility in addition to applications like Google meet, Google drives, WhatsApp and Youtube.

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****61**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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****649**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 implemented by 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 allows 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 Program Outcomes (POs), Program 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 program 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 program 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

3489

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

<http://www.gayacollege.ac.in/index.php/departments/aqar>

## 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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects	No File

/endowments	Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 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	<a href="#">View File</a>

### 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

0

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

### 3.2 - Innovation Ecosystem

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

The college has created an ecosystem for innovation, creation and transfer of knowledge through various centers and cells. The research development committee encourages faculties and students to remain in tune with the recent research in their respective fields. Seminars are organized by the committee to make them aware about paper writing, plagiarism etc. The college has its own Research magazine and managed by a committee. An active Placement and Career Counseling Cell explores the employment opportunities for the students and conducts professional training programs. Students are encouraged to undertake internship with the reputed institutes/organizations/companies for their skill and knowledge enhancement. Campus Placements are also organized by companies like HCL for the students. 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	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

### **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**

**3**

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### **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**

**0**

File Description	Documents
URL to the research page on HEI website	<b>Nil</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

#### **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**

**16**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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 NCC and NSS is highly active wing of the college and students are encouraged to actively enroll in such programs. Various awareness programs are organized for the rural communities for sensitizing the mass to social issues, good values, service orientations, good citizenship and holistic development. Occasionally street plays are also organized in order to spread awareness about the concerned issues. Events like Blood Donation, AIDS Awareness, Tree Plantation, Traffic Week, Save the Girls Campaign Rally, Swachhh Bharat Campaign are organized regularly. Various important days like National Youth Week, Voters' Awareness Program, Programs on Environment and Pollution are observed and organized with full zeal.

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**

21

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)	<a href="#">View File</a>

**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**

1814

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)	<a href="#">View File</a>

**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**

76

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	<a href="#">View File</a>

### 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 established in the year 1944 and after independence i.e. in the year 1948 the college was shifted in the present premises which have an estimated area of 57 acres. A newly built examination centre has been inaugurated which has 4 large examination halls in order to conduct the examinations without disturbing the routine departmental activities. A new Social Science building has been constructed in order to organize classes of newly introduced courses like LSW. There are different dedicated 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 departmental seminars and student presentations. In addition to Central Library which is accessible to all students during college hours, each PG Department has its own updated departmental Library. 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.

34

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)	<a href="#">View File</a>

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)

12

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)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

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



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

0

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)	<a href="#">View File</a>

#### 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

65

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

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

##### 4.3.2 - Number of Computers

620

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)

16.3

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)	<a href="#">View File</a>

##### 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 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 the 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 benefitted by scholarships and free ships provided by the Government during the year**

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

259

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 benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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 benefitted 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 benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life**

D. 1 of the above

<b>skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	
File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>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>	<b>B. Any 3 of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>
<b>5.2 - Student Progression</b>	

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

0

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

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

7

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	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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 )**

Students are considered active member of the college and their suggestions are of prime importance in the overall growth the institute. Henceforth, student body elections are conducted on a regular interval and the student body is provided all necessary access and facilities to function. The yearly feedback of students provide further insight into the teaching learning process as well as other host of issues and helps provide scope for further improvement. Student representation is also ensured in such statutory bodies as is mandated by the rules. 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. Students are thus an integral and important part of the college functioning and growth.

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)	<a href="#">View File</a>

#### 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 College has a registered Alumni association 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's vision is dedicated to providing excellent education to its students, equipping them with critical thinking skills, and instilling a strong sense of responsibility. The college aims to prepare students to excel in society and become responsible individuals. So that education transforms our students into exemplary leaders, eminent scientists, and individuals with exceptional integrity and capabilities. 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.

No institution can run single handedly, decentralization is the key to manage and perform well. As a huge organization, we strictly adhered to the idea of decentralization and participative management. Principal is at the highest authority in administrative and executive decision making followed by various Professors, Heads of the departments and thoroughly supported by office workers. Each department has head on rotational basis and he/she is solely responsible for the proper working of the respective. Different management committees were formed in the college, having faculties and staff and even students to insure proper functioning of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. IQAC was regulated on annual basis for optimization and integration of modern methods of teaching and learning. Principal is the chairperson of the IQAC and Coordinator and Assistant Coordinator of IQAC were appointed from the regular faculty. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers of the college.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Gaya college prepare, formulate and implement the five-year strategic plan for the overall development and quality enhancement. The plan aims to create an environment conducive to fostering new



ideas, conducting research and scholarship, promoting academic development, enhancing infrastructure, and providing consultancy services. To ensure the successful execution of the college's plans, dedicated and effective implementation efforts are undertaken. This involves proper coordination, allocation of resources, regular monitoring, and timely adjustments as needed. The administration works diligently to translate the planned objectives into tangible actions and outcomes, fostering a culture of accountability and achievement throughout 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.

The college's organogram reflects a decentralized structure of administration, where authority and decision-making are distributed among different levels and departments. This structure promotes effective communication, coordination, and autonomy within the organization. It typically consists of various levels and positions, including:

1. Principal: The highest-ranking authority responsible for overall management and administration of the college.
2. Vice-Principal: Assists the principal in administrative duties and may have specific responsibilities delegated by the principal.
3. Heads of Departments: Responsible for the academic and administrative activities of their respective departments.
4. Administrative Staff: Support staff members who handle various administrative tasks such as finance, human resources, student affairs, facilities management, and other administrative functions.
5. Faculty Members: Teaching staff responsible for delivering academic programs, conducting research, and engaging in other academic activities.
6. Students: The student body who are an integral part of the college community and contribute to its vibrant academic and social environment.

This decentralized structure allows for effective decision-making, collaboration, and accountability at different levels of the institution, ensuring efficient operations and academic excellence.

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)	<a href="#">View File</a>

  

6.3 - Faculty Empowerment Strategies
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff
<p>Several effective welfare measures for teaching and non-teaching members have been introduce at the college. Provident Fund as per PF rules for the future safety of employees are offer by the college. Health insurance and gratuity is applicable to every staff of the college for sound health. The institution recognizes the importance of supporting its female employees during maternity and provides a full paid maternity leave of 180 days. There is provision of advance salary payments andCash incentives, given to teachers andstaff members for taking up additional duties andresponsibilities.We have adequate facilities of toilets, healthcare centre and drinking water. For Female student we have dedicated ladies common room in different departments and budlings. Outing and picnics for staff and teachers are organized at regular interval. For the career paths and career laddersof the teachers and staff, workshops, seminars, induction program, faculty development programmes and refreshers courses are organized by the department on the relevant theme on regular basis. To facilitate research, free WiFi facilities, central research department and IT support are made available to the teachers and student. Appreciation and Awards are given to the hard working employee and staff (teaching and non-teaching) to make them feel valued.</p>

  

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)	No File Uploaded

**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****30**

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)	<a href="#">View File</a>

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

The college has performance based appraisal system for the assessment of teaching and nonteaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities. Teachers performance is appraised through his/her implementation of creative and innovative methodologies in Lesson Planning, Classroom Management, Classroom Organization, Using Teaching Aids, lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. moreover, student feedback and performance are also considered. The performance evaluation of the faculty takes into account other range of academic activities and contributions too. These include fulfilling invigilation duties during examinations, participating in short-term training courses to enhance skills and knowledge, and actively engaging in college administrative bodies such as the academic council, R&D council, planning, and development committee, among others. All non-teaching staff are also assessed through annual performance appraisal report. Contributions like subject knowledge, quality, awareness, willingness to learn, support to student and parents, behaviour, punctuality etc. are taken in consideration. For the purpose of evaluating the performance of teaching and non-teaching staff members to develop their abilities, we also accept feedback from students, parents, and staff members.

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

### 6.4 - Financial Management and Resource Mobilization

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

The institution places great importance on financial audits, both internal and external, to ensure proper financial management and accountability. An internal audit is conducted every six months by a licensed chartered accountant appointed based on the decision made in the Governing Body meeting. This audit evaluates the institution's financial practices, records, and compliance with regulations. Additionally, the parent university (Magadh University)

appoints a chartered accountant on an annual basis to conduct an external audit. This independent assessment examines the institution's financial statements, transactions, and adherence to financial guidelines. The audit reports are diligently maintained, ensuring their accuracy, accessibility, and preservation for future reference and review.

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 tactics for raising money from various funding bodies. The college is given money for growth by funding organisations like the UGC, RUSA, AICTE, DST, DBT, etc. Funding is provided by organisations for the execution of research projects, seminars, workshops, faculty development programmes, etc. The funding agencies' rules on how to use their funds are followed. Apart from funding agencies, the institution generates funds through various sources. Student fees contribute to the financial resources of the institution, enabling it to meet its operational and developmental needs. Additionally, the institution receives funds from state government scholarships, which support students in pursuing their education. By diversifying funding sources, the institution ensures a sustainable financial framework to support its activities and initiatives. 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

One of the key responsibilities of the IQAC is to conduct a comprehensive review of the teaching-learning process and overall operations of the college. The IQAC reviews each department and assess their operation and functioning based on the seven criteria set by the National Assessment and Accreditation Council (NAAC). These criteria cover various aspects such as curriculum design and delivery, student support and progression, research and consultancy, governance and leadership, etc. These insights aim to identify areas of strength and areas that require further attention or improvement within each department. The feedback and suggestions provided by the IQAC serve as valuable input for the continuous improvement of teaching and operational practices. This includes documentation of the schedule, observations, feedback, and suggestions provided during the review process. The records serve as a reference for future evaluations, tracking progress, and facilitating ongoing quality enhancement efforts. Through the review process conducted by the IQAC, the institution gains valuable insights into its teaching-learning process and overall functioning. The feedback and suggestions provided by the IQAC play a significant role in guiding



the institution's efforts towards continuous improvement and ensuring the delivery of quality education.

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)**

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 college places the highest focus on the safety and security of not only the students but also of the personnel, and it assures a robust vigilante system so that every student, particularly female students, will feel safe and protected to achieve their academic goals. In this respect, the university has undertaken a wide range of activities to promote gender equality and gender sensitization campaigns, therefore ensuring the safety of female students. The college deployed CC (Close Circuit) cameras at strategic locations on campus to maintain constant observation. Every academic year, representatives from "She Teams" are invited, and a programme on legal safeguards for girls' security is organised for all students. The university has a number of committees, including the Anti-Ragging Committee, the Students Grievance Committee, and the Discipline Committee, who work diligently to quickly resolve student



grievances and to maintain a respectable and moral climate on campus. The college adopted the "Mentor-Mentee" system as the initial step towards student confidence building in order to attain this pledged goal. To meet their psychological and emotional requirements, each faculty is given a set number of pupils.

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 institution supports a number of methods for managing both biodegradable and non-biodegradable garbage. The garbage is being reduced, reused, and recycled as a top priority. Additionally, the institution has held several workshops on how to use these strategies efficiently. Periodically, training sessions on the proper way to dispose of trash are held. It was emphasised that we should do all in our power to avoid using plastic products.

**Liquid Waste Management:** The institution follows appropriate practices for the collection, treatment, and disposal of liquid waste to minimize its impact on the environment. By prioritizing liquid waste management, the institution demonstrates its commitment to environmental sustainability and the protection of water resources.

**E-waste Management:** The college recognizes the importance of responsibly handling e-waste to minimize its environmental impact and promote sustainable practices. By implementing e-waste management procedures, the college contributes to the conservation

of resources and the reduction of hazardous substances in the environment.

**Hazardous Chemicals Waste Management:** By following proper handling, storage, and disposal methods, the college effectively manages hazardous chemicals and fulfils its commitment to safety and environmental 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:

सर्वे भवन्तु सुखिनः सर्वे सन्तु निरामया,

सर्वे भद्राणि पश्यन्तु मा कश्चिद्दुःखं भागभवेत्

Hence various initiatives are taken to spread peace, harmony, equality and brotherhood. The NSS and NCC team of the college conducts community service activities & programs to promote tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. In order to inculcate cultural integrity festivals of national and local importance are celebrated with equal zeal. 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. Various programs are conducted during Hindi Diwas and other local functions are festivals of importance. World environment day is celebrated in the campus by planting trees and plants.

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

26th November marks the Constitution day which is celebrated in the college by organizing awareness programs about the rights and duties of the Indian citizen. Students are sensitized about human values and good moral conduct. Every individual is encouraged to make Monetary contributions towards the relief fund if any disaster strikes the nation. Students and teachers actively participate in a Blood Donation Camp. Various competitions are organized during founder's day celebration to represent the institution and spread his vision. 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 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 institution celebrates all the days of national and international importance with great zeal and zest both at the institution as well as department level. This is done by organizing seminars, discussions, essay competitions and activities both academic and cultural. Among the important commemorative days celebrated in the college are Republic Day, Youth Day, Netaji Subhash Chandra Bose Jayanti, Women's Day, BalidaanDiwas, Ambedkar Jayanti, Buddha Purnima, Munshi Premchand Diwas World Environment Day, Earth day, International Yoga Day, Independence Day, Teacher's Day, Hindi Diwas, Gandhi Jayanti etc.

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 institution focusses on skill development focused education.

Since one of the aims of acquiring education is to ensure livelihood security. The main objective of the institution is to equip learners with skills in order to ensure employability in the competitive labor market. The institution offers two Community College courses- Retail Management and Health Care. This allows learners to acquire skills necessary to find employment opportunities within the region.

**Best Practice Two:** The institution aims at streamlining the Programme and Course Outcome based strategies of delivering education.

The objective of this practice is to make learning more effective and enhance the level of understanding of the learners. The focus is on application-based learning process. The program and outcome-based education will ensure better understanding of the concepts along with their utilization in practical. In order to promote the programme and outcome-based education the institution circulates the course curricula in the respective departments. This serves the purpose of communicating the POs and COs to the teachers and the students. Moreover, the topics of assignments and projects/dissertations are selected in such a way that the learning outcomes of the course is achieved

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 institution has decided to implement the New Education Policy 2020 based CBCS system, beginning with the PG programs. The syllabus for the classes to be switched to CBCS system has been already approved and distributed by Magadh University for implementation to its constituent colleges. The college has constituted a committee of all the department heads and other stakeholders to form standard operating procedures for smooth change over of the syllabus, timetable, routine and teaching plan etc. from the old system to the new system. All faculty were given material to familiarize themselves with the new rules and procedures and also brief their staff members regarding the same. The students were counselled at the departmental level and provided all necessary guidelines to help them familiarize with the new pattern and also informed of its benefits. It was observed that both the students and staff exhibited enthusiasm and initiative in making the switch over successful and college did not

have any major issues in the process. Overall, the college achieved success in implementing the CBCS system in PG classes and is now gearing up for introducing this system at the Undergraduate Level.

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

#### Plan of action for the next academic year 2021-22

1. Go-Green Drive all around the Campus with active participation of NCC and NSS.
2. Workshop for teachers on NEP 2020, Value Education, Effective Communications, NAAC Preparation and CBCS course implementation.
3. Seminars and Conferences to be organized by the Departments.
4. Strengthening the GCAA - Gaya College Alumni Association by increasing membership, funding and aid through organizing Alumni meeting at regular basis.
5. Skill development programs for students - exploring the possibilities as suggested in CBCS.
6. Streamlining the Continuous Internal Evaluation system under CBCS.
7. Designing Course Outcome (CO) & Program Outcome (PO) as per the new CBCS based educational structure mandated by NEP 2020.
8. Encouraging Multi Disciplinary Collaborations among the Faculty members to meet the requirements of new course structure.
9. Promotion of Sustainable Development practices such as use of power saving LED bulbs, water saving and reusing measures, rain water harvesting etc.
10. Promoting use of ICT tools in classroom delivery among teachers for raising student attention and interest.