YEARLY STATUS REPORT - 2020-2021

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 its own campus?   Yes

- Phone no./Alternate phone no.   06572249013

- Mobile No: 9199226566

- Registered e-mail   principal.kmpmvc@jemfoundation.in

- Alternate e-mail   bijaynandh@gmail.com

- Address   Mrs. KMPM Vocational College, Bistupur

- City/Town   Jamshedpur

- State/UT   Jharkhand

- Pin Code   831001

2.Institutional status

- Type of Institution   Co-education

- Location   Urban

- Financial Status   Self-financing

- Name of the Affiliating University | **Kolhan University, Chaibasa, Jharkhand**
- Name of the IQAC Coordinator | **Mrs. Mala Mandhyan**
- Phone No. | **06572249013**
- Alternate phone No. | **9431344470**
- Mobile | **9431344470**
- IQAC e-mail address | **mala.mandhyan@gmail.com**
- Alternate e-mail address | **mandhyan.kmpmvc@jemfoundation.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/AQAR-2019-20.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.97**	**2019**	**08/02/2019**	**07/02/2024**

6.Date of Establishment of IQAC   **09/09/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

No File Uploaded

9.No. of IQAC meetings held during the year   **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? `No`

- If yes, mention the amount

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

`New programme - B.Com. Honours introduced`

`ISO recertification audit conducted & ISO 9001:2015 certification extended till 2024.`

`College applied for the IGNOU study centre.`

`British Council spoken English course & certification program introduced & successfully completed by our students`

`SSS introduced as per NAAC format.`

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
ISO recertification audit planned	ISO recertification audit conducted & ISO 9001:2015 certification extended till 2024.
Certification program planned for spoken English course.	British Council spoken English course & certification program introduced & successfully completed by our students
Planned to introduce SSS	SSS introduced as per NAAC format
College applied for IGNOU centre	Under process
Follow up with the University & Higher Technical Education (Jharkhand) for the extension of the course for the session 2021-24	Extension granted
Appointment of the permanent faculty in the department.	advertisement given in newspaper & also awaiting nominationof experts from the University
Purchase of commerce books	99 books purchased

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

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 its own campus?	Yes
• Phone no./Alternate phone no.	06572249013
• Mobile No:	9199226566
• Registered e-mail	principal.kmpmvc@jemfoundation.in
• Alternate e-mail	bijaynandh@gmail.com
• Address	Mrs. KMPM Vocational College, Bistupur
• City/Town	Jamshedpur
• State/UT	Jharkhand
• Pin Code	831001
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• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Kolhan University, Chaibasa, Jharkhand
• Name of the IQAC Coordinator	Mrs. Mala Mandhyan

• Phone No.	**06572249013**
• Alternate phone No.	**9431344470**
• Mobile	**9431344470**
• IQAC e-mail address	**mala.mandhyan@gmail.com**
• Alternate e-mail address	**mandhyan.kmpmvc@jemfoundation.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.jemfoundation.in/kmpm /wp-content/uploads/2021/12/AQAR -2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.97**	**2019**	**08/02/201 9**	**07/02/202 4**

6.Date of Establishment of IQAC	**09/09/2016**

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

Institutional/Dep artment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded
9.No. of IQAC meetings held during the year	**2**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**

website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

New programme - B.Com. Honours introduced

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Appointment of the permanent faculty in the department.	advertisement given in newspaper & also awaiting nominationof experts from the University
Purchase of commerce books	99 books purchased

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
delayed due to Covid	Nil

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**7**

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	**361**

File Description	Documents
Data Template	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**42**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**133**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**12**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**21**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**27 + 2**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**audit in process**
4.3 Total number of computers on campus for academic purposes	**45**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

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.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

5

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

197

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

197

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institute strongly believes in integrating cross cutting issues relevant to professional ethics, gender, human values, environment, and sustainability with a view to ensure holistic development of the students. The students must become empowered professionals and contribute to the economic and technological development of the nation besides acquiring skills for logical reasoning and decisions in times of crisis. During past decades, the college has made efforts towards developing value based education to graduates with a vision to promote values to be a better citizen. The university has prescribed three courses for

all programs relevant to environment and sustainability, human values and professional ethics.

1. Environmental Science
2. Communicative English
3. Personality Development

Moreover college also offers B. Sc. in Environment & Water Management.

College also provided opportunity to take 6 months British council spoken English course for all the students. 197 students enrolled for the programme.

College also provides 45 days job training to all the sem 6 students which inculcates professional ethics in students.

For gender & human values there are various committees / cells and clubs to deal with these issues. The NSS unit and Rotaract club of the college organizes activities like Swachhta Abhiyaan, street plays on gender, blood donation camps , talks and workshops on legal rights of women, and debates on similar issues. etc. The students are encouraged to do projects on issues like Environmental protection and development, social issues, human values, professional ethics, Entrepreneurship etc. To sensitize college staff and students regarding gender, the college has constituted an Women's Redressal Cell to check Sexual Harassment of women at workplace in accordance to the Prevention, Prohibition, and Redressal Act, 2013 (Ministry of Law and Justice). The cell continuously interacts with the cell members and also ensures awareness regarding sexual harassment. We are proud to state that in our college the incidents of women harrassments are nil due to the discipline in the campus .Yet this cell interacts with women students at regular intervals to identify any sort of issues existing.

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	View File

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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	<u>View File</u>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

118

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

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   **A. All of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/SSS-20-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

420

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

35

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution has a well defined process to assess the learning levels of the students (slow learner and advanced learners). We adopt the following measures to identify 'slow learners & advanced learners'. Class room observations: This is an important tool to identify the learning capabilities, knowledge & thinking skills of students. Advanced learners learn faster and are attentive and more interactive during teaching learning whereas the slow learners are non attentive and non participative in class. Attendance: In every period teachers take attendance of students. Students with low cognitive abilities are less interested in attending classes whereas the high achievers attend classes regularly. Class Participation: Slow learners do not participate in class whereas the advanced learners are very enthusiastic and actively participate in classroom teaching and show keen interest by being interactive. Class Tests: Internal tests / Class tests are conducted on a regular basis to assess the knowledge and understanding of students. Measures to improve the performance of the slow learners & advanced learners: Remedial classes / Extra classes: To improve the performance of students, teachers put in extra efforts. Remedial classes and doubt clearing classes are arranged for the under achievers and teachers use innovative methods to facilitate learning of slow learners. For advanced learners extra classes are conducted. Internal Tests / Class Tests: Test are conducted on a regular basis to monitor performance of students. Assignments / Project work: Various tasks are given to students. Students are also involved in research works and are also encouraged to submit papers in journals. Parent - Teacher Meetings: Teachers have regular meetings with parents of students to apprise them with the performances of their wards. Motivation & Encouragement: This is an important tool to boost the morale of students. Awards like 'Most Improved', '100% attendance', 'Good Conducts' etc. are conferred to students during the college Annual Function to appreciate and recognize their efforts.

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

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

Number of Students	Number of Teachers
361	12

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project- based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching –learning activities are made effective through illustration and special lectures. To acquire first-hand knowledge on the subjects. Students are engaged in field trips and industrial visits Lessons are taught through Power point presentations to make learning interesting besides Verbal presenting methods. Lecture method: This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners. Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs. ICT Enabled Teaching: ·ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. · Regular practical sessions, Use of LCD projectors for seminars and workshops, Productive use

of educational videos, Accessibility of non-print material for students of Computer studies. Communication skills training is provided to students during personality development classes. · Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow up / understanding the concepts on the college website. Learning resources and useful websites are made available in the college website, which serve as a ready link to access the portals of information and gain knowledge.

Case Study Analysis and Discussion: The case study method is a participatory, discussion-based way of learning where students gain skills in critical thinking, communication, and group dynamics. Group Learning Method: Group Learning allows the slow learners to develop problem solving, interpersonal, resentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Project based learning: The teachers are the guides to the students in the process of preparation of projects. All the UG courses have project work in their final semester.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.jemfoundation.in/kmpm/industrial-visits/

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

ICT Enabled Teaching: ·ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. · Regular practical sessions, Use of LCD projectors for seminars and workshops, Productive use of educational videos, Accessibility of non-print material for students of Computer studies. Communication skills training is provided to students during personality development classes. ·

Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow up / understanding the concepts on the college website. Learning resources and useful websites are made available in the college website, which serve as a ready link to access the portals of information and gain knowledge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/10/kmpm-smartcls2.jpg

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

22

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

2.4 - Teacher Profile and Quality

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

12

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

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

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

2

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

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

2.4.3.1 - Total experience of full-time teachers

112

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

2.5 - Evaluation Process and Reforms

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

University administration may, for the cause of fairness, intervenes or supervise as and when it deems appropriate.

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).

Sr. No.

Evaluation type

Marks

1

Mid- Term Test (subjective/objective)

15

2

Two Assignments/Case study/Project

10

3

Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)

5

Practical: Each practical course can be conducted out of 100 marks with 30 marks for internal or out of 50 marks 15 marks for internal. For a practical course is conducted out of 100 marks:

Sr. No.

Evaluation type

Marks

1

Two best practical

15

2

Viva-Voce

10

3

Classroom attendance and active participation with leadership 5 qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)

5

Faculty of Commerce: The performance of the learners shall be evaluated in two components: Internal Assessment with 30% marks by way of continuous evaluation and by End-Semester Examination conducting the theory examination

Sr. No.

Evaluation type

Marks

1

Mid-Term test (subjective/objective)

15

2

Assignments/Projects/Posters/Quiz/Seminar

10

3

Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class 5 instructional deliveries(case studies/seminars/presentation)

5

Our initiatives show that while the end semester assessment is primarily conceived to measure the outcomes of learning, the approach to internal assessments can, in turn, have a strong impact on the learning process itself. Different assessment policies and practices influence students' motivation, effort, learning styles and perceptions of self-efficacy as well as teaching practices and teacher-student relationships. The major advantage of internal assessments is its high reliability. We ensure that all students are assessed on the same tasks and that their results are measured by the same standards. Teacher based assessment refers to continuous assessment that is designed and/or marked by the students' own teachers. It is conducted internally in the classroom and counts towards a final grade or evaluation of the student.

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

The examination cell of the college deals with examination related grievances. The committee comprises: The Centre Superintendent who is the Head of the Institution, Controller of Examination who is a faculty member and members of the control room. •After internal assessment, answer books are shown to all students. The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation. The Head of the department primarily redress all grievances about evaluation, including the internal assessment marks awarded to the students. In case of dissatisfaction, the same is put before the Principal. The

committee appointed by the principal looks after such grievances and redress the same. For the purpose of investigating unfair means resorted to by students at the College level, the Student Grievance Redressal Committee is appointed by the principal. The committee shall have one/two senior faculty members · The Student Grievance Redressal Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which issues final orders with regard to the penal action to be is taken against the students after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her defence.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

BBA course structure: It is a 3 year full time program. It adopts a semester system consisting of six semesters with two semesters in an academic year. Each semester has 5 papers of 100 marks. The aim is: To provide adequate basic understanding about management education among the students and to equip them with theoretical concepts, good communication skills and adequate business knowledge. To prepare students to exploit opportunities being newly created in the management profession. The graduate turn out to be well versed to opt for higher education or entry level managerial assignments.

To develop appropriate skills in the students so as to make them competent and provide themselves self employment. BCA course structure: It is a 3 year full time program. It adopts a semester system consisting of six semesters with two semesters in an academic year. Each semester has 5 papers of 100 marks. The aim is to:

- Provide knowledge of computer as everything is being digitalized.
- Provide skills and information not only about computer but

also in communication, organization and management.
- One also get to learn programming languages such as Java, C++, HTML, SQL etc.
- Provide information about various computer application and latest developments in IT and communication system is also provided.

B.Sc. IT course structure: The course follows a CBCS semester system. It is a three year full time programme. The aim is to:

- Develop technology tasks in the graduates relating to the processing, storing and communication of information between computers, mobile phones and other electronic devices.
- Secure management of large amount of variable information and its accessibility via a wide range of systems.
- Develop knowledge of subjects such as software, databases and networking. It tends to focus on the mathematical and theoretical foundations of computing.
- Develop study of software development, software testing, software designing, web design, databases, networking etc.

B.Sc. Environment & Water Management course structure: This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- Develop awareness about environment problems such as pollution, global warning, acid rain etc.
- Bring environmental consciousness among the students.
- Study the structure and function of our life supporting environment and to understand its courses, effects and solutions of different environmental problems.
- Increase the visibility of environmental issues and create new field of study.

B. Sc. Mathematics course structure :This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- Develop and maintain problem-solving skills.
- Use mathematical ideas to model real-world problems.
- Be able to communicate mathematical ideas with others.
- Have experience using technology to address mathematical ideas.

B. Sc. Chemistry course structure :This course also follows a CBCS semester system. It is a three year full time programme. The aim

is to :

- Understand the principles of various fields of chemistry (organic, inorganic, physical & analytical).
- develop a better understanding and reasoning of facts.
- Skill-up for basic analytical tools.
- Skill-up for various laboratory techniques used in pharmaceutical laboratories and chemical industries.

B. Com Course Structure :This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- Learners venture into Managerial positions, Accounting areas, Banking Sectors, Auditing, Company Secretaryship, Teaching, Professor, Stock Agents, Government Employment etc.
- Enables learners to prove themselves in different Professional examinations like CA, CS, CAT, GRE, CMA, MPSC, UPSC etc.
- Learners further move towards research in the field of Commerce.
- Enables students to demonstrate Progressive learning of various tax issues and tax.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/b.-com-outcome-pdf-merged.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The Institute has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.

At the Departmental level the Heads of the Department and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average. The 75 percent of compulsory attendance to qualify for writing the examination of the courses is adhered to, to ensure students participation in the class. The attendance is also tied with marks. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on. The end semester examination of every course is based on written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.

Attainment of the Programme Specific Outcomes

The programme specific outcomes is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Attainment of the Programme Outcomes

The general programme outcomes for PhD programmes all across the disciplines of study in the Institute are that the scholars make contribution to the existing body of knowledge by discovery, innovation, problem solving, establishing of new perspective etc. The number of students going for higher studies & acquiring jobs through campus placement during the period of assessment is an evidence of the attainment of the programme outcomes.

The feedback system of different stakeholders which is in place in the Institute helps it to measure and reckon the attainment of the programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on which are pertinent questions and which help the Institute measures its learning outcomes.

The Institute has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process).

File Description	Documents
Upload any additional information	View File
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

142

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

2.7 - Student Satisfaction Survey

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

http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/SSS-20-21.pdf

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

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

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

0

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

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

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

4

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

3.2 - Research Publications and Awards

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

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

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Faculty and students are encouraged to participate in collaboration with other organizations in carrying out social outreach programs. Information regarding these programs is disseminated through notices and Heads of Departments. Institute appreciates the services provided by students and felicitates them. Mrs. KMPM VC has various clubs like NSS, Rotaract Club, Clutural Committee to promote various community oriented activities. Some of the salient contributions of the institution include organizing blood donation camps, Road safety awareness programmes, Swachhta Abhiyan, tree plantation drives & cleanliness drives, street plays on gender equality and other social issues, programmes on legal rights of women etc. The Rotaract club & NSS organize blood donation camp to inculcate the

values of social responsibilities amongs the students. The students participate in several safety program to inculcate safety values and create awareness amongst the society. Students are encouraged to take up projects on issues like environmental protection & sustainability to create awareness of environmental issues. Visits to orphanage & old age homes sensitize students towards their social responsibilities and inculcate responsibilities towards the society. NSS unit of the institute is very active in organizing various awareness programmes & youth development programmes like blood donation camps, Swachhta Abhiyan, tree plantation drives & cleanliness drives, street plays on gender equality and other social issues, programmes on legal rights of women etc. Personality development classes are conducted for students for their holistic development which in turn develop their communication skills and also helps them to build up their personality. Our students also participated in the inter-college and university youth festivals. All the departments complement the efforts of the societies by organizing seminars, webinars, talks, paper readings, workshops and so on. Classroom teaching is also used as a platform in order to create awareness among students on these issues. The college organizes various annual events like Annual Prize Nite, Annual Sports, Teachers day, Freshers, Farewell etc.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/NSS17.jpg
Upload any additional information	View File

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

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

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**

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

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

29

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

We have technology enabled classrooms, learning spaces, seminar halls, tutorial spaces, laboratories, gardens, specialized facilities and equipment for teaching, learning and research etc. Type of Facilities: We have i).15 nos of classrooms with blackboards, 04 nos of technology enabled classrooms and 02 nos of seminar halls. ii).02 nos of computer labs with Wi-Fi connection for the students and teachers. iii).We have 02 noss of

gardens with 02 no of full-time gardeners to look after them. iii).White Boards are provided in the computer lab for a dust free environment. iv).We have 03 nos of Science labs(01 Chemistry lab, 01 Physics lab and 01 Hydraulics and air pollution lab) v). 01 no of library, 01 no of Reading room and 01 no of Exam Cell. vi).The campus of the college is Wi-Fi enabled . The students and the teachers can use the internet for research study and presentations. vii). 02 nos of Staff Rooms viii). 01 no of portable projector which can be carried to the classrooms whenever required. The infrastructural policy of Mrs. KMPM VC is driven by visualization of future requirements of teachers, administrative staff and students particularly in advance. At present, the focus of Mrs. KMPM VC is to create infrastructure with latest information technology to facilitate effective teaching and learning in the classroom. The college intends to impart quality education and all round personality develodevelopment of the students. Keeping in view, the college is totally commitment towards quality education.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.jemfoundation.in/kmpm/facilities/

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

The institution has adequate facilities for sports, games and cultural activities. Various extra-curricular activities like Annual Sports Day, Annual Prize Nite, various outdoor and indoor games are carried out. We organize Personality development classes, communication skills development, Rotaract Club activities, NSS Activities, Celebration of national festivals etc. To organize such activities we have: i). 01 no of large and well maintained sports ground. The college makes extensive use of campus ground facilities for training students in various sports like cricket, handball, baseball, volleyball and athletics. ii). A Sport Committee and sports in-charge is responsible for promoting, organizing sports events and facilitating the participation of the students in various competitions. Specific strategies are adopted for outdoor and indoor games. iii). Students participating in inter- college/university sports and other competitions are given attendance relaxation as per university rules. The College also

provides sports kits and refreshments to the participating students during competitions. iv). 01 unit of NSS

v) One unit of Rotaract Club. vi). the cultural committee is responsible for organization and participation of various intra and extracurricular activities. vii). 04nos of housekeeping staff for maintaining high standard of cleanliness in the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.jemfoundation.in/kmpm/gallery/

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

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/10/kmpm-smartcls2.jpg
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

audit in process

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)	<u>View File</u>

4.2 - Library as a Learning Resource

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

Software is the means by which a general purpose computer system is made to perform specific tasks. It contains a complete and clear description of each task in terms of available operations of the computer. In other words, software may be conceived as a set of programs for a computer. Each program is a complete specification of the processing to be performed on the data supplied to the computer. The importance of software cannot be over emphasised because it is the software which supplies power of the computer to the user's problems. It has been stated that the rapid increase in the capabilities of computer systems has not been matched by corresponding increases in availability and quality of software. Mrs. KMPMVC understands the importance of Integrated Library Management System. We are working on it.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **E. None of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

76307

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

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

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

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Mrs. KMPM VC has 2 Computer Labs, 1 for B.Sc. IT & BCA departments and the other for BBA and B.Sc Environment and Water Management departments with standard furnitures, 2 black boards and 1 white board. Institution frequently updates its IT facilities and has a Wi-Fi campus. Total no. of computers :45 all 30 nos. of computers

are in LAN. We have licensed softwares which are as follows: 1. OS in 4 Servers which are connected to 31 thin clients. 2. Visual Studio 2012 3. Oracle 11 G 4. MS-Office 2019 The college has installed 10 nos. of CCTV cameras for surveillance.

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

4.3.2 - Number of Computers

34

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

audit in process

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

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

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.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.jemfoundation.in/kmpm/facility-utilization/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

38

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

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

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

00

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

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

File Description	Documents
Link to institutional website	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/computer3.jpg
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

Nil

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

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	*View File*

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

17

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

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

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

government examinations) during the year

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

5.3 - Student Participation and Activities

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

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

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

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

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-Sem 6 students nominated by the teachers of all departments. 3. General Secretary- Sem 6 students nominated by the teachers of all

departments. 4. Joint Secretary- Sem 6 students nominated by the teachers of all departments. 5. Treasurer- Sem 6 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

6

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

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.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/alumni/
Upload any additional information	No File Uploaded

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

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

Vision – Educate and train students for professional excellence and success. The vision of the institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices,

social empathy, cultural proclivities and curricular responsibilities so that all stakeholders may benefit and students particularly, may develop to their fullest potential.

Mission – Provide an education environment that promotes:-

- **Academic Excellence through application based learning.**
- **Industry relevant curriculum.**
- **Personal Development and quest for excellence.**
- **Indian values and responsible citizenship.**

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/vision-mission-and-values/
Upload any additional information	**No File Uploaded**

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

The institution practises decentralization and participatory management in keeping with its belief in collective leadership and Participative management . A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

The Ways in which Heads of Departments participate in the Management Process:

• The Head of the Department oversees the lesson Plans of his/her departmental members.

• He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.

• He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.

• He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.

• He/she organizes and conducts the Parent-Teacher meetings in

which the academic progress of the students is communicated to their guardians.

• He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.

• He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a well-defined VISION, MISSION & VALUES. VISION - Educate and train students for professional excellence and success. MISSION- Provide an educational environment that provides:

The institution has a Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

• Application for UG new courses (B .Com) .

• Extension of available area through expansion to accommodate more classrooms, laboratories, staffrooms etc.

• Renovations to revive ageing infrastructure.

• Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and innovative means.

• Application for Post-Graduate Courses.

• Achievement of national and international recognition in the form of grants and awards.

• Partnering with Institutes & industries.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/smart1.jpg
Upload any additional information	[View File](#)

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 has a Governing Body that formulates all the policies for the development & smooth functioning of the college. (The Organogram of the college is attached herewith.) Decisions made by Governing Body are disseminated by Principal to all the teaching and non-teaching staff members. The Principal works with all the three sections i.e. office administration, academics and IQAC.
Functions of Governing Body:

- **To frame directive principles and policies based on VISION, MISSION & VALUES.**
- **To amend and approve policy from time to time.**
- **To review academic performance of the institution and suggest remedial measures, if required.**
- **To create and enhance infrastructure and amenities for the college.**
- **To approve the faculty development initiatives and programs.**
- **To initiate awards and recognitions.**
- **Approval of collaboration.**
- **To monitor faculty deployment and development, placement and industry –institute interaction**
- **activities in the institute/college and suggest remedial measures wherever necessary.**

Functions of Internal Quality Assurance Cell (IQAC):

- **To focus on the functioning of college for quality enhancement and facilitate quality culture.**
- **To the augmentation and integration among the various activities of the institution and**
- **institutionalize many good practices.**
- **To provide a sound basis for decision making to improve**

institutional functioning.
- To organize workshops, seminars on quality related themes and promotion of quality circles.
- To document various programs / activities leading to quality improvement.
- To prepare Annual Quality Assurance Report (AQAR).
- Functions of Academic Co-ordinator (Head of AMC):
- Design & access class room materials & curriculum.
- Oversee teachers' trainings.
- Analyze students performance
- Monitor progress of syllabus
- Access teachers' performance & make suggestions for improvement.

Functions of Office Associate: To monitor:

- Maintenance Supervisor
- Admission Process
- Sub-ordinate staff
- To prepare the Annual Budget in consultation with the Principal and perform internal audits.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures for both teaching and non-teaching staff.

- **Performance Bonus**

- **Accommodation Facilities**

- **Provident Fund**

- **Loan on percent interest**

- **Festival bonus.**

- **Help with facilitation of bank loans.**

- **Crash Course in Computer Basics for Supporting Staff.**

- **Renovation of living quarters of hostel support staff.**

- **Financial contribution by College to the Non – Teaching Staff.**

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

3

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

6

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

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

To provide a performance appraisal program for its teaching and non-teaching staff. ADMINISTRATIVE PROCEDURES:

1. Performance appraisals will be conducted according to the procedure set out in the "Key Result Area (KRA) form". 2. Performance appraisals for permanent employees will be carried out by the Principal at least once in a year. 3. Performance appraisals will be reported on the "KRA" forms. 4. Performance appraisals will include a meeting to discuss the employee's performance. The employees will be informed of the date and time of this meeting at least five (5) working days prior to the meeting date. 5. At the beginning of the evaluation period, the employee will be provided with a copy of the "Performance Appraisal Plan", a blank copy of the "Performance Appraisal - Non-Teaching Staff" form, a copy of the job description and a copy of the objectives jointly set for the evaluation period. 6. The employee will sign the "Performance Appraisal" form as evidence of having read it and discussed it with the immediate supervisor. The employee will have an opportunity to provide comments on the form. 7. Performance appraisal reports will be prepared in duplicate: one copy for the employee and the other for the Pricipal. EMPLOYEES WITH UNSATISFACTORY PERFORMANCE APPRAISAL If an employee is evaluated at a level indicating "Needs Improvement" in one or more areas of performance, following steps will occur: 1. The Principal will provide the employee a clear written statement of specific areas of unsatisfactory performance, based on the "Performance Appraisal" form. 2. The Principal and the employee will meet to discuss the specific areas of unsatisfactory performance. In consultation with the employee, the immediate

supervisor will develop a formal "Plan for Improvement" based on acceptable levels of performance. Employee will receive a copy of the "Plan for Improvement" and a copy will be forwarded to the Administrator. 3. The employee will undertake to implement the "Plan for Improvement" within the specified time frame. During this period, the Principal will meet with the employee on a regular basis to monitor progress. Written comments on these meetings will be recorded and a copy given to the employee and to the Administrator. 4. At the end of the time frame specified in the "Plan for Improvement", the supervisor will conduct a performance appraisal and complete the "Performance Appraisal" form. The employee and Principal will meet to discuss the performance appraisal. The employee will be advised of the date and time of this meeting at least five (5) working days prior to the meeting date. 5. The employee will sign the "Performance Appraisal - Non-Teaching Staff" form as evidence of havingread it and discussed it with the immediate supervisor. The employee will have an opportunity to provide comments on the form. Attached a KRA form.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has a 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.

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

Resource mobilization refers to all activities involved in securing new and additional resources of an institution. It also involves making better use of funds and maximizing existing resources. Mobilisation of funds and utilization is done by preparing the Annual budget . Resource mobilization is critical to any institution for the following reasons: 1.Supports organizational sustainability 2.Allows for improvement of services the organization currently provides in a better way.

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

IQAC has contributed significantly for instituionalizing the quality assurance strategies and processes. We are mentioning our two best practices- 1. Structured mechanism for monitoring of curriculum - 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. 2. Certification Courses- We have organized basic autonomous certificate courses such as Spoken English & soft

skill. The course help the students to acquire skillsets required to match the need of the Industries. These courses equip students with global competencies so that they could face the changing trends of Industries successfully.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/iqac-minutes/
Upload any additional information	No File Uploaded

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. Although it is true that diversity of learners in respect of their background, abilities and other personal attributes will influence the pace and extent of learning, Learner centered education calls for appropriate methodologies that can be used by teachers to provide a variety of learning experiences, including individual and collaborative learning. This practices pertains to our Institution and the educational model has developed to impart quality higher education for undergraduate. 1. Planning and Organising the Teaching, Learning and Evaluation Schedules: Teaching, learning and evaluation schedules are routinely prepared and implemented to facilitate teaching learning process. 2. Academic Calendar: This is prepared at the beginning of every academic year by the AMC in consultation with the Head of the Institution. The calendar reflects major events, programmes and activities to be taken up in a given time frame. The calendar specifically reflects preparation of time table, allocation of subjects to various faculty, periodic faculty meetings, internal examinations, seminar presentations, assignments due date, monthly attendance status. guest lectures, industrial visits, fest & other events, projects, workshops, certificate programmes & social service activities,staff appraisal & student feedback, counselling for slow learners, placement training, newsletter, sports day, annual day celebrations.

3. The teaching plan is prepared according to the prescribed syllabus. It is prepared session wise so as to follow the specific number of working hours to be thought. The faculty who handles

each subject is specified in the teaching plan. A copy of the time-table is also included in the teaching plan. 4.. Prospectus : The institution provides prospectus in the form of calendar at the beginning of every Academic year to all the students of college. It contains Vision, Mission, Objectives and brief History of the college. The calendar is prepared separately for undergraduate courses. The Calendar contains a table on the various subjects to be studied in each semester. 5. Evaluation Schedule: The computerized system of evaluation followed gives results. The examination process and the results conveyed through marksheets have undergone computer aided reforms. The students of undergraduate courses have provision for re-totaling and re-evaluation system so as to improve the result and ensure justice.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/annual-calendar/
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://youtu.be/1BmT8DjS4g8
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Mrs. KMPM Vocational College always promotes gender equality in college. Achieving gender equality in education will not only promote greater equality in employment but also helps to postpone early-marriages, reduce infant mortality rates and improve health and education of future generation.

Safety and Security: The institution organizes special programs for safety and security. The institution has Women grievances cell which looks after the issues pertaining to women in particular. Women Grievances cell is capable of dealing the cases (if any) very confidently with its team of Principal, functional head of the cell and a few women faculty members. The cell also conducts different activities to encourage women to fight against any kind of injustice resulting from gender bias. It can be stated with due pride that in the institution the incidents of sexual harassment of women students are Nil due to the discipline in the campus. The institute has taken step forward in sanitary pads distribution programme and sensitized not only girls and women of the campus but also boys, who equally participate in the noble deed. The campus is proved to be very secure due to its well-maintained security system. There is surveillance camera near common room, library, corridor, entrance gate, etc. Safety guard and sub-staff are also there to look after the students.

Counseling: In our institutes there exists democratic values and freedom amongst both boys and girls. . Counseling is done through providing special interactive sessions between boys and girls without the interference of teachers. Students are given different topics per week and are asked for better conclusions that they can form. When teachers are involved in such discussions it actually turns out to be impossible for students to be frank for their views. While, when they are with their classmates they can more easily prove their points. We have organized a workshop for stress free life by the selected resource person on 24. 09. 2020.

 We conducted a webinar on Mental Health Awareness on 5.04.2021. The Theme of the session was "Webinar on Mind Matters ". In this session following things were done:

 1) The participants were made to interact on a specific topic

2) Sessions on expression of thoughts were taken so that both boys

and girls come to know each other in a better way.

Common Room: There is a separate common room for girls with surveillance camera in front of washrooms. Sick bay for girl students with required facilities are also available.

File Description	Documents
Annual gender sensitization action plan	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/NSS16.jpg
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	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/common_room.jpg

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	View File
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 Tata steel utility and Services Company which was earlier known as Jamshedpur Utilities and services company (JUSCO) came into existence in 2004. The company was established with the aim of providing excellent infrastructure and utility services to the people of Jamshedpur The company has carried out its function in the areas of water management, solid waste management, ewaste management power distribution and engineered procurements and construction with utmost competence and commitment . Mrs KMPM Vocational college was established in 2010 and is run by JUSCO Education mission foundation, a registered trust which was established in 2008 by JUSCO.The solid waste, Liquid waste & E

waste management of our college are taken care by JUSCO

Social and Environmental Consciousness is one of the values of Mrs. KMPMVC. Our institute has provided with separate bins for biodegradable and non biodegradable waste to ensure waste disposal management. The institute not only takes various measures for waste management but also ensures awareness of environmental issues amongst students and local community.

Solid waste management:

1. Wastes from garden & canteen:Wastes from garden and food wastes from canteen are collected and used in biogas plant.. This activity is done by students to create environment consciousness amongst them.

2. Paper waste:Our students of Rotaract club have done paper bag promotion at various places. Moreover we encourage our staff to use computers instead of papers as much as possible.

Liquid waste management

1. Waste water- We have a proper drainage system for the exit of wastewater.

2. Waste from chemistry Laboratory- Wastes like acids and other liquid chemicals are extremely diluted and disposed off.

3. Our students are made to visit water treatment plant and wastewater treatment plants to know the treatment and recycling process.

Waste water genenerated by our Institute is managed by JUSCO

E-Waste management —Major electronic equipments like refrigerators, AC's, instruments in Chemistry Laboratory, Computers and laptops are all in working condition, since our college is established in 2010. So we only generate e-waste of tube lights, bulbs, batteries, etc. Waste electronics produced from our institute is managed by JUSCO

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://bit.ly/3E9SjhS
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **D. Any 1 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: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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   **D. Any 1 of the above**

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	View File

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	View File
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).

To build a nation of youth who are noble in their attitude and morally responsible, the institute organizes and conduct several

activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college teachers and staff jointly celebrate the cultural and regional festivals, like Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Saraswati Puja is also celebrated every year in whichreligious ritual activities are performed and Bhog is also prepared and distributed. Motivational lectures of eminent persons of the field are arranged for overall development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Anokha Rishta, a program was conducted by Rotaract Club on 02.08.2020 to inbuilt relationship and bonding between brothers and sisters. Besides academic and cultural activities, we have activity period on Saturdays for a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]()
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

National Festivals are celebrated with enthusiasm in our college. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of great Indian personalities are sowed into the young minds through the presentations and programmes conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. We celebrate national festivals like Republic Day and Independence

Day every year to develop nationality and patriotism amongst the students. To celebrate and to pay tribute to the leaders we organize various cultural programmes on these days. On the birth anniversary of Mahatma Gandhi the college organizedSwatch Bharat Abhiyan every year to promote cleanliness. The birth anniversary of Dr. S Radha Krishnan is celebrated every year as a mark of respect to the great teacher. We also conduct Voters Awareness Program to build a truly participative Democracy by encouraging all the eligible students to vote and bring about a change in the society.

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

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

File Description	Documents
Code of ethics policy document	View File
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 institute celebrates and organizes the national and international commemorative daysand helps the Staff and students to know the importance of national integrity in the country

1. 26th January Republic Day-

Republic Day is celebrated on January 26 to commemorate the adoption of constitution. On this day, various formal events like flag-hoisting, cultural programs are organized which are followed by "constitution awareness program" in which students and staff members get information of their duties towards our nation and rights given to them by our constitution. By organizing such type of events institutebuilt patriotism and awareness to next generation.

2. 15th August Independence day- It is celebrated every year. It is a grand event marked with the flag hosting by the Chief Guest .Cultural activities related to independence movement are exhibited by the students.

3. 5th September (Dr.Sarvapalli RadhaKrishnan Birth Anniversary)- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize programme for the teachers and the Guru-Shishya parampara is celebrated.

4. 2nd October Mahatma Gandhi Birth Anniversary.- A standout amongst the most mainstream events in India and one of the three national occasions, Gandhi Jayanti is celebrated in our Institute on 2nd October to mark the birth anniversary of Mahatma Gandhi. The standards of truth, peacefulness and trustworthiness are recalled and generally plugged among the students of the institute.

5. National Doctors Day – Our Institute celebrated this day on 01.07.2021 as a tribute to the Doctors and healthcare workers who worked effortlessly in serving the people amid the covid -19 pandemic. National Doctors Day is celebrated every year on this day to mark the birth and honour the contribution of renowned physician Dr Bidhan Chandra Roy.

Provide web link to:

• Annual report of the celebrations and commemorative events for the last (During the year)

The institute celebrates and organizes the national and international commemorative daysand helps the Staff and students to know the importance of national integrity in the country

1. 26th January Republic Day-

Republic Day is celebrated on January 26 to commemorate the adoption of constitution. On this day, various formal events like flag-hoisting, cultural programs are organized which are followed by "constitution awareness program" in which students and staff members get information of their duties towards our nation and rights given to them by our constitution. By organizing such type of events institutebuilt patriotism and awareness to next generation.

2. 15th August Independence day- It is celebrated every year. It is a grand event marked with the flag hosting by the Chief Guest .Cultural activities related to independence movement are exhibited by the students.

3. 5th September (Dr.Sarvapalli RadhaKrishnan Birth Anniversary)- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize programme for the teachers and the Guru-Shishya parampara is celebrated.

4. 2nd October Mahatma Gandhi Birth Anniversary.- A standout amongst the most mainstream events in India and one of the three national occasions, Gandhi Jayanti is celebrated in our Institute on 2nd October to mark the birth anniversary of Mahatma Gandhi. The standards of truth, peacefulness and trustworthiness are recalled and generally plugged among the students of the institute.

5. National Doctors Day – Our Institute celebrated this day on 01.07.2021 as a tribute to the Doctors and healthcare workers who worked effortlessly in serving the people amid the covid -19 pandemic. National Doctors Day is celebrated every year on this day to mark the birth and honour the contribution of renowned physician Dr Bidhan Chandra Roy.

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

7.2 - Best Practices

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

1.Title of the Practice: Promotion of universal values among students.

2. Objectives of the Practice: In today's world, where majority of the people are pursuing only self-interests relentlessly, the institution recognizes the need to inculcate universal values like promotion of truth, selflessness, morality, righteousness, peace etc. The Rotaract and NSS cell of our college is working with this goal.

3. Context: The value education is implanted among the students. a) Harmonious development of body, mind and soul and promotion of universal values. b) Cultivate inner calmness-a way to peace c) to help others d) to preach and practice truthfulness. e) To deal with academic and emotional stress by tapping their inner sources of strength. f) To develop a positive attitude

4. The practice: The Rotaract and NSS cell of our college organized various activities;

a) A library was installed by Rotaract cell in their adopted school to impart quality education to the underprivileged students and the students were also encouraged to donate their unused or old books so that a vital support can be provided to the poor students b) Rotaract club of our college was actively involved in organizing oxygen on wheels where free oxygen cylinders were delivered to covid patients at their doorsteps. c) Celebration of doctors' day on 01/07/2020 to pay tribute to the health workers for their effortless work during pandemic. d) Webinar was conducted on 18.07.20 on the topic 'sixty minutes with Nelson Mandela on the values he embodied b) a special webinar organized

by NSS on peace and harmony on Gandhi Jayanti was held on 2.10.20. d) celebration of Annapurna day where students were encouraged to feed birds .e)Psychological counseling of girls and women in commemoration of International Woman's Day held on 08.03.2021 f) NSS organized webinar on the topic stress free life on 05.04.21 g)Celebration of Fraternity, Brotherhood and follow feelings through Anokha Rishta 01.08.2020 g) Blood donation camp was organized by the Rotaract on 13.03.21h) the cell also organized Prayas , a small initiative to beat hunger where 516 people and 1345 animals were fed . i) Rotaract organized shades of strength where students actively participated in hair donation awareness drive for cancer Patient's. j) Students were encouraged to visit old age homes.

5. Evidence of Success:

Large number of student's involvement, connectedness towards society, breeding of values and ethics, counseling for students. The students developed their emotional quotient, empathy and their duties towards society and needy people through these activities.

6. Problems encountered and Resources required: Less availability of funds were the main problems encountered .

Best practice-2:

   1. The title: Clean and Green Campus with Ecosystem
       restoration.

2. The objectives of this Practice: As the world focus the attention of the global community on the pressing need to restore the earth's ecosystem; our institute showcased the need by providing clean and green campus environment by working with the following goals:

a) To improve the productivity and capacity of campus ecosystem .b) using natural fertilizer c) growing vegetables and diverse crops including trees d) generate awareness among students of Ecosystem restoration. b) To involve the students in cleaning their college campus. c) To set up waste bins in appropriate place to avoid littering. d) To generate consciousness among students about ecosystem of our college campus.

3. The context: The content of the practice is to carry out cleanliness and ecosystem restoration of the campus in a participative manner involving both students and teachers and also the NSS/Rotaract club members.

4. The Practice: Our institution plays a very vital role in keeping the environment clean and green. The students were encouraged to plant more and more trees and keep our campus clean. For this our institute conducts regular cleaning of our campus by NSS and Rotaract club and has provided with bins at appropriate places. For ecosystem restoration we encourage our staff and sub staff to grow own vegetables in the college campus by using natural fertilizer. We also ensure that we are not using pesticides which may contribute to water and air pollution.

5. Evidence of success: As an outcome of the programme, ecosystem of the campus was maintained with green landscape and fertile soil. Healthy environment was provided for the Students of our institute .Staff, sub staff was actively involved in growing vegetables and increased environmental awareness among them

6. Problems encountered & Resources Required: Apparently there were no problems encountered while carrying out this practice except manpower and funds.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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, B. Com Honours in2020. 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 cocurricular, 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

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

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File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

5

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

197

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

197

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institute strongly believes in integrating cross cutting issues relevant to professional ethics, gender, human values,

environment, and sustainability with a view to ensure holistic development of the students. The students must become empowered professionals and contribute to the economic and technological development of the nation besides acquiring skills for logical reasoning and decisions in times of crisis. During past decades, the college has made efforts towards developing value based education to graduates with a vision to promote values to be a better citizen. The university has prescribed three courses for all programs relevant to environment and sustainability, human values and professional ethics.

1. Environmental Science
2. Communicative English
3. Personality Development

Moreover college also offers B. Sc. in Environment & Water Management.

College also provided opportunity to take 6 months British council spoken English course for all the students. 197 students enrolled for the programme.

College also provides 45 days job training to all the sem 6 students which inculcates professional ethics in students.

For gender & human values there are various committees / cells and clubs to deal with these issues. The NSS unit and Rotaract club of the college organizes activities like Swachhta Abhiyaan, street plays on gender, blood donation camps , talks and workshops on legal rights of women, and debates on similar issues. etc. The students are encouraged to do projects on issues like Environmental protection and development, social issues, human values, professional ethics, Entrepreneurship etc. To sensitize college staff and students regarding gender, the college has constituted an Women's Redressal Cell to check Sexual Harassment of women at workplace in accordance to the Prevention, Prohibition, and Redressal Act, 2013 (Ministry of Law and Justice). The cell continuously interacts with the cell members and also ensures awareness regarding sexual harassment. We are proud to state that in our college the incidents of women harrassments are nil due to the discipline in the campus .Yet this cell interacts with women students at regular intervals to identify any sort of issues existing.

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	View File

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

118

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

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/SSS-20-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

420

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

35

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution has a well defined process to assess the learning levels of the students (slow learner and advanced learners). We adopt the following measures to identify 'slow learners & advanced learners'. Class room observations: This is an important tool to identify the learning capabilities, knowledge & thinking skills of students. Advanced learners learn faster and are attentive and more interactive during teaching learning whereas the slow learners are non attentive and non participative in class. Attendance: In every period teachers take attendance of students. Students with low cognitive abilities are less interested in attending classes whereas the high achievers attend classes regularly. Class Participation: Slow learners do not participate in class whereas the advanced learners are very enthusiastic and actively participate in classroom teaching and show keen interest by being interactive. Class Tests: Internal tests / Class tests are conducted on a regular basis to assess the knowledge and understanding of students. Measures to improve the performance of the slow learners & advanced learners: Remedial classes / Extra classes: To improve the performance of students, teachers put in extra efforts. Remedial classes and doubt clearing classes are arranged for the under achievers and teachers use innovative methods to facilitate learning of slow learners. For advanced learners extra classes are conducted. Internal Tests / Class Tests: Test are conducted on a regular basis to monitor performance of students. Assignments / Project work: Various tasks are given to students. Students are also involved in research works and are also encouraged to submit

papers in journals. Parent - Teacher Meetings: Teachers have regular meetings with parents of students to apprise them with the performances of their wards. Motivation & Encouragement: This is an important tool to boost the morale of students. Awards like 'Most Improved', '100% attendance', 'Good Conducts' etc. are conferred to students during the college Annual Function to appreciate and recognize their efforts.

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

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

Number of Students	Number of Teachers
361	12

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project- based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching -learning activities are made effective through illustration and special lectures. To acquire first-hand knowledge on the subjects. Students are engaged in field trips and industrial visits Lessons are taught through Power point presentations to make learning interesting besides Verbal presenting methods. Lecture method: This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners. Interactive method: The faculty members make learning interactive with students by motivating student participation

in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs. ICT Enabled Teaching: ·ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. · Regular practical sessions, Use of LCD projectors for seminars and workshops, Productive use of educational videos, Accessibility of non-print material for students of Computer studies. Communication skills training is provided to students during personality development classes. · Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow up / understanding the concepts on the college website. Learning resources and useful websites are made available in the college website, which serve as a ready link to access the portals of information and gain knowledge.

Case Study Analysis and Discussion: The case study method is a participatory, discussion-based way of learning where students gain skills in critical thinking, communication, and group dynamics. Group Learning Method: Group Learning allows the slow learners to develop problem solving, interpersonal, resentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Project based learning: The teachers are the guides to the students in the process of preparation of projects. All the UG courses have project work in their final semester.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.jemfoundation.in/kmpm/industrial-visits/

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

ICT Enabled Teaching: ·ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. · Regular practical sessions, Use of LCD projectors for seminars and workshops, Productive use of educational videos, Accessibility of non-print material for students of Computer studies. Communication skills training is provided to students during personality development classes. · Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow up / understanding the concepts on the college website. Learning resources and useful websites are made available in the college website, which serve as a ready link to access the portals of information and gain knowledge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/10/kmpm-smartcls2.jpg

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

22

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

2.4 - Teacher Profile and Quality

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

12

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

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

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

2

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

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

2.4.3.1 - Total experience of full-time teachers

112

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

2.5 - Evaluation Process and Reforms

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

University administration may, for the cause of fairness, intervenes or supervise as and when it deems appropriate.

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).

Sr. No.

Evaluation type

Marks

1

Mid- Term Test (subjective/objective)

15

2

Two Assignments/Case study/Project

10

3

Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)

5

Practical: Each practical course can be conducted out of 100 marks with 30 marks for internal or out of 50 marks 15 marks for internal. For a practical course is conducted out of 100 marks:

Sr. No.

Evaluation type

Marks

1

Two best practical

15

2

Viva-Voce

10

3

Classroom attendance and active participation with leadership 5 qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)

5

Faculty of Commerce: The performance of the learners shall be evaluated in two components: Internal Assessment with 30% marks by way of continuous evaluation and by End-Semester Examination conducting the theory examination

Sr. No.

Evaluation type

Marks

1

Mid-Term test (subjective/objective)

15

2

Assignments/Projects/Posters/Quiz/Seminar

10

3

Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class 5 instructional deliveries(case studies/seminars/presentation)

5

Our initiatives show that while the end semester assessment is primarily conceived to measure the outcomes of learning, the approach to internal assessments can, in turn, have a strong impact on the learning process itself. Different assessment policies and practices influence students' motivation, effort, learning styles and perceptions of self-efficacy as well as teaching practices and teacher-student relationships. The major advantage of internal assessments is its high reliability. We ensure that all students are assessed on the same tasks and that their results are measured by the same standards. Teacher based assessment refers to continuous assessment that is designed and/or marked by the students' own teachers. It is conducted internally in the classroom and counts towards a final grade or evaluation of the student.

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

The examination cell of the college deals with examination related grievances. The committee comprises: The Centre Superintendent who is the Head of the Institution, Controller of Examination who is a faculty member and members of the control room. ·After internal assessment, answer books are shown to all students. The internal marks of the students are

then displayed on the notice board to ensure transparency in evaluation. The Head of the department primarily redress all grievances about evaluation, including the internal assessment marks awarded to the students. In case of dissatisfaction, the same is put before the Principal. The committee appointed by the principal looks after such grievances and redress the same. For the purpose of investigating unfair means resorted to by students at the College level, the Student Grievance Redressal Committee is appointed by the principal. The committee shall have one/two senior faculty members · The Student Grievance Redressal Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which issues final orders with regard to the penal action to be is taken against the students after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her defence.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

BBA course structure: It is a 3 year full time program. It adopts a semester system consisting of six semesters with two semesters in an academic year. Each semester has 5 papers of 100 marks. The aim is: To provide adequate basic understanding about management education among the students and to equip them with theoretical concepts, good communication skills and adequate business knowledge. To prepare students to exploit opportunities being newly created in the management profession. The graduate turn out to be well versed to opt for higher education or entry level managerial assignments.

To develop appropriate skills in the students so as to make them competent and provide themselves self employment. BCA course structure: It is a 3 year full time program. It adopts a semester system consisting of six semesters with two semesters in an academic year. Each semester has 5 papers of 100 marks.

The aim is to:

- Provide knowledge of computer as everything is being digitalized.
- Provide skills and information not only about computer but also in communication, organization and management.
- One also get to learn programming languages such as Java, C++, HTML, SQL etc.
- Provide information about various computer application and latest developments in IT and communication system is also provided.

B.Sc. IT course structure: The course follows a CBCS semester system. It is a three year full time programme. The aim is to:

- Develop technology tasks in the graduates relating to the processing, storing and communication of information between computers, mobile phones and other electronic devices.
- Secure management of large amount of variable information and its accessibility via a wide range of systems.
- Develop knowledge of subjects such as software, databases and networking. It tends to focus on the mathematical and theoretical foundations of computing.
- Develop study of software development, software testing, software designing, web design, databases, networking etc.

B.Sc. Environment & Water Management course structure: This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- Develop awareness about environment problems such as pollution, global warning, acid rain etc.
- Bring environmental consciousness among the students.
- Study the structure and function of our life supporting environment and to understand its courses, effects and solutions of different environmental problems.
- Increase the visibility of environmental issues and create new field of study.

B. Sc. Mathematics course structure :This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- Develop and maintain problem-solving skills.

- **Use mathematical ideas to model real-world problems.**
- **Be able to communicate mathematical ideas with others.**
- **Have experience using technology to address mathematical ideas.**

B. Sc. Chemistry course structure :This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- **Understand the principles of various fields of chemistry (organic, inorganic, physical & analytical).**
- **develop a better understanding and reasoning of facts.**
- **Skill-up for basic analytical tools.**
- **Skill-up for various laboratory techniques used in pharmaceutical laboratories and chemical industries.**

B. Com Course Structure :This course also follows a CBCS semester system. It is a three year full time programme. The aim is to :

- **Learners venture into Managerial positions, Accounting areas, Banking Sectors, Auditing, Company Secretaryship, Teaching, Professor, Stock Agents, Government Employment etc.**
- **Enables learners to prove themselves in different Professional examinations like CA, CS, CAT, GRE, CMA, MPSC, UPSC etc.**
- **Learners further move towards research in the field of Commerce.**
- **Enables students to demonstrate Progressive learning of various tax issues and tax.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/b.-com-outcome-pdf-merged.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The Institute has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.

At the Departmental level the Heads of the Department and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average. The 75 percent of compulsory attendance to qualify for writing the examination of the courses is adhered to, to ensure students participation in the class. The attendance is also tied with marks. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on. The end semester examination of every course is based on written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.

Attainment of the Programme Specific Outcomes

The programme specific outcomes is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Attainment of the Programme Outcomes

The general programme outcomes for PhD programmes all across the disciplines of study in the Institute are that the scholars make contribution to the existing body of knowledge by discovery, innovation, problem solving, establishing of new perspective etc. The number of students going for higher studies & acquiring jobs through campus placement during the period of assessment is an evidence of the attainment of the programme outcomes.

The feedback system of different stakeholders which is in place in the Institute helps it to measure and reckon the attainment

of the programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on which are pertinent questions and which help the Institute measures its learning outcomes.

The Institute has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process).

File Description	Documents
Upload any additional information	[View File](#)
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

142

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

2.7 - Student Satisfaction Survey

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

http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/SSS-20-21.pdf

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

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

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

0

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

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

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

4

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

3.2 - Research Publications and Awards

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

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

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Faculty and students are encouraged to participate in collaboration with other organizations in carrying out social

outreach programs. Information regarding these programs is disseminated through notices and Heads of Departments. Institute appreciates the services provided by students and felicitates them. Mrs. KMPM VC has various clubs like NSS, Rotaract Club, Clutural Committee to promote various community oriented activities. Some of the salient contributions of the institution include organizing blood donation camps, Road safety awareness programmes, Swachhta Abhiyan, tree plantation drives & cleanliness drives, street plays on gender equality and other social issues, programmes on legal rights of women etc. The Rotaract club & NSS organize blood donation camp to inculcate the values of social responsibilities amongs the students. The students participate in several safety program to inculcate safety values and create awareness amongst the society. Students are encouraged to take up projects on issues like environmental protection & sustainability to create awareness of environmental issues. Visits to orphanage & old age homes sensitize students towards their social responsibilities and inculcate responsibilities towards the society. NSS unit of the institute is very active in organizing various awareness programmes & youth development programmes like blood donation camps, Swachhta Abhiyan, tree plantation drives & cleanliness drives, street plays on gender equality and other social issues, programmes on legal rights of women etc. Personality development classes are conducted for students for their holistic development which in turn develop their communication skills and also helps them to build up their personality. Our students also participated in the inter-college and university youth festivals. All the departments complement the efforts of the societies by organizing seminars, webinars, talks, paper readings, workshops and so on. Classroom teaching is also used as a platform in order to create awareness among students on these issues. The college organizes various annual events like Annual Prize Nite, Annual Sports, Teachers day, Freshers, Farewell etc.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/NSS17.jpg
Upload any additional information	View File

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

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

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

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

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

29

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

We have technology enabled classrooms, learning spaces, seminar halls, tutorial spaces, laboratories, gardens, specialized facilities and equipment for teaching, learning and research etc. Type of Facilities: We have i).15 nos of classrooms with blackboards, 04 nos of technology enabled classrooms and 02 nos of seminar halls. ii).02 nos of computer labs with Wi-Fi connection for the students and teachers. iii).We have 02 noss of gardens with 02 no of full-time gardeners to look after them. iii).White Boards are provided in the computer lab for a dust free environment. iv).We have 03 nos of Science labs(01 Chemistry lab, 01 Physics lab and 01 Hydraulics and air pollution lab) v). 01 no of library, 01 no of Reading room and 01 no of Exam Cell. vi).The campus of the college is Wi-Fi enabled . The students and the teachers can use the internet for research study and presentations. vii). 02 nos of Staff Rooms viii). 01 no of portable projector which can be carried to the classrooms whenever required. The infrastructural policy of Mrs. KMPM VC is driven by visualization of future requirements of teachers, administrative staff and students particularly in advance. At present, the focus of Mrs. KMPM VC is to create infrastructure with latest information technology to facilitate effective teaching and learning in the classroom. The college intends to impart quality education and all round personality develodevelopment of the students. Keeping in view, the college is totally commitment towards quality education.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.jemfoundation.in/kmpm/facilities/

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

The institution has adequate facilities for sports, games and cultural activities. Various extra-curricular activities like Annual Sports Day, Annual Prize Nite, various outdoor and indoor games are carried out. We organize Personality development classes, communication skills development, Rotaract Club activities, NSS Activities, Celebration of national

festivals etc. To organize such activities we have: i). 01 no of large and well maintained sports ground. The college makes extensive use of campus ground facilities for training students in various sports like cricket, handball, baseball, volleyball and athletics. ii). A Sport Committee and sports in-charge is responsible for promoting, organizing sports events and facilitating the participation of the students in various competitions. Specific strategies are adopted for outdoor and indoor games. iii). Students participating in inter-college/university sports and other competitions are given attendance relaxation as per university rules. The College also provides sports kits and refreshments to the participating students during competitions. iv). 01 unit of NSS

v) One unit of Rotaract Club. vi). the cultural committee is responsible for organization and participation of various intra and extracurricular activities. vii). 04nos of housekeeping staff for maintaining high standard of cleanliness in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.jemfoundation.in/kmpm/gallery/

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

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/10/kmpm-smartcls2.jpg
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

audit in process

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

4.2 - Library as a Learning Resource

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

Software is the means by which a general purpose computer system is made to perform specific tasks. It contains a complete and clear description of each task in terms of available operations of the computer. In other words, software may be conceived as a set of programs for a computer. Each program is a complete specification of the processing to be performed on the data supplied to the computer. The importance of software cannot be over emphasised because it is the software which supplies power of the computer to the user's problems. It has been stated that the rapid increase in the capabilities of computer systems has not been matched by corresponding increases in availability and quality of software. Mrs. KMPMVC understands the importance of Integrated Library Management System. We are working on it.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-	**E. None of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

76307

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

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

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

20

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Mrs. KMPM VC has 2 Computer Labs, 1 for B.Sc. IT & BCA

departments and the other for BBA and B.Sc Environment and Water Management departments with standard furnitures, 2 black boards and 1 white board. Institution frequently updates its IT facilities and has a Wi-Fi campus. Total no. of computers :45 all 30 nos. of computers are in LAN. We have licensed softwares which are as follows: 1. OS in 4 Servers which are connected to 31 thin clients. 2. Visual Studio 2012 3. Oracle 11 G 4. MS-Office 2019 The college has installed 10 nos. of CCTV cameras for surveillance.

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

4.3.2 - Number of Computers

34

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

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

audit in process

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

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.jemfoundation.in/kmpm/facility-utilization/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

38

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

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

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

00

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

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

File Description	Documents
Link to institutional website	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/computer3.jpg
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

Nil

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

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

17

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

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

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

government examinations) during the year

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

5.3 - Student Participation and Activities

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

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

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

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

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- Sem 6 students nominated by the teachers of all departments. 3.

General Secretary- Sem 6 students nominated by the teachers of all departments. 4. Joint Secretary- Sem 6 students nominated by the teachers of all departments. 5. Treasurer- Sem 6 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

6

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

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.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/alumni/
Upload any additional information	No File Uploaded

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

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

Vision – Educate and train students for professional excellence and success. The vision of the institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass

and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and curricular responsibilities so that all stakeholders may benefit and students particularly, may develop to their fullest potential.

Mission – Provide an education environment that promotes:-

- Academic Excellence through application based learning.
- Industry relevant curriculum.
- Personal Development and quest for excellence.
- Indian values and responsible citizenship.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/vision-mission-and-values/
Upload any additional information	No File Uploaded

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

The institution practises decentralization and participatory management in keeping with its belief in collective leadership and Participative management . A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

The Ways in which Heads of Departments participate in the Management Process:

   • The Head of the Department oversees the lesson Plans of his/her departmental members.

   • He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.

   • He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.

     • He/she is at liberty to introduce creative and

innovative measures for the benefit of his/her students.

- He/she organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.

- He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.

- He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a well-defined VISION, MISSION & VALUES. VISION - Educate and train students for professional excellence and success. MISSION- Provide an educational environment that provides:

The institution has a Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

- Application for UG new courses (B .Com) .

- Extension of available area through expansion to accommodate more classrooms, laboratories, staffrooms etc.

- Renovations to revive ageing infrastructure.

- Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and innovative means.

- Application for Post-Graduate Courses.

- Achievement of national and international recognition in the form of grants and awards.

- **Partnering with Institutes & industries.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/smart1.jpg
Upload any additional information	[View File](#)

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 has a Governing Body that formulates all the policies for the development & smooth functioning of the college. (The Organogram of the college is attached herewith.) Decisions made by Governing Body are disseminated by Principal to all the teaching and non-teaching staff members. The Principal works with all the three sections i.e. office administration, academics and IQAC. Functions of Governing Body:

- **To frame directive principles and policies based on VISION, MISSION & VALUES.**
- **To amend and approve policy from time to time.**
- **To review academic performance of the institution and suggest remedial measures, if required.**
- **To create and enhance infrastructure and amenities for the college.**
- **To approve the faculty development initiatives and programs.**
- **To initiate awards and recognitions.**
- **Approval of collaboration.**
- **To monitor faculty deployment and development, placement and industry –institute interaction**
- **activities in the institute/college and suggest remedial measures wherever necessary.**

Functions of Internal Quality Assurance Cell (IQAC):

- **To focus on the functioning of college for quality enhancement and facilitate quality culture.**

- **To the augmentation and integration among the various activities of the institution and**
- **institutionalize many good practices.**
- **To provide a sound basis for decision making to improve institutional functioning.**
- **To organize workshops, seminars on quality related themes and promotion of quality circles.**
- **To document various programs / activities leading to quality improvement.**
- **To prepare Annual Quality Assurance Report (AQAR).**
- **Functions of Academic Co-ordinator (Head of AMC):**
- **Design & access class room materials & curriculum.**
- **Oversee teachers' trainings.**
- **Analyze students performance**
- **Monitor progress of syllabus**
- **Access teachers' performance & make suggestions for improvement.**

Functions of Office Associate: To monitor:

- **Maintenance Supervisor**
- **Admission Process**
- **Sub-ordinate staff**
- **To prepare the Annual Budget in consultation with the Principal and perform internal audits.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures for both teaching and non-teaching staff.

- **Performance Bonus**

- **Accommodation Facilities**

- **Provident Fund**

- **Loan on percent interest**

- **Festival bonus.**

- **Help with facilitation of bank loans.**

- **Crash Course in Computer Basics for Supporting Staff.**

- **Renovation of living quarters of hostel support staff.**

- **Financial contribution by College to the Non – Teaching Staff.**

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

3

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	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

6

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

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

To provide a performance appraisal program for its teaching and non-teaching staff. ADMINISTRATIVE PROCEDURES:

1. Performance appraisals will be conducted according to the procedure set out in the "Key Result Area (KRA) form". 2. Performance appraisals for permanent employees will be carried out by the Principal at least once in a year. 3. Performance appraisals will be reported on the "KRA" forms. 4. Performance appraisals will include a meeting to discuss the employee's performance. The employees will be informed of the date and time of this meeting at least five (5) working days prior to the meeting date. 5. At the beginning of the evaluation period, the employee will be provided with a copy of the "Performance Appraisal Plan", a blank copy of the "Performance Appraisal - Non-Teaching Staff" form, a copy of the job description and a copy of the objectives jointly set for the evaluation period. 6. The employee will sign the "Performance Appraisal " form as evidence of having read it and discussed it with the immediate supervisor. The employee will have an opportunity to provide comments on the form. 7. Performance appraisal reports will be prepared in duplicate: one copy for the employee and the other for the Pricipal. EMPLOYEES WITH UNSATISFACTORY PERFORMANCE APPRAISAL If an employee is evaluated at a level indicating "Needs Improvement" in one or more areas of performance, following steps will occur: 1. The Principal will provide the employee a clear written statement of specific areas of

unsatisfactory performance, based on the "Performance Appraisal" form. 2. The Principal and the employee will meet to discuss the specific areas of unsatisfactory performance. In consultation with the employee, the immediate supervisor will develop a formal "Plan for Improvement" based on acceptable levels of performance. Employee will receive a copy of the "Plan for Improvement" and a copy will be forwarded to the Administrator. 3. The employee will undertake to implement the "Plan for Improvement" within the specified time frame. During this period, the Principal will meet with the employee on a regular basis to monitor progress. Written comments on these meetings will be recorded and a copy given to the employee and to the Administrator. 4. At the end of the time frame specified in the "Plan for Improvement", the supervisor will conduct a performance appraisal and complete the "Performance Appraisal" form. The employee and Principal will meet to discuss the performance appraisal. The employee will be advised of the date and time of this meeting at least five (5) working days prior to the meeting date. 5. The employee will sign the "Performance Appraisal - Non-Teaching Staff" form as evidence of havingread it and discussed it with the immediate supervisor. The employee will have an opportunity to provide comments on the form. Attached a KRA form.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has a 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.

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

Resource mobilization refers to all activities involved in securing new and additional resources of an institution. It also involves making better use of funds and maximizing existing resources. Mobilisation of funds and utilization is done by preparing the Annual budget . Resource mobilization is critical to any institution for the following reasons: 1.Supports organizational sustainability 2.Allows for improvement of services the organization currently provides in a better way.

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 instituionalizing the quality assurance strategies and processes

IQAC has contributed significantly for instituionalizing the quality assurance strategies and processes. We are mentioning our two best practices- 1. Structured mechanism for monitoring of curriculum - 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. 2. Certification Courses- We have organized basic autonomous certificate courses such as Spoken English & soft skill. The course help the students to acquire skillsets required to match the need of the Industries. These courses equip students with global competencies so that they could face the changing trends of Industries successfully.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/iqac-minutes/
Upload any additional information	No File Uploaded

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. Although it is true that diversity of learners in respect of their background, abilities and other personal attributes will influence the pace and extent of learning, Learner centered education calls for appropriate methodologies that can be used by teachers to provide a variety of learning experiences, including individual and collaborative learning. This practices pertains to our Institution and the educational model has developed to impart quality higher education for undergraduate. 1. Planning and Organising the Teaching, Learning and Evaluation Schedules: Teaching, learning and evaluation schedules are routinely prepared and implemented to facilitate teaching learning process. 2. Academic Calendar: This is prepared at the beginning of every academic year by the AMC in consultation with the Head of the Institution. The calendar

reflects major events, programmes and activities to be taken up in a given time frame. The calendar specifically reflects preparation of time table, allocation of subjects to various faculty, periodic faculty meetings, internal examinations, seminar presentations, assignments due date, monthly attendance status. guest lectures, industrial visits, fest & other events, projects, workshops, certificate programmes & social service activities,staff appraisal & student feedback, counselling for slow learners, placement training, newsletter, sports day, annual day celebrations.

3. The teaching plan is prepared according to the prescribed syllabus. It is prepared session wise so as to follow the specific number of working hours to be thought. The faculty who handles each subject is specified in the teaching plan. A copy of the time-table is also included in the teaching plan. 4.. Prospectus : The institution provides prospectus in the form of calendar at the beginning of every Academic year to all the students of college. It contains Vision, Mission, Objectives and brief History of the college. The calendar is prepared separately for undergraduate courses. The Calendar contains a table on the various subjects to be studied in each semester. 5. Evaluation Schedule: The computerized system of evaluation followed gives results. The examination process and the results conveyed through marksheets have undergone computer aided reforms. The students of undergraduate courses have provision for re-totaling and re-evaluation system so as to improve the result and ensure justice.

File Description	Documents
Paste link for additional information	http://www.jemfoundation.in/kmpm/annual-calendar/
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,	C. Any 2 of the above

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://youtu.be/1BmT8DjS4q8
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Mrs. KMPM Vocational College always promotes gender equality in college. Achieving gender equality in education will not only promote greater equality in employment but also helps to postpone early-marriages, reduce infant mortality rates and improve health and education of future generation.

Safety and Security: The institution organizes special programs for safety and security. The institution has Women grievances cell which looks after the issues pertaining to women in particular. Women Grievances cell is capable of dealing the cases (if any) very confidently with its team of Principal, functional head of the cell and a few women faculty members. The cell also conducts different activities to encourage women to fight against any kind of injustice resulting from gender bias. It can be stated with due pride that in the institution the incidents of sexual harassment of women students are Nil due to the discipline in the campus. The institute has taken step forward in sanitary pads distribution programme and sensitized not only girls and women of the campus but also boys, who equally participate in the noble deed. The campus is proved to be very secure due to its well-maintained security system. There is surveillance camera near common room, library, corridor, entrance gate, etc. Safety guard and sub-staff are also there to look after the students.

Counseling: In our institutes there exists democratic values and freedom amongst both boys and girls. . Counseling is done through providing special interactive sessions between boys and girls without the interference of teachers. Students are given different topics per week and are asked for better conclusions that they can form. When teachers are involved in such discussions it actually turns out to be impossible for students to be frank for their views. While, when they are with their classmates they can more easily prove their points. We have organized a workshop for stress free life by the selected resource person on 24. 09. 2020.

We conducted a webinar on Mental Health Awareness on 5.04.2021. The Theme of the session was "Webinar on Mind Matters ". In this session following things were done:

 1) The participants were made to interact on a specific topic

2) Sessions on expression of thoughts were taken so that both boys and girls come to know each other in a better way.

Common Room: There is a separate common room for girls with surveillance camera in front of washrooms. Sick bay for girl students with required facilities are also available.

File Description	Documents
Annual gender sensitization action plan	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/NSS16.jpg
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	http://www.jemfoundation.in/kmpm/wp-content/uploads/2021/12/common_room.jpg

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	[View File](#)
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 Tata steel utility and Services Company which was earlier known as Jamshedpur Utilities and services company (JUSCO) came into existence in 2004. The company was established with the aim of providing excellent infrastructure and utility services to the people of Jamshedpur The company has carried out its function in the areas of water management, solid waste management, ewaste management power distribution and engineered procurements and construction with utmost competence and commitment . Mrs KMPM Vocational college was established in 2010 and is run by JUSCO Education mission foundation, a registered trust which was established in 2008 by JUSCO.The solid waste, Liquid waste & E waste management of our college are taken care by JUSCO

Social and Environmental Consciousness is one of the values of Mrs. KMPMVC. Our institute has provided with separate bins for biodegradable and non biodegradable waste to ensure waste disposal management. The institute not only takes various measures for waste management but also ensures awareness of environmental issues amongst students and local community.

Solid waste management:

1. Wastes from garden & canteen:Wastes from garden and food wastes from canteen are collected and used in biogas plant.. This activity is done by students to create environment consciousness amongst them.

2. Paper waste:Our students of Rotaract club have done paper bag promotion at various places. Moreover we encourage our staff to use computers instead of papers as much as possible.

Liquid waste management

1. Waste water- We have a proper drainage system for the exit of wastewater.

2. Waste from chemistry Laboratory- Wastes like acids and other liquid chemicals are extremely diluted and disposed off.

3. Our students are made to visit water treatment plant and wastewater treatment plants to know the treatment and recycling process.

Waste water genenerated by our Institute is managed by JUSCO

E-Waste management –Major electronic equipments like refrigerators, AC's, instruments in Chemistry Laboratory, Computers and laptops are all in working condition, since our college is established in 2010. So we only generate e-waste of tube lights, bulbs, batteries, etc. Waste electronics produced from our institute is managed by JUSCO

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://bit.ly/3E9SjhS
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 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**	**A. Any 4 or All of the above**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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	**D. Any 1 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	[View File](#)

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	**C. Any 2 of the above**

reading material, screen	reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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).

To build a nation of youth who are noble in their attitude and morally responsible, the institute organizes and conduct several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college teachers and staff jointly celebrate the cultural and regional festivals, like Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Saraswati Puja is also celebrated every year in whichreligious ritual activities are performed and Bhog is also prepared and distributed. Motivational lectures of eminent persons of the field are arranged for overall development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Anokha Rishta, a program was conducted by Rotaract Club on 02.08.2020 to inbuilt relationship and bonding between brothers and sisters. Besides academic and cultural activities, we have activity period on Saturdays for a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

National Festivals are celebrated with enthusiasm in our college. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of great Indian personalities are sowed into the young minds through the presentations and programmes conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. We celebrate national festivals like Republic Day and Independence Day every year to develop nationality and patriotism amongst the students. To celebrate and to pay tribute to the leaders we organize various cultural programmes on these days. On the birth anniversary of Mahatma Gandhi the college organizedSwatch Bharat Abhiyan every year to promote cleanliness. The birth anniversary of Dr. S Radha Krishnan is celebrated every year as a mark of respect to the great teacher. We also conduct Voters Awareness Program to build a truly participative Democracy by encouraging all the eligible students to vote and bring about a change in the society.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed	A. All of the above

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	[View File](#)
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 institute celebrates and organizes the national and international commemorative daysand helps the Staff and students to know the importance of national integrity in the country

1. 26th January Republic Day-

Republic Day is celebrated on January 26 to commemorate the adoption of constitution. On this day, various formal events like flag-hoisting, cultural programs are organized which are followed by "constitution awareness program" in which students and staff members get information of their duties towards our nation and rights given to them by our constitution. By organizing such type of events institutebuilt patriotism and awareness to next generation.

2. 15th August Independence day- It is celebrated every year. It is a grand event marked with the flag hosting by the Chief Guest .Cultural activities related to independence movement are exhibited by the students.

3. 5th September (Dr.Sarvapalli RadhaKrishnan Birth

Anniversary)- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize programme for the teachers and the Guru-Shishya parampara is celebrated.

4. 2nd October Mahatma Gandhi Birth Anniversary.- A standout amongst the most mainstream events in India and one of the three national occasions, Gandhi Jayanti is celebrated in our Institute on 2nd October to mark the birth anniversary of Mahatma Gandhi. The standards of truth, peacefulness and trustworthiness are recalled and generally plugged among the students of the institute.

5. National Doctors Day – Our Institute celebrated this day on 01.07.2021 as a tribute to the Doctors and healthcare workers who worked effortlessly in serving the people amid the covid -19 pandemic. National Doctors Day is celebrated every year on this day to mark the birth and honour the contribution of renowned physician Dr Bidhan Chandra Roy.

Provide web link to:

• Annual report of the celebrations and commemorative events for the last (During the year)

The institute celebrates and organizes the national and international commemorative daysand helps the Staff and students to know the importance of national integrity in the country

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

7.2 - Best Practices

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

1.Title of the Practice: Promotion of universal values among students.

2. Objectives of the Practice: In today's world, where majority

of the people are pursuing only self-interests relentlessly, the institution recognizes the need to inculcate universal values like promotion of truth, selflessness, morality, righteousness, peace etc. The Rotaract and NSS cell of our college is working with this goal.

3. Context: The value education is implanted among the students. a) Harmonious development of body, mind and soul and promotion of universal values. b) Cultivate inner calmness-a way to peace c) to help others d) to preach and practice truthfulness. e) To deal with academic and emotional stress by tapping their inner sources of strength. f) To develop a positive attitude

4. The practice: The Rotaract and NSS cell of our college organized various activities;

a) A library was installed by Rotaract cell in their adopted school to impart quality education to the underprivileged students and the students were also encouraged to donate their unused or old books so that a vital support can be provided to the poor students b) Rotaract club of our college was actively involved in organizing oxygen on wheels where free oxygen cylinders were delivered to covid patients at their doorsteps. c) Celebration of doctors' day on 01/07/2020 to pay tribute to the health workers for their effortless work during pandemic. d) Webinar was conducted on 18.07.20 on the topic 'sixty minutes with Nelson Mandela on the values he embodied b) a special webinar organized by NSS on peace and harmony on Gandhi Jayanti was held on 2.10.20. d) celebration of Annapurna day where students were encouraged to feed birds .e)Psychological counseling of girls and women in commemoration of International Woman's Day held on 08.03.2021 f) NSS organized webinar on the topic stress free life on 05.04.21 g)Celebration of Fraternity, Brotherhood and follow feelings through Anokha Rishta 01.08.2020 g) Blood donation camp was organized by the Rotaract on 13.03.21h) the cell also organized Prayas , a small initiative to beat hunger where 516 people and 1345 animals were fed . i) Rotaract organized shades of strength where students actively participated in hair donation awareness drive for cancer Patient's. j) Students were encouraged to visit old age homes.

5. Evidence of Success:

Large number of student's involvement, connectedness towards

society, breeding of values and ethics, counseling for students. The students developed their emotional quotient, empathy and their duties towards society and needy people through these activities.

6. Problems encountered and Resources required: Less availability of funds were the main problems encountered .

Best practice-2:

1. The title: Clean and Green Campus with Ecosystem restoration.

2. The objectives of this Practice: As the world focus the attention of the global community on the pressing need to restore the earth's ecosystem; our institute showcased the need by providing clean and green campus environment by working with the following goals:

a) To improve the productivity and capacity of campus ecosystem .b) using natural fertilizer c) growing vegetables and diverse crops including trees d) generate awareness among students of Ecosystem restoration. b) To involve the students in cleaning their college campus. c) To set up waste bins in appropriate place to avoid littering. d) To generate consciousness among students about ecosystem of our college campus.

3. The context: The content of the practice is to carry out cleanliness and ecosystem restoration of the campus in a participative manner involving both students and teachers and also the NSS/Rotaract club members.

4. The Practice: Our institution plays a very vital role in keeping the environment clean and green. The students were encouraged to plant more and more trees and keep our campus clean. For this our institute conducts regular cleaning of our campus by NSS and Rotaract club and has provided with bins at appropriate places. For ecosystem restoration we encourage our staff and sub staff to grow own vegetables in the college campus by using natural fertilizer. We also ensure that we are not using pesticides which may contribute to water and air pollution.

5. Evidence of success: As an outcome of the programme, ecosystem of the campus was maintained with green landscape and fertile soil. Healthy environment was provided for the Students of our institute .Staff, sub staff was actively involved in growing vegetables and increased environmental awareness among them

6. Problems encountered & Resources Required: Apparently there were no problems encountered while carrying out this practice except manpower and funds.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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, B. Com Honours in2020. 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 cocurricular, 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.

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

7.3.2 - Plan of action for the next academic year

Future plans

Student centric :

To organize more workshop for students on skill development programme.

To arrange more awareness programs of entrepreneurship for students.

To introduce more ICT enabled classrooms.

To organize more seminars and workshops on the use of ICT.

To ensure quality of academic programs.

To organize variety of co-curricular activities for holistic development of students in present competitive world.

To introduce greater industry institute interface.

College fitness program should be introduced in the college and steps will be taken to augment the availability of infrastructure including playfield and sports equipment.

The college will focus attention on achieving excellence in sports at the national level.

To organize campus interview for the placements of the students frequently in the college.

To introduce new PG courses for the students on all subjects.

To improve infrastructure facilities and hostel accommodation for the students.

Teacher centric :

To organize more seminars or workshops on the use of ICT in quality teaching learning.

To organize workshops and seminars on research methodology and for quality of research work.

To encourage teachers to enroll themselves in PHD ,those who have not done yet .

To use new teaching methods and technology to impart quality education.

To disseminate information on the various quality parameters of higher education.

To maintain academic standard an environment conducive to learning

Environment centric:

To reduce the consumption of energy and reduce our contribution to emission fuels by managing and monitoring our consumption and use of energy.

To promote energy saving amongst all college staff and students.

To incorporate long term strategies for efficiency.

To make the Environment polythene free and eco-friendly.

To ensure availability and sustainable management of water and sanitation for all.