Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MRS. KMPM VOCATIONAL COLLEGE**
Name of the head of the Institution	**Dr. Meeta Jakhanwal**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0657-2249013**
Mobile no.	**9199226566**
Registered Email	**principal.kmpmvc@jemfoundation.in**
Alternate Email	**bijaynandh@gmail.com**
Address	**Mrs. KMPM Vocational College, Bistupur**
City/Town	**Jamshedpur**
State/UT	**Jharkhand**
Pincode	**831001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Mrs. Mala Mandhyan**
Phone no/Alternate Phone no.	**06572249013**
Mobile no.	**9431344470**
Registered Email	**mala.mandhyan@gmail.com**
Alternate Email	**mandhyan.kmpmvc@jemfoundation.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.kmpmvc.com

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/01/annual_calander2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.97**	**2019**	**08-Feb-2019**	**07-Feb-2024**

6. Date of Establishment of IQAC	**09-Sep-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

View File

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**

Date of Visit	07-Dec-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	13-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management Information System MIS report is generated every month in our college and sent to the management for perusal, approvals and necessary actions. It is a policy to take a monthly feedback from students and teachers regarding attendance of students, quality of teaching regular classes. The college promotes seminars, workshops and onjob trainings. The college provides extra culler activities and encourage students to participate in NSS, Rotaract club activities Annual activities. This in turn promotes leadership quality and a feeling of contribution towards society needy people. Attendance is taken in daily basis through biometric and the same is also maintain in hard copies by the office. We have 10 no. of permanent teachers, 05 no. of visiting faculties, 05 no. of activity teachers and 356 no. of students studying in our college. Our college conducts one Internal Exam for each Semester and University Exams are held for each semester. The placement cell of the college arranges for the placements of the final year students and call various companies to visit our college for placements. University results are highly satisfactory in our college and we achieve 100 results. We have been producing University toppers since 2013. We have 148 no. of admissions in this year 201819.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Quality teaching at Mrs. KMPM Vocational College is the use of pedagogical techniques to produce learning outcomes for students. It involves several dimensions, including the effective design of curriculum and course content, a variety of learning contexts (including guided independent study, project-based learning, collaborative learning, experimentations, etc.), soliciting and using feedback, and effective assessment of learning outcomes. It also involves well-adapted learning environments and student support services to student learning and adopt a learner oriented focus. At the beginning of the Academic year the teachers prepare the lesson plans of their respective subjects which is verified by the Head of the Department. There is sufficient flexibility in the teaching plan, so as to adopt the changes if any. The college has little scope to include their own chapters in the curriculum as the curriculum described by the Kolhan University is adopted by the college as it is. The college teachers follow the teaching plan in the schedule of their working hours. The syllabus is already divided in the number of hours each teacher is supposed to engage. The periodic tutorial / class test / examination are conducted in order to assess the understanding of the students.The evaluation of students is carried out periodically as per the norms of the university. The internal examination results are reviewed and the weaker students are taught again in the remedial classes. Teachers take best of their efforts to ensure quality and to enhance academic growth. The college teachers use PPT for elaborating principle concepts in the technique and discussion. Compliance of the curriculum is verified by the Head of the Department and the review is taken. The compliance of the curriculum is communicated to the Principal through the Head of the Department and at the end of term or year the performance of the students is verified by examination and their feedback. Practical, theoretical & viva examinations are conducted to judge the understanding of the students. The University has changed the pattern of examination it is now both objective as well as subjective. The examination pattern is strictly followed by the college. The transparency in examination is followed by the college. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Chemistry	01/07/2018
BSc	Mathematics	01/07/2018
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Chemistry	01/07/2018

BSc	Mathematics	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The institution has well organised feedback mechanism. Feedback is collected from different stake holders - students, alumni, teachers, employers and parents. Once the feedback is taken it is analysed and action is taken in identified areas. To obtain the alumni feedback, a questionnaire is prepared and is floated amongst the alumni. The responses are analysed on the basis of different parameters which helps to implement quality policy at institute level. The feedback of teachers is taken through a structured questionnaire designed with focus on every aspect of teaching learning process and other administrative process. The feedback is used for overall improvement in all areas. Teachers are provided with teaching aids like instruments, e-library etc, as per their needs. Institution takes employers feedback through KRA. KRA stands for key responsibility areas and job description of an employee. KRAs document the specific areas in which an employee is expected to work. The specific areas are - Academia: It comprises of syllabus coverage, Results, Attendance, etc. Improvement / Initiatives: - Consisting discipline like attendance, college uniform, safety issues and co-curricular activities. Student's development: - Low achiever and high performer, personality development programs, conference, seminars etc. Parents Interaction:- Parent-Teacher meetings, Interaction with parents of low achievers / Indiscipline students. Special Projects:- Building responsible students, paper presentation and publications, carrier progression Parents feedback is taken during Parent-teachers meet which is organised in every semester. Parents are satisfied with

the parentsalarm app through which the attendance, results and other related information of each student is shared with the parents so that they should know the academic progress of their ward. Students feedback is taken through Student Satisfaction Survey (SSS) student response sheet. SSS consist of questionnaire which helps the institute to check the satisfaction level of students towards curricular co curricular activities. IQAC gathers the feedback from all the stockholders frequently and analyses it. The analysis is presented in the meeting and suggestions are sought from all members to improve the existing system. The quality initiatives proposed by IQAC for the present academic year are enlisted as follows: - 1. To promote advancement of knowledge technology. 2. To evolve sustainable partnership with industry and professions. 3. To enhance faculty and staff skills knowledge. 4. To continuously upgrade the learning environment. 5. To enhance the activities of the administration section through catering various needs of the staff. 6. To promote and develop the sports spirit among the students. 7. To perform preventive / breakdown maintenances in the college. After analysing the entire feedbacks, target set for the quality objectives for the next academic years are: - 1. 100 course coverage 2. 100 students' feedback 3. 100 result across all courses. 4. Industry institutes interactions resulting in sponsored projects. 5. Publications at National / International levels. 6. MOUs with industries for technical knowledge sharing, internship opportunity for students, placement assistance. 7. Training activities for each department. 8. 100 placements for final year students. 9. E-Library facility. 10. Maximum participation of students in all events.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	370	Nill	10	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
10	10	4	4	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is a professional activity which includes a trusted relationship and a meaningful commitment. In our institution students mentoring system comprises of four phases – preparation, negotiating, enabling growth and closure. In each phrase, there are specific steps and strategies that lead to monitoring excellence. This provides some strategies for success and checklists to help guide progress in each phase for mentoring relationship. The strategies consist of: • Identifying students fpr mentoring based on their academic performance, behavioral issues, school family background. • Initiating contact with the mentor. • Exchanging background information before talking for the first time. • Taking time to get to know each other. • Sharing past mentoring experiences. • Talking about the learning and development goals. • Determining the personal expectations of the relationship. • Explaining the need of the mentors. • Defining the deliverables and desired outcomes. • Sharing personal assumptions and limitations. • Discussing personal and learning styles. • Participating in strengths finder. • Analysing SWOT of the students. To keep mentoring and monitoring some of the guiding principles are prepared and are set to make the process of mentoring effective. These are: - Striving for mutual benefits: The relationship is defined from the beginning as mutually beneficial. Each participant has commitment to the relationship by choice. Each should openly share his or her goals for the relationship to be strong. Agree on confidentiality: Maintaining an environment of confidentiality is a critical component in building trust between the participants. Without a mutually understood ability to speak freely, the relationship is unlikely to reach its full potential. Commit to honesty: The participants is willing to candidly share what they expect to gain from the relationship and their vision for getting there. They are prepared to offer frank feedback as appropriate, even if the feedback is critical. Listen and Learn: Mutual benefit and honesty can only be achieved when both members feel their viewpoints are heard and respected, mentors, specially, need to remember the relationship is not primarily about them. Build a working partnership: Consider structuring a working partnership that includes project consultation or active collaboration rooted in the common grand of shared professional goals. These collaborations can lead to discoveries about each other's preferred working style, daily obligations and professional's aspirations. Be Flexible: It might help for a mentoring relationship to have defined goals, but the process may be as important than the goals. Once the mentoring relationship is established and fostered. It is important to understand the parameters for when the association should change or end. Ending a mentoring relationship does not meant it has failed. Often, it simply means that the initial goals of the mentorship have been attained. While ending a mentoring relationship the mentor should be thanked for the knowledge and time provided. A mentoring relationship often evolves into a long term professional friendship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
370	10	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	12	2	1	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end

| | | | | | examination |

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college which is affiliated to Kolhan University has two types of assessment systems : 1. Semester System for BBA BCA 2. Choice Based Credit System (CBCS) for B.Sc. IT B.Sc. Environment Water Management Semester System: The key facets of the new semester system are as follows: Two semesters of five to six months in duration, versus academic terms spread over 10 to 12 months. Comprehensive continuous assessment (versus end-of-year examinations). New assessment protocols based on grades rather than marks, and the use of cumulative grade point scores to define overall achievement. Curricular flexibility and increased options for student mobility. Regular updates to curriculum. The Institution has traditionally worked on the 'academic session,' with grading based on end-of year examinations. Among other things, the MHRD hopes the new semester system will lead to increased student engagement throughout the academic year, while also reducing the burden of end-of-year cramming. Internal evaluations would include essays, tutorial presentations, lab work, and term papers. End-ofsemester evaluation would seek to assess the skills and knowledge of students, moving away from examinations that require students to memorize and reproduce information. Choice Based Credit System (CBCS):The University introduced Choice Based Credit System for more flexible learning patterns with greater course choices, the ability to transfer credits between institutions, improved quality standards, and greater flexibility for mature students to complete programs over an extended period of time. It is also hoped that the new semester and credit system will encourage more frequent revisions to curriculum and more relevance to the Job market. Credits under the Choice Based Credit System are awarded based on the successful completion of a course of study measured in terms of classroom contact hours and volume of content studied. A semester credit is measured as four lectures of one hour each per week and a minimum of two hours of tutorials per week (for non practical subjects), or two practical sessions of two hours per week (for practical subjects). The intention is that students will have the opportunity to diversify their study experience and build a broader base of knowledge by choosing elective courses outside their major of study, while also having the option to choose electives within their field of study. This would mark a significant change from the more prescriptive manner in which programs are currently constructed and taught.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution adheres to the academic calendar for the conduct of CIE ASSESSMENT 1.Kolhan University is committed to the cause of fairness in examination and assessment. Each course of a programme necessarily involves an evaluation system consisting of two components: Continuous Internal Assessment (Internal assessment) and End-Semester Examination (External Assessment). A course carrying 3 to 6 credits will be evaluated on 100 marks. However, a course carrying 1 or 2 credits will be evaluated on 50 marks. The performance of a learner shall be evaluated in each course in the following manner: Continuous Internal Assessment End-Semester Examination (ESE) Total 30 70 100 30 Marks 70 Marks 100 Marks 15 Marks 35 Marks 50 Marks 1.Continuous Internal Assessment (CIA) 1.Continuous Internal Assessment is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programme. Internal Assessment includes Assignments, Seminars, Case Studies, Quizzes, Viva-Voce,

Open book test, Unit Tests etc. For each course, there is an individual passing minimum for Internal Assessment as 40 (12 out of 30 marks) and for End-Semester Examination as 40 (28 out of 70 marks). Continuous Internal Assessment will be conducted in and by the concerned college at the Department level involving Externals in case of Viva-Voce. However, the University administration may, for the cause of fairness, intervenes or supervise as and when it deems appropriate. (ii) Faculty of Science: Internal Assessment includes Practicals, Assignments, Seminars, Case Studies, Quizzes, Viva-Voce, Open book test, Unit Tests etc. For each course, there is an individual passing minimum for Internal Assessment as 40 (12 out of 30 marks) and for End-Semester Examination as 40 (28 out of 70 marks).

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.jemfoundation.in/kmpm/po-pso-co

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/08/students-feedback-analysis-2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
INTERNATIONAL DISTINGUISHED RESEARCHER IN MULTIBIMETRIC	SANDIP KUMAR SINGH MODAK	RULA AWARD	15/08/2019	RESEARCH PEACE AWARD 2019 FOR RESEARCH

					SCHOLARS TAMILNADU

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	**COMPUTER SCIENCE**	**1**	**13.1**
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

No Data Entered/Not Applicable !!!
No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
ONLINE SPEECH COMPETETION	RAC ST. XAVIERS CLUB RANCHI	IMPORTANCE OF SEX EDUCATION AND REPRODUCTION HEALTH OF WOMEN	2	6
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
CONTRACTUAL	ON-JOB TRAINING	ADITYAPUR AUTO CLUSTER (62047521128)	01/10/2018	15/11/2018	ALL STUDENTS OF BBA,BCA & IT
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ADITYAPUR AUTO CLUSTER	01/05/2019	ON JOB TRAINING	80
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300000	224327

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Parentsalarm	Partially	2	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	1	3	3	3	1	6	1	0
Added	0	0	0	0	0	0	0	0	0

| Total | 40 | 1 | 3 | 3 | 3 | 1 | 6 | 1 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| No Data Entered/Not Applicable !!! |

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
ICT based Classroom with recording facility	http://www.jemfoundation.in/kmpm/teaching-learning-videos

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1200000	699920	1356992	1204618

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Mrs. KMPM VC has a maintenance staff to monitor and look after the requirements and makes recommendations as required. Funds for maintenance are allocated and maintenance works are executed through AMC (Annual Maintenance Contract) for laboratory and library equipments and CCTV. Civil Maintenance, Electricity, Water supply is maintained by Jamshedpur Utilities and Services Company (JUSCO). For IT maintenance the college has AMC with 3S IT Solution. Gardening and security services have been outsourced to different agencies through AMC like Guniya Devi BRAVO. For any medical assistance the college takes help from Tata Main Hospital (TMH). In case of an emergency the person is immediately taken to the hospital for the first aid. A daily cleaning maintenance chart is maintained for each classroom, laboratory, library, washroom etc. Any problem related to the cleanliness is reported to the maintenance staff. A monthly Maintenance record is maintained for reference. For overall or major maintenance of the infrastructure, the college has collaborated with JUSCO. Mr. KMPM VC maintains all the laboratories as per the latest syllabus guidelines of the UGC. It upgrades maintains the hardware software according to Kolhan University syllabus and latest market needs. Page

http://www.jemfoundation.in/kmpm/facility-utilization

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

	View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
soft skill development	11/08/2018	41	People for Change (NGO)
yoga meditation	07/07/2018	346	Brahmakumaris
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	34

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is the representative body of the college. The objective is to make the student participate in the development of the institute as well as to develop their overall personality , organizational skills and career through interactive programmes with the Teachers, administration and society. Another goal is to provide a common platform to the students for curricular and co-curricular activities. Compositional of Student Council: - It comprises: 1. Chairperson-Head of the Institution 2. President-Part-III students nominated by the teachers of all departments. 3. General Secretary- Part-III students nominated by the teachers of all departments. 4. Joint Secretary-Part-II/Part-III students nominated by the teachers of all departments. 5. Treasurer-Part-III student of any one department 6. Members-24, (06 students from each department) The members of the student council monitor the activities of the various other committees and clubs which are as follows: 1. Discipline Committee: Responsibilities: a). To monitor the overall discipline inside the college campus. b). Any student if found engaged in misconduct or violate the standards of the college is brought before the college discipline committee. c). If the student is found guilty of misconduct the discipline committee has a right to take action or the matter is reported to the Head of the institution for necessary actions. 2. Grievance Committee: Role Responsibilities: The committee provides both formal and informal grievance dispute resolution. Students with concerns and problems are encouraged to report to the committee. The problems are discussed and resolved, if not, it is reported to the Head of the institution. The committee has the following cells working within it for better monitoring: a) Anti Ragging Cell b) Sexual Harassment Cell c) Women Redressal Cell d) Academics Grievance Cell e) SC/ST/OBC cell 3. Placement Committee: Responsibilities: To contact different companies and invite them for campus interview and placements. 4. Cultural and Literary Committee: Responsibilities: To organize and monitor co-curricular activities, intercollege cultural events and intercollege athletic meet organized by the college. 5. SAFE (Safety Awareness For Everyone) Club: Responsibilities: To make students aware of safety rules related to traffic, fire, domestic life, road etc. 6. Rotaract Club: Responsibilities: To provide an opportunity for the students to enhance the knowledge and skills that will assist them in personal development to address the physical and social needs of the communities. 7. NSS : Responsibilities: To understand the community in which they work and identify the needs and problems of the community and involve them in day to day programmes. 8. IQAC: Institutional Quality Assurance Cell Responsibilities: Prime responsibilities is to initiate, plans and supervise various activities that are necessary to increase the quality of education imparted in the

college. The role of IQAC in maintaining standards in teaching, learning evaluation is very critical. It promotes determines quality related issues through various program such as seminars, workshops, case study, panel discussion etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Our Alumni are important stake holders in the future development of the institution the views of the alumni members are frequently sought. Only five batches of students have graduated from our college. Though the registration of Alumni association is under process, the Alumni Cell has been formed to create an environment for the growth of our students in association with our alumni for generating intellectual capacity, innovations skill development. The members of Alumni cell actively participate in following activities. 1. In teaching learning process: - The ex-students visit their Alma mater and extend their honorary services by taking remedial classes extra classes for slow learners high achievers. 2. Guidance Counseling: - These ex-students provide career counseling to the current students on career options and job opportunities. 3. Donation of books to the college library: - Our alumni also donate books to the library and to the financially weak students. The Alumni of Mrs. KMPMVC actively support in the growth activities of college. They come to the college whenever they get time and interact with the current students, teachers staff. As per the rules regulations to form Alumni Association the college has taken a step to form Alumni Association in 2016-17 in which the pass out students of last 5 years were invited and an Alumni Association has been formed. The ex-students have registered themselves in the association by giving the registration amount for life membership in Alumni Association account to raise the fund for conducting the events in future. There is an alumni association's annual activity calendar also. Meetings will be conducted twice in a year. The various posts nominated as follows: The nominated office bearers of the session 2017-18 are as follows: 1. President (Head of Institution, Principal) 2. Vice President 3. Secretary 4. Joint Secretary 5. Treasures 6. Class Representatives from each department

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. FIRST PRACTICE: Decentralization Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Role: AMC is centralized committee responsible for drafting, regulating and implementing different academic policies. Committee

Hierarchy: AMC is headed by Chairman who is the Principal of the institute. Other members of committee are Academic Coordinator, subject experts for respective subjects, class teachers and exam in-charge. Activities conducted by AMC: AMC monitors the teaching learning process. It prepares the academic calendar of the institute which is a reflection of University's academic calendar that includes curricular, co-curricular, extracurricular activities. Academic calendar is meticulously planned and prepared in advance by academic coordinator and ensures the proper implementation of the academic calendar. Academic co-ordinator is responsible for confirmation and observation of academic activities. AMC does lab and course file audit before commencement of semester and in the middle of semester, random confirmation of attendance once in a month, ensures student and faculty uniform and ID card and takes action on defaulter student and faculty and gives feedback to Principal. AMC prepares daily attendance report of each class and submits it to Principal twice a day. Class Incharge ensures smooth conduction of practical and lecture of class, Prepares roll call list, does result analysis, takes feedback and syllabus coverage after 15 days, does student counseling and undertaking two times and takes monthly attendance. Class Incharge conducts average, weak and advance learner activity at class level and gives feedback to department AMC. AMC does batch wise student list, collect student biodata and conduct meeting with student to resolve their problems. The students whose attendance/performance is poor are identified by the AMC and the same is informed to the parents through telephonic conversation and by post. AMC collects student participation certificate, undertaking, declaration and leave forms and keeps record of Parent meeting and gives feedback to class In-Charge. 2. SECOND PRACTICE: Institute has various Committees/bodies/cells and their functions are properly defined, considering the overall development of the institute. In our institute following committees are formed: 1. Academic Monitoring Committee: Responsible for designing, regulating and implementing different academic activities. 2. Internal Quality Assurance Cell (IQAC) Committee: Responsible for various activities/programs leading to quality improvement. 3. Anti ragging Committee: Responsible for prevention of ragging in the college. 4. Women Grievance Redressal Committee: Responsible for protection of female student, teaching non- teaching staff from sexual harassment 5. Student Council: Responsible for planning various student welfare activities. 6. Training, Placement Research Committee: Responsible for research related activities and trainings for teachers and students. 7. National Social Service : Responsible for developing a sense of social in students. 8. Extra curricular Committee : Responsible for conducting various cultural programs in college. 9. Alumni Committee : Responsible for the development of college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The campus of Mrs. KMPM VC is spread over an area of 5.14 acres of land with two Campuses: Main RoadCampus J-Road Campus. It has administrative building with well-furnished class rooms, 4 smart rooms fully equipped chemistry, hydraulics physics laboratories, well equipped library, fully air conditioned Computer laboratory, 2 sports grounds for various games, Canteen facilities,

	separate toilets for staff, boys and girls. The infrastructural policy of Mrs. KMPM VC is driven by visualization of future requirements of teachers, administrative staff and students. The college intends to impart quality education and all round personality development of the students. Keeping in view, the college's total commitment is towards quality education. The college is planning to renovate the class rooms, install white boards and smart boards. Along with creation of new infrastructural facilities the college is giving same importance for the maintenance of existing facilities. Mrs. KMPM VC takes care that the available infrastructure is in line with academic growth and optimally utilized for currently running courses. Library has a good collection of Text Books, journals, magazines, and other learning resources which enable the students and staff to gain information and knowledge. It has OPAC (Open Public Access Catalog) and internet facilities. Mrs. KMPM VC has Thin Client LAN in its computer Lab It has fully Wi-Fi campus and staff and students get the facilities to access the internet. Mrs. KMPM VC has JUSCO Power and Water supply.
Research and Development	Mrs. K.M.P.M. Vocational College was established in 2010 and is self-financed. The college management is trying its best for all-round growth of its teachers and staff in the field of research. The college offers 4 courses: BBA, BCA, B.Sc. IT, B.Sc. Environment Water Management B.Sc. Mathematics which are vocational degree courses and self financed. It has 10 permanent faculties and 10 visiting faculties for elective/subsidiary papers. Out of 11 permanent faculties 1 is Doctorate with M.Phil degree as well, 4 are purusing Ph.D., 2 are NET qualified, one is GATE qualified and two have M.Tech. degree. In the last six years almost all faculty members are involved in paper presentation and publication work. They have presented more than 50 papers in various International, National and Regional Conferences and Seminars and have attended various workshops. Though college is not having its own Research Laboratory and collaboration with any other organization, faculties are doing

	their research work on their own by using the facilities available in college like internet, library books, computer lab, chemistry lab, etc. Faculty Training Programs are organized on regular basis. The college also organizes seminars and workshops for students and teachers regularly. The students visit various industries for their on-the-job-training like Tata Steel, Tata Motors, JUSCO, TATA Pigments, JRF, Tinplate, Tata Telcon, ASL Motors, Adityapur Autocluster, Voleswagon, Kedia Alum and Chemicals, Adityapur etc.
Examination and Evaluation	The performance of students and learning outcome is regularly evaluated and monitored by conducting unit tests, assignments, presentations while their final evaluation is made through their examination conducted by the university. The college has two types of assessment systems. 1. Semester System for BBA BCA 2. Choice Based Credit System (CBCS) for B.Sc. IT, B.Sc. Environment Water Management B.Sc. Mathematics. Semester System: Two semesters of five to six months in duration, versus academic terms spread over 10 to 12 months. New assessment protocols based on grades rather than marks, and the use of cumulative grade point scores to define overall achievement. Internal evaluations would include essays, tutorial presentations, lab work, and term papers. End-of-semester evaluation would seek to assess the skills and knowledge of students. Choice Based Credit System: The University introduced Choice Based Credit System for more flexible learning patterns with greater course choices, the ability to transfer credits between institutions, improved quality standards, and greater flexibility for mature students to complete programs over an extended period of time. It is also hoped that the new semester and credit system will encourage more frequent revisions to curriculum and more relevance to the Job market.
Teaching and Learning	The college encourages multi-faceted teaching- learning process which includes not only the lecture tutorial classes but also interactive sessions, peer learning, assignments, project

	works presentations, industrial visits etc. The performance of students and learning outcome is regularly evaluated and monitored by conducting unit tests, assignments, presentations while their final evaluation is made through their examination conducted by the university. Development in latest technique in the class room teaching - We have 5 LCD classrooms, 2 seminar halls and wi fi campus. Innovations in curricular activities - The college also organizes workshops, seminars the co-curricular activities in various fields.
Curriculum Development	Planning, delivery, assurance and continual improvement of curriculum that empowers, stretches and challenges every individual appropriately so that they meet curriculum expectations and fulfill their individual potential through clear, unambiguous and unbiased advice and guidance which utilizes staff expertise to assess the skills, knowledge, aspirations and potential of each individual to ensure that they are provided with a programme of study which best fulfills their current, and express future needs. Assessment for Learning is also a part that involves the frequent use of a variety of valid, reliable, sufficient, fair assessment methods generating formative and summative, judgments of learners' progress, constructive feedback providing clear targets and effective guidance that enables learners to improve knowledge, feedback taken by us continuously by the students, teachers and stakeholders etc. Skills competence, and the professional skills necessary to support independent learning is also provided by us with the help of seminars, trainings, webinars, etc. We also use lesson plans to access the curriculum is completed on time or not.
Human Resource Management	We provide them with opportunities to develop their professional and personal skills. Faculty is encouraged to participate faculty development program. They are also encouraged to publish papers do research in their respective areas. They are also provided trainings in their respective subjects. Trainings also includes developing employee skills through a

	combination of lectures, hands-on-exercises, videos, and individual/group-based discussions. Seminars and training programmes are also conducted continuously. . Employers are also encourage job sharing as a method for employees, who have indicated their desire to get practical experience, to develop some additional skills. To fulfill this we had installed various clubs like Rotaract club, Nss club,Safe Club, etc
Industry Interaction / Collaboration	Our College tries its very best to engage in various corporate houses by way of enhancing placement opportunities for its student community as well as fine-tuning soft skills for its faculty too. Some such academic collaborations with industrial houses that had been forged in the current year are listed below: 1) Students are sent to different departments of Jusco, Tinplate etc to get trained by the experts in their respective fields. 2).Various Career-cum-Academic Counselling are conducted regularly so that the students gets support and ideas as to where and how they can start their carriers and find out the scope for further studies. 3) A month-long Student Internship Programme is held with Adityapur Autocluster for the students of BBA, BCA BSc Information Technology. Students of B. Sc. Environment Water Management are sent to Sudha Dairy for one month Internship programme. 4). Various teacher training programmes were also conducted for the teachers so that they can update themselves.
Admission of Students	The Admission Committee of our College, comprising our Principal, senior faculty members and a few senior non-teaching staff members work tirelessly to ensure fair and hassle-free admission of students. The admission cut offs are decided by the departmental heads in consultation with the Principal. The general norm constitutes 45 in aggregate and 45 in the chosen discipline, for those who aspire for graduation with Honours. The college has been carrying out the students admission offline online, where the online support for the same is provided by the institutions website developer and office staff.

6.2.2 – Implementation of e-governance in areas of operations:	
E-governace area	Details
Planning and Development	The colleges vision and mission statement is clearly uploaded on the institutional website and copies are posted in the college campus also. We regularly organize Governing Body IQAC meetings, where we discuss plan for the overall development of the college. Development strategies are discussed by the Principal of the college during meeting every month and it is also saved as hard copies in the minutes of the staff meeting. For all Governing Body IQAC meetings, the minutes and resolutions by circulation are sent by email to Govening Body IQAC members and also made available as hard copies.
Administration	The Parents Alarm software enables the college authorities to exercise full supervision over all the service modules in the office. The Principal is in touch with teaching and non-teaching staff members, as well as with Governing Body IQAC members, through emails and staff meetings. Notices and other kinds of administrative information are put up on the college website and it is also mentioned in notice register of the college. The college office is fully automated and equipped with 24/7 internet connectivity. An intranet links the college office with the Principals office for online supervision. A new biometric system to record attendance has been installed to record the attendance of faculty members.
Finance and Accounts	With the aim to produce immediate information in finance and Accounts i.e. "Single Click Accounting" this section of College is partially e-governed. The college uses the Parents Alarm App for the transparent functioning of Accounts department. The same software is used to generate various reports like Consolidated Day Book, General Day Book, Daily Cash Collection reports The college uses this app for E-governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of annual books

	of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.
Student Admission and Support	We also have facility of online admission, the students too feel convenient to monitor the process themselves, without having to move physically from one college to the other, especially the distant students. The college has been carrying out the students admissions with the use of Smart College software (parents alarm), where the online support for the same is provided by the institutions website developer and office staff.
Examination	For the Kolhan University examinations, forms need to be filled online and offline. The forms filled by the students are checked and verified by the concerned teachers and then it is sent to the University through proper channel.Time table and results are also displayed online in Kolhan University website. Under the CBCS examination system introduced from 2018, all faculty members who are examiners need to submit internal marks in the examination cell. The examination controller of the examination cell collects the marks and send it to the Kolhan University properly sealed and signed. The internal marks assessment is done by checking the assignments,projects, internal or midsem exam and attendance.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

organised for teaching staff	organised for non-teaching staff				

No Data Entered/Not Applicable !!!

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	**2**	**8**	**8**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PPF, MATERNITY LEAVE, QUARTERS, STUDY LEAVES	**PPF, MATERNITY LEAVE, QUARTERS, STUDY LEAVES**	**SCHOLARSHIPS**

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has a mechanism for conducting internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Internal Auditors thoroughly check and verify vouchers of the transactions that are carried out in each financial year. Likewise an certified external auditor does external audit annually. The institutional accounts are audited regularly by both Internal and statutory audits. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

View File

6.4.3 – Total corpus fund generated

600000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	ISO (PARMAR SERVICES)	Yes	Principal
Administrative	Yes	ISO (PARMAR SERVICES)	Yes	JEM Foundation

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. COMMUNICATION THROUGH PARENTS ALARM APP 2. REGULAR PARENT TEACHER MEETING 3. PARENTS VISIT VARIOUS CULTURAL FUNCTIONS IN COLLEGE (PRIZE NIGHT, SPORTS MEET ETC.

6.5.3 – Development programmes for support staff (at least three)

SUPPORT STAFF IS OUTSOURCED.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Received affiliation for B. Sc. Mathematics (honours) B. Sc. Chemistry (honours) 2. ISO 1st surveillance was done. 3. MoU signed with Adityapur Autocluster for the job trainings of final year students. 4. 1 teacher enrolled for PhD.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nill
c)ISO certification	Yes
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Nill	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
child sexual abusement (awareness about POSCO ACT 2102)	01/05/2019	01/05/2019	21	10
celebration of women's day	08/03/2019	08/03/2019	18	17

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental consciousness is one of the values of Mrs. KMPMVC. To bring Environmental consciousness in our institute this year we installed Biogas plant. The organic waste of college is used to produce biogas. It is an

anaeropic digester in which the waste is digested by microbes to produce methane gas(biogas). The waste can be used as biofertilizer and the biogas can be used as as fuel. Moreover to reduce carbon footprints college does not allow vehicles to be parked inside the college campus. With this students are motivated to use public transport.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
service book	01/07/2018	Service book is maintained for every full time employee. All the employees are having the service book. Every step of an employees service life is recorded in the service book. The service book provides information on various portfolios and post held by the employee. It is diary of employees service, recording all events and other important infomation of the employee. When a dispute arises the service book is the one referred to for facts. It is a very crucial document of an employee.
prospectus	01/03/2018	It is a small book in which all the information about the college is published to attract them apply for admissions. It contains information about the instution and

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Bio gas installation 2. The NSS unit celebrated International Water Day to create awareness about importance of water, its current status and future. 3. Students participated in the exhibition by CSIR NML on 21/09/2018 in the field of Water ecology and Environment, E-waste, Leather waste, development of Aayush. 4. Plantation by NSS unit. 5. Reuse of papers in office.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Launch of Parents Alarm App. To strengthen communication between parents college, we have launched an application "parentsalarm.com". Teachers are using this app to apprise parents about their wards attendance, class performances, results, assignments etc. Parents can also communicate with the college through this app. The college uses the Parents Alarm App for the transparent functioning of Accounts department also. The same software is used to generate various reports like Consolidated Day Book, General Day Book, Daily Cash Collection reports. The college uses this app for E-governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure. 2. The management of the college implemented KRA system for the employees. KRA stands for key responsibility areas and job description of an employee. KRA broadly define the job profile for the employee and enable them to have better clarity of their role. KRAs are well-defined, quantifiable, and easy to measure. It also helps employees to align their role with that of the organisation. KRAs are broad categories or topics on which the employee has to concentrate during the year. The next step is to define objectives and standards for each KRA which should be easily quantifiable. KRAs document the specific areas in which an employee is expected to work. The specific areas are - Academia: It comprises of syllabus coverage, Results, Attendance, etc. Improvement / Initiatives: - Consisting discipline like attendance, college uniform, safety issues and co-curricular activities. Student's development: - Low achiever and high performer, personality development programs, conference, seminars etc. Parents Interaction:- Parent-Teacher meetings, Interaction with parents of low achievers / Indiscipline students. Special Projects:- Building responsible

students, paper presentation and publications, carrier progression This system helped administration management to track their performance and led them to gain new skills which were imperative for the next level. It results in the development and growth of both the employee and the organization. KRA also helped the organization to meet the objectives and build up high level efficiency. On the basis of achievements, the employees are rewarded and this promotes motivation and inspiration to perform optimally. KRA quantify the experience and clarify the benefits of employees in the yearly basis and helped the management to allocate the resources which is of greatest value.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.jemfoundation.in/kmpm/best-practices

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our Vision: "To Educate and train students for professional excellence and success". The Institution is run by Jusco Education Mission Foundation, a registered trust which was established in 2008 by Jamshedpur Utilities and services company to ensure the growth and sustainability of the undertaken educational initiatives in the area where company operates ever since its inception , the trust has earnestly executed its mandate of ameliorating the quality of life of the communities through education The Institution established in 2010 with a vision to educate and train students for professional excellence and success . The Institute is committed to impart academic excellence through application based learning and industrial relevant curriculum with an emphasis on holistic development of the students. Our institute believes that 21st century is an era of globalization and all countries are under its umbrella. Globalization has specific quality norms and expectations from its stake holders. Our institute has started courses such as B.Sc Environment and water management, B.Sc Information Technology, Bachelor of Computer Application and Bachelor of Business Administration in 2010. B Sc. Chemistry Honours and B.Sc Maths Honours in 2018. We try our best to help students to acquire professional and skill oriented education in environment water management, computer application, information technology and business administration. Courses started with only minimum students in the beginning and now we have reached to the sufficient intake. We organize job trainings industrial visits for our students. This help the students to acquire skillsets required to match the need of the Industries. These trainings equip students with global competencies so that they could face the changing trends of Industry successfully. Apart from quality education the institute is well recognized for integrity, responsibility ,social and environment consciousness. The students have been motivated to participate in continuous activities conducted by college throughout the year like academic co-curricular,sports,NSS, Rotract club activities cultural etc.. Students also participate in the intercollegiate and zonal level competitions. Special workshops / seminars, pre-placement activities and soft-skill programmes are organized every year for the overall development of the college. The students enrolled in the institution are from rural background or mediocre family . The provision of educational facility with industrial exposure helps them to bring economic stability in their families. This gives our college the privilege to fulfill its educational goals in its vision mission statement.

Provide the weblink of the institution

http://www.jemfoundation.in/kmpm/vision-priority-thrust

8.Future Plans of Actions for Next Academic Year

Future plans : Institute will aim for timely submission of AQAR. Other than this institute will focus to improve upon following areas- A. Skill development of students 1. Introduction of Bridge courses personality development classes. 2. Organize workshops for students. 3. Maintenance of academic standard and environment conducive to learning. 4. Greater Institute Industry interface. 5. College Fitness programme should be planned to introduced in the college and steps will be taken to augment the availability of infrastructure including playfields and sports equipments. 6. The college will focus attention on achieving excellence in sports. 7. Online feedback system for students. 8. Based on the suggestions given by students, the institute will – a. Improve canteen facities. b. Provide proper parking space to students. c. Increase more number of books in library. B. Faculty Development 1. Motivate faculty members to join PHD and qualify NET. 2. Motive faculty members for paper publications research. 3. Organization of more seminars / workshops on use of ICT in quality teaching, learning, Environment. C. Environment social consciousness 1. Take initiatives to address locational advantages disadvantages. 2. Take initiatives to engage with contribute to local community. 3. Plastic free campus and drive for introducing paper bags. 4. To reduce the consumption of energy and reduce our contribution to emission fuels by - managing and monitoring our consumption and use of energy. 5. Promoting energy saving amongst all college staff and students