YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CHAS COLLEGE, CHAS
• Name of the Head of the institution	DR. SRIKANT SINHA
• Designation	PRINCIPAL IN CHARGE
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09835359018
• Mobile No:	9835359018
• Registered e-mail	chascollege.bbmku@gmail.com
• Alternate e-mail	info@chascollege.org
• Address	P.O- KURA, DIWANGANJ, CHAS
• City/Town	BOKARO
• State/UT	JHARKHAND
• Pin Code	827013
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**BINOD BIHARI MAHTO KOYLANCHAL UNIVERSITY, DHANBAD**
• Name of the IQAC Coordinator	**Dr. P. C. Thakur**
• Phone No.	**9431740877**
• Alternate phone No.	**09835359018**
• Mobile	**09431740877**
• IQAC e-mail address	**chascollege.iqac@gmail.com**
• Alternate e-mail address	**chascollege.bbmku@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.chascollege.org/images/AQAR-Report-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.chascollege.org/images/Ac-2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.01**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**01/08/2015**

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
Chas College, Chas	**Salary Payment**	**Govt. of Jharkhand**	**2020-21**	**61551653.60**
Chas College, Chas	**Contigency Fund**	**University Grant**	**2020-21**	**100000.00**
Chas College, Chas	**Building Construction Fund**	**RUSA**	**2020-21**	**5250000.00**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	04	
• 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)

1. RFID Library 2. Beautification of College Campus 3. Rennovation of Buldings 4.Construction of Administrative Building

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
Examination results and other information to be communicated to students	Partially Achieved
Repairing of Library building and bookshelves	Work Finished
Purchase of equipments for archery and gymnasium	Under Process
Tobacco free campus	Achieved
Beautification of College Campus	Achieved

Development of Botanical Garden	Partially Achieved
Management Information System (MIS)	Partially Achieved
More Smart Classrooms for College	Under Process
Professional development programme (Teachers)	Achieved
Administrative training programme	Achieved
Facility for differently abled persons	Partially Achieved
Eco-friendly campus	Partially Achieved
Wall Painting- Jharkhand (Tribal) Culture	Partially Achieved
Seminar on 'Status of Education in Jharkhand'	Achieved
Parent- Teacher Meeting	Achieved
ICT- Training to Teachers & Staff	Partially Achieved
Student Mentoring System	Achieved
Innovation Ecosystem & Incubation Centre	Not Achieved
Registration of College to NIRF	Under Process

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Executive Council	22/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**27/01/2022**

Extended Profile

1.Programme

1.1	**23**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**1501**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**1217**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**895**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**31**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**149**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**17**
Total number of Classrooms and Seminar halls	
4.2	**5350000.00**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**16**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the curriculum prescribed by Binod Bihari Mahto Koyalanchal University (BBMKU), Dhanbad. Our all teaching programmes are under Choice Based Credit System (CBCS) of education. Faculty members of the college are members of the Board of Studies of the university. Academic Calendar of the college is prepared on the basis of the holiday list, examination calendar, sports and cultural activity calendar released by the university. As per the academic calendar; curriculum delivery plans are prepared by the departments. The head of departments prepare schedule of lectures and distributes the syllabus among the faculty members.

The time table (routine) committee headed by the Principal prepares comprehensive timetable (master routine) for all the departments which fixes the schedule of academic and co-curricular activities.

Routine for academic activity makes provision for theory, practical, and tutorial classes. Classes for core subjects of Honours (Hons), General Elective (GE) and General (GEN) Courses are arranged separately. Teachers of the departments adopt their own methods of curriculum delivery by adopting innovative methods using ICT tools. The faculty members take utmost care to complete the syllabus in time. Common methods of curriculum delivery are through lecture, demonstration, tutorials, field visits, project works, practical classes, peer teaching, etc. Students are encouraged to meet the faculty members after classroom hours for doubt clearing and course contents for higher level of learning.

The classroom teaching is supported with extra-curricular, co-curricular and extension activities for development of student's personality, value system, environment consciousness and social responsibility. Interactive teaching is promoted through students' participation in group discussion, quizzes, and seminars. Sometimes special lectures of eminent Scholars are arranged on the topics related to the curriculum. Laboratories are optimally utilized for curriculum delivery of practical classes. Feedbacks from faculty, students and parents are utilized for improvement in the teaching-learning process. The impact of teaching is measured on the basis of student's performance in internal tests and university examination.

During introductory classes in the beginning of the session fast and slow learning students are identified and to breach the learning gap special classes are arranged for weak learning students. Reasons for the learning gap between slow and fast learning students are their rural background and their local language of communication. Most of them speak and understand only Bengali, Khoratha and Kurmali. Although, official language of instruction of the university is English and Hindi, sometimes we adopt regional languages during delivery of lectures for better communication with slow learning students.

Regular meetings of the Head of Departments and Principal are arranged to monitor the progress of curriculum delivery for effective teaching. The college provides well-stocked library, internet facility, seminar hall, computer laboratory, science laboratories, LCD projector, display boards, smart classroom, etc for effective curriculum delivery.

The college adopted online teaching and evaluation methods during the unprecedented challenging situation arising due to the Covid-19 pandemic. Online meeting tools like Zoom, Google meet; Whatsapp, etc were used for teaching during the pandemic. It was ensured that

teaching and learning of the students is not affected adversely.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	[NIL](NIL)

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

The University publishes the list of holidays for the coming new near in the month of December and the university publishes tentative examination calendar before/just after commencement of the new Academic Year. After commencement of the new Academic Year the University also publishes tentative sports and cultural activity calendar. On the basis of list of holidays, examination and sports & cultural activity calendars, college prepares academic calendar for the new academic year.

The institution adheres to the academic calendar in conducting all its activities. Academic calendar of the college demarcates dates of all institutional activities like; starting of classes, holidays, vacations, functions of national importance, internal and university level examinations, sports & cultural activities, etc. The dates of the academic calendar are tentative but in most of the cases the programmes are held on the same date as mentioned in the calendar. However, during COVID-19 pandemic period we miserably failed to stick to the academic calendar.

Teachers prepare themselves for the new academic session well before the scheduled date in the calendar. Accordingly, lesson planning, distribution of syllabus among faculty members are done in time. Internal and external university level evaluation dates mentioned in the calendar help students, teachers and supporting staffs to prepare themselves well in advance. Teachers perform department level planning and preparation for evaluation work. Similarly, staffs of examination department of the college under the leadership of the Controller of Examination (CE) make all arrangements for conduct of internal and university level examinations. Continuous Internal Evaluation (CIE) of students is done on the basis of regularity of attendance, participation in extension activities & other social outreach programmes. Attendance of students in the classes scheduled in the time table (routine) is monitored at the department level to evaluate credit for attendance. Students take

part in extension activities & other social outreach programmes as per schedule in the academic calendar under the guidance of NSS and UBA coordinators. Similarly, students participate in the sports and cultural activities as per the calendar schedule. All these activities make basis for CIE of the students.

The college strides its best to adhere the academic calendar but sometimes we fail to stick to the schedule fixed in the calendar due to unavoidable reasons. Such changes in the schedule are effectively communicated to all the stake holders especially to the students.

Students get prior information for practical, viva-voce and theory examinations. Some times change in the schedule of internal evaluation is done as per the instruction of the University. Changed examination programme/schedule and time table are communicated to the students well in advance. Internal examinations of every semester are conducted before the University exams. Apart from internal assessment examinations, the college also organise quiz, group discussion, paper presentation etc for the evaluation of the students. The University conducts the final exam as per the schedule announced by the University. Along with the continuous internal evaluation, some departments conduct unit test also.

Thus throughout the session, the academic calendar is followed for teaching, evaluation, sports & cultural activities, co-curricular and outreach programmes.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 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

03

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

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

the year

0

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

1.3 - Curriculum Enrichment

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

The ethical sense of teaching and teacher is exclusively centered on producing responsible citizens having human values of sympathy, cooperation, compassion, tolerance that are sensible towards social, national and global issues. Teaching should be well versed with the cross cutting issues, so prevailing situation and circumstances should determine its visibility, feasibility and credibility. This is what ascertans the sustainability of any system or method.

The vision and mission of the college well describes the integration of cross-cutting issues relevant to Professional Ethics, Gender, Human values and Environment & Sustainability. The cross cutting issues are well integrated with the syllabus of the college. Curriculum of all subjects taught in the college contains different cross-cutting issues except the subjects of Physics and Mathematics. However, Environmental studies (Environment and Public Health & Science and Life) are compulsory subjects even for Physics and Mathematics students in semester III & IV under Skill Enhancement Course (SEC).

The crosscutting issues integrated with the syllabi of different subjects:-

(a) Professional Ethics: Curriculum of all literature subjects of English, Hindi, Bengali, Sanskrit and Urdu includes the course content related to importance of professionalism in life. As literature measures life and Society, the faculties also follow the related ideology. Poetry, drama, fiction, criticism and so on alike is regulated by the said parameter. The personae in drama and novel are types of character similar to the society dealing with contemporary cross-cutting issues. There are significant moral values, be it Chaucer, Shakespeare, Wordsworth, Dickens, Dr Johnson,

T S Eliot. In poetry - diction, prosody, rhetoric etc. accurately standardize and rationalize the communicative capability of the concerned individuals. Similarly, the prescribed syllabi of Criticism established critical thinking and its relevance in every sphere of life in frequently shifting scenario. Similar references of Professional Ethics are found in the curriculum of other literature subjects.

In commerce professional ethics are taught under the papers like Insurance, Entrepreneurship, Accountancy, Mercantile Law, Business Environment and Business Communications. Also the curricula of other subjects are full of references of ethics and values.

(b) Gender Issues:

Curricula of literature subjects of English, Hindi, Sanskrit, Urdu, and Bengali have included several topics that highlight gender issues through drama, fiction, novel, story and poems. Syllabi of other subjects like; Philosophy, Sociology, Political Science, etc contains topics related to gender issues. Constitutional provisions for women, reservation policies, etc are taught to the students in Political Science. Similarly gender issues are highlighted in other subjects also.

(c) Human Values:

Literature being the part of the faculty of Humanities can not overlook human values in curriculum. All the literary explorations and experiments move around mankind which teaches value of life through literary works. Curricula of Hindi, Sanskrit, Urdu, Bengali literature are full of references that teach value system like sympathy, empathy, cooperation, compassion, tolerance, social integration in life. Similarly, syllabus of Philosophy comprises of several topics related to ethics, gender equality and human values.

Apart from these issues included in the syllabi, our college has taken the various steps through NSS and UBA to make students learn the value system of life with the motto of ?????? ?????????.

(d) Environment & Sustainability:

Environmental studies (Environment and Public Health & Science and Life) are compulsory subjects for semester III & IV students of all streams under Skill Enhancement Course (SEC). Different issues of Environmental Science and Ecology are included in the syllabi of Economics, Geography, Political Science, Sociology, Psychology,

Botany, Zoology and Chemistry.

Environment Day celebration, plastic free initiative, cotton bags distribution in the villages as an alternative to plastic, tobacco free campus, plantation drive, green and clean campus initiative are taken by NSS and UBA of the college.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

0

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

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	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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.chascollege.org/

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

2458

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

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

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

1217

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

As the college is situated in the rural area of Jharkhand near the border of West Bengal; most of the students come from the village background having Bengali, Khoratha, and Kurmali as their language of communication. Only a few students communicate in Hindi and English perfectly. Therefore, students hesitate to talk to teachers and staff freely and comfortably due to language gap. However, they gradually cope up with the help of local language speaking teachers and office staffs. Slow and advance learning students are identified by the teachers during lecture in the class and personal interaction with the students. This identification is based on performance of the students in their class and internal evaluation. It is the general observation that slow learning students do not grasp class lectures because of the communication gap created due to little knowledge of English and Hindi. To bridge this learning gap; some teachers has adopted to teach in the vernacular language.

Special attention is provided to the weak students by arranging extra classes. They are given assignments and during evaluation of the assignment the slow learners are advised improvement where ever required. Teachers inspire them to work hard and help them to improve their communication skill (writing, reading and speaking) of Hindi and English to improve their quality of education.

Slow learning students are regularly counseled by teachers for regular attendance to the class. A set of students are assigned to every faculty to perform as a mentor to encourage students for better performance. Learning material prepared by the faculty member is provided to the students regularly. Further, the faculty members revise the tough topics as per the requirements of the students. Teachers also provide University question bank to students and discuss the way of presenting the answer in the exam to score better marks.

Slow learners are regularly encouraged in the class and outside the class. As a result of which slow learners showed improvement in confidence to converse with teachers and peer groups, improvement in communication skill, increase in the quest to acquire knowledge. All these resulted to overall improvement in personality and better score in academic evaluation.

High performing students are identified on the basis of internal assessment, university examination, and involvement in classroom activity. Generally advanced learners have better communication skills of both the English and the Hindi languages.The learning quest of advanced learners are satisfied by the faculty members by providing them extra learning materials, books of higher level and they are also guided in getting online learning resources. They are encouraged to take part in debate, group discussion, quiz, seminar, group learning and peer teaching. Laboratory, assignment and project works of higher learning level are provided to high performing and fast learning students. They are encouraged to acquire new and advanced knowledge through the internet. Bright and diligent student are motivated and inspired to get university ranks. Mentor teacher of these students motivate them to take competitive examinations for selection to higher studies, research and employment. Teachers encourage such students for scholarships also.

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
1501	31

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college adopts student centric methods of teaching as per vision and mission statement of the college. As most of the students of our college are from village back ground we adopt various student centric method of teaching to satisfy aspiration of SC/ST/OBC and girl students. Apart from lecture method of teaching; teachers adopt various methods to develop clear concept of subjects in the students. Teachers make the concept clear to the students with the help of illustrations prevalent in daily life activity of the rural areas and also with the help of ICT tools. Some teachers use local vernacular language for better communication of subjects to the students.

The entire academic process of planning, delivery of curriculum and assessment is designed with the objective to provide best to the students. The learning becomes more experiential, participatory, problem solving and socialistic by organizing activities like group discussion, model making, field visits, debates, quiz, assignments, seminars, project writing, poetry recitation, etc. The college organizes co-curricular activities, extracurricular activities, sports and cultural events which help the students in their all round development.

EXPERIENTIAL LEARNING:

Departments of Chemistry, Physics, Botany, Zoology, Geography and Psychology teach through experiments to make students learn the concept of the subject by observing the phenomenon happening in front of them. This method of learning by doing the experiment generates experience of the concept in the students which becomes deep rooted in the brain due to which the concept remains with students for ever. The students participate in teaching-learning process through question-answer method, group discussion, quiz, etc. Sometimes seminar and brainstorming sessions are also organized. Experiential learning methods adopted by the departments of Commerce, Geography and Sociology are through field visit, survey report, project writing and dissertation.

PARTICIPATIVE AND PROBLEM SOLVING METHODS OF LARNING:

It is general practice of all departments of the college to adopt problem solving method of teaching. Teachers give problems to the entire students of the class together or to the smaller groups of students to be solved either in the classroom or to come with the solution in the next class. Sometimes students are asked to find the solution of a problem under brain storming session to teach problem solving skill through group participation. Participative learning and group learning are encouraged in the practical classes, tutorial classes, field visit, etc.

Science departments adopt teaching through video demonstration of experiments organized the by students to encourage participative learning. Student of Political Science experience the actual working system of Legislature through the video presentation. Department of history follows the method of 'learning by observation'. Video of the historical and excavation sites are shown to the students to highlight the historical importance of the places and the people. Students are asked to prepare project report of their visit to historical places.

To imbibe patriotic and social values among students and to encourage participative learning; events of national importance and social outreach programmes are organized by NSS and UBA.

All the methods adopted by the college make the student confident, self reliant, and provide them the opportunity for self-assessment and self-evaluation. This also improves their skills of learning through listening, speaking, reading, writing and seeing. Overall results of the teaching –learning methods adopted by the college are that the students learn to apply the theoretical knowledge gained in the classroom to the real life situations which make them confident for solving problems by adopting innovative ideas.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	NIL

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

Information and Communication Technology (ICT) tools have the

potential to motivate students acquire knowledge through different offline and online sources including in-class and out-class teaching. This tool helps teachers spare time for teaching allied subjects, give higher level knowledge to students, research & innovation and co-curricular activities. This also develops independent and active learning habit among students.

The college has one smart classrooms connected with internet and some other classrooms are equipped with the LCD projector and screens. Teachers use smart classrooms especially for the topics which are critical and confusing. Animated pictures, clear and colorful diagrams/images are very helpful for the teachers of science faculty to deliver course contents to the students. Teachers of biological science frequently use smart class rooms for showing latest colorful diagrams which makes clear concept in students. Department of History uses the smart class rooms to show historical sites, remnants of ancient civilization and other places of historical importance. Similarly, teachers of Political Science department use smart class rooms to teach functioning of Parliament, proceedings of court, etc. Smart class rooms and other ICT facilities are used by departments of Commerce and Literature also. Teachers of literature show video lectures, short films, documentary, films based on novels etc related to the syllabus to students. Teaching through these tools makes teaching-learning experience joyful for both teachers and students. Subjects taught through these tools leave deep impression in the students which become an unforgettable lifelong experience. The college has provided PCs/laptops to almost all of the departments which are used for teaching to smaller groups of students. Campus of the college is Wi-Fi enabled assessable to all the departments and administrative offices. The college has a computer lab adequately equipped with all accessories. Recently the college has decided to establish a language lab in near future for which proposal has been sent to the university.

Teachers help students to learn through online learning platform 'STUDY WEBS OF ACTIVE LEARNING FOR YOUNG ASPIRING MINDS' (SWAYAM). SWAYAM is very helpful to acquire wide range of knowledge. SWAYAM PRABHA is a group of DTH channels devoted to telecasting of high quality educational programmes. The college has developed facility for students to learn through SWAYAM PRABHA.

Library of the college is recently updated to RFID digital library. We have subscribed several free online learning resources which are used by the students under the supervision of teachers. During the lockdown period online teaching through different platforms

including Whatsapp group are used for teaching and evaluation.

The institution encourages teachers to attend training programmes, workshops, seminars and conferences related to the ICT use or innovation in teaching-learning.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[NIL](NIL)

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

31

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

2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](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

20

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

4 - 36 years

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.

Evaluation of teaching learning process is essential to judge the learning level of the students. Examination Department of the college holds regular meetings with the other departments and IQAC Coordinator to discuss difficulties in the present system of examination and solutions thereof. Finally the reform process is started with the consent of the Principal. The college prepares the academic calendar as per the examination and evaluation schedule of the university.

Academic calendar along with the examination schedule is displayed on the notice board, website and whatapp groups. The examination department monitors both internal and external examination process of the college.

We have adopted Choice Based Credit System (CBCS) of teaching and evaluation for which one internal and one external (university) examinations are conducted by the college. Besides these two main examinations academic departments of the college also conduct unit tests, quiz, seminars, project & lab work etc for continuous & comprehensive evaluation of the learning level of students. Departments of Commerce, Sociology, and Geography evaluate the learning level of students by the project work, dissertation, etc. Internal evaluation is conducted before the University examination.

Program for external university level evaluation is notified by the University on its website. College communicates the programs of both internal and external examinations through the college notice board, website and whatsapp group. All the academic departments put the examination schedule on the departmental notice boards also. The college adopts all the means for transparent and effective mode of communication to the students.

Final evaluation of Honours course students is based on maximum 2400 marks and General course students are evaluated on maximum 2100 marks. Pass Marks is a minimum of 40% in theory and practical papers separately in each paper; and 50% in the dissertation paper. Internal evaluation of is done on 20% of the maximum marks of any course. Therefore, internal evaluation of Honours students is done on 480 marks (20% of 2400) and that of General course students is done on 420 marks (20% of 2100).

Evaluation of answer books of internal examination is done by the teachers of the college. Evaluation of answer book of University examination is done by the teacher appointed by the University. Evaluation report of internal examination is prepared and submitted to the examination department of the college. The examination department of the college submits the evaluation report to the university. On the basis of internal and external examinations the university declares the result on the university website from where students download results easily. The dates of result publication are communicated to the students through website as well as through the newspaper and college notice board. The evaluation report of internal examination is also communicated to the students through college notice board and the evaluated answer book of internal examination is also shown to the students as per demand. Students are guided for better performance in the next examination by showing answer books of internal examination and performance in project work, lab work, quiz etc.

Performance of an examinee is reported in terms of Letter Grades,

Grade and SGPA in a semester and CGPA in all the semesters taken together. Students' final marks and the results are based on the marks obtained in Mid Semester (internal examination) and End Semester Examination taken together. Each semester result is declared in terms of grades. The score card of each semester comprises paper wise number of credits, letter grade, grade point and SGPA. A ten point grading system which is based on the actual absolute marks scored by the students is adopted.

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

Grievances related to internal examination is collected at the academic departments of the concerned subjects and also at the examination department of the college. HODs send the grievances to the examination department of the college same day for quick solution. Some of the grievances are solved at the department level also within a day or two. The grievances that can be solved at the college level are redressed within a week. The grievances that cannot be solved at the college level are forwarded to the university and as a result of regular follow ups the grievances are settled within a fortnight. The grievances of complicated nature are compiled analyzed and solution is searched out in consultation with the Principal. Solution to the grievances is communicated to the concerned persons and concerned sections of the college/university for necessary actions.

Internal examination related grievances are settled as per the following rules and regulations of the university-

The pattern of Internal Examination is similar to the pattern of the End-Semester examination. Internal evaluation includes mid-semester examination and regularity of attendance and other activities, carrying 20% marks in all. The End-Semester examinations carry 80% marks. The Internal Assessment for 20% marks of a paper consists of one written Internal Examination of 15% and attendance and other day to day activities are of 05%. Those having greater than 75% attendance are awarded Continuous Comprehensive Assessment marks within 05%.

All theory or practical papers in each semester is treated as a separate paper and the examinees are required to pass both in theory and practical papers separately both in Internal and External Assessments. Pass Marks is a minimum of 40% in theory and practical papers separately in each paper; and 50% in the dissertation paper.

Advancement to the next semester is permitted only with a maximum of two backlog Papers/Subjects from the preceding semester.

The Mid-semester Examination of all theory papers of the Honours and General courses are of one and half hours duration per paper. If a student misses the Mid-semester Examination due to some valid reason, the Examination Department of the College arranges a special Mid-semester examination for such students. The marks of the internal assessment are published on the notice board of the college for information to the students. Principal of the college submits the marks of the Internal Assessment of the students to the university well before filling the examination form of the end-semester examination. Evaluation of the answer-scripts of mid-semester examination is done by the teachers within 15 working days. A tabulation register is maintained in each department in which these marks (written + attendance and day to day activities) is tabulated, marks foil containing the amalgamated marks of all the portions of the internal assessment (paper-wise) is sent in duplicate to the Examination Department of the college for transmission of one copy to the Examination Department of the University. A candidate, who has failed in the any subject are eligible to retain the internal assessment marks for the next examination. A student shall be deemed to have qualified to appear at the End- Semester Examinations only if he/she secures minimum qualifying marks in the Internal Assessment, fulfills the prescribed attendance criteria, etc. If a student failed to secure pass marks in aggregate of Mid Semester & End Semester, he/she is required to reappear in End Semester Examination of following Sessions within period of upper limit of Six Years from the date of admission.

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.

The College offers undergraduate programmes/courses in Arts, Science and Commerce. The programme and course outcomes are communicated through various means such as college website, prospectus, and principal's/teacher's address to students.

Programme Outcome - The Bachelor of Arts (B. A.), Bachelor of Science (B. Sc.) and Bachelor of Commerce (B. Com.) require three years of full time study consisting of six semesters. Apart from the specific honours Papers, the Skill Enhancement Courses (SEC), Ability Enhancement Compulsory Course (AECC), Generic Elective (GE), and Discipline Specific Elective (DSE) Papers are included in the Programme.

The College offers honours courses in twelve arts subjects: Bengali, English, History, Philosophy, Political Science, Sanskrit, Sociology, Psychology, Geography, Hindi, Economics and Urdu. Besides honours, we also offer B.A. General Course. Arts Degrees are focused on increasing a students' knowledge and critical thinking in accordance to the syllabus and curriculum prescribed by the university. These courses are aimed to prepare students with a sound knowledge and skills to earn livelihood and to contribute in the development of the country.

We offer Honours courses in five science subjects: Botany, Chemistry, Mathematics, Physics and Zoology, and B. Sc. General course. These courses prepare students for reasoning ability, problem solving, critical and analytical thinking, safety measures and laboratory practices.

The college offers Honours and General courses in Commerce program. It aims to prepare students with the knowledge and skills to understand and participate in the field of business, trade and economics.

Course Outcome - Students of Bengali, English, Urdu, Hindi and Sanskrit literatures acquire knowledge of novels, short stories, poems, plays, drama, and skills of effective writing and translation from one language to other. Students of History develop concepts of religious, social, cultural and political developments in the world through historical evidences. Knowledge of Indian & western Philosophy, Bhagwad Gita, Ethics, culture & tradition and vedant are acquired by the students of Phlosophy. Political Science students develop knowledge of Political Theories, governing Systems, Indian Constitution, judicial & executive systems in India and the world. Students of Sociology get knowledge of social institutions, social

research, sociological thoughts, social problems, concept of Tribe, etc. Dept. of Psychology provides knowledge of perception, motivation, psychological testing and statistics. Geography students develop concept of Cartography, Statistics, Remote Sensing, Disaster Management, etc. Students of Economics develop concept of micro & macroeconomics, money, banking, GDP, market, taxation, statistics, etc.

The students of Botany learn about algae, fungi, bryophyte, pteridophytes, gymnosperms, angiosperms, taxonomy, anatomy, plant physiology, ecology, cell biology and genetics. Students of Chemistry develop the concepts of Physical, Inorganic and Organic chemistry including noble gases, surface chemistry, electrochemistry, etc. Mathematics students acquire knowledge of hyperbolic & vector functions, Laplace equation, algorithms, linear & Boolean algebra, etc. Students of Physics develop concepts of elasticity, relativity, electricity, magnetism, waves, Fourier series, thermodynamics, Boolean algebra, Bose-Einstein Statistics, etc. Students of Zoology acquire knowledge of systematics, Cell Biology, mammalian physiology, genetics, Vector Biology, Vaccine, etc.

Students of Commerce develop concepts of financial accounting, business laws, banking, Corporate Laws, Taxes, computer application, auditing, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Programme and Course outcomes are evaluated on the basis of performance of the students in academic and non-academic activities. Academic performance is evaluated through internal & external examinations, project work, dissertation, group discussion, quiz, peer teaching and student seminar. The continuous and comprehensive assessment are done on the day to day activities of the students and their attitude towards learning, attendance, behavior to the teachers and staff. The evaluation of academic performance of students is also done on the learning aspects like; laboratory work,

assignments, involvement in class activities, etc.

Non-academic parameters of evaluation are participation of students in cultural activities, sports, games, social activities, extension programmes, environment and health issues. These activities are evaluated through the behavioral changes of students towards cross cutting issues like; social integration, human values, gender issues and environment and sustainability issues. During the evaluation it is assessed that how students apply their theoretical knowledge to the real life situation when they go to villages for extension activities and their attitude towards social and national problems. All these evaluations are done under NSS and UBA units of the college by the teacher in-charge of NSS/UBA along with the Head of the respective department and a senior teacher on the following parameters-

- 20% of marks are for quizzes/assignments/participation in seminars, behaviour, etc.
- 60% of marks for active participation in classes/camps/games/special camps/programmes in the college/district/state/ university activities.
- 10% of marks are for exemplary awards/certificates/prizes.
- 10% of marks for other social components such as blood donation, Fine Arts, etc.
- If a differently able student is unable to participate in any of the above activities, he/she shall be required to take a test in the theoretical aspects of any one of the above.

Assessment of academic level of PO and CO is done as follows -

Entry level assessment

This assessment is done by the teachers when the class starts. The teacher evaluates level of skills and academic abilities of the students on the basis of performance of the students.

Feedback assessment

This assessment is based on feedbacks obtained from students, parents and from other stake holders. Generally the feedback is obtained on the relevance of the syllabus, quality of teaching, quality of delivery of course content, transparency in evaluation, etc.

Day to Day Assessment

It is based on periodic assessment, attendance and performance in mid-term test, laboratory work and attitude towards activities of the college. This is one of the continuous assessment techniques.

Classroom Assessment

Class room assessment is based on the interaction of teacher with the students during the class. Conventional methods of evaluation are through quiz, short answer question, group discussion, concepts of laboratory techniques, concept explanation, peer teaching, etc.

Exit level assessment

This assessment is done when the students leave the college after completion of the course The feedbacks are obtained from students on their future planning for career development, prospects for admission to higher studies, employment, etc. Feedback from alumni also makes basis for exit level assessment.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

697

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.chascollege.org/images/StudentSatisfactionSurvey-2020-21.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

04

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

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

07

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - 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

04

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

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

Holistic education is development of intellectual, emotional, social, physical, creative, artistic and spiritual potential in the students. Teaching – learning process for holistic education encourages development of sympathy, truth, peace, non-violence, equality, social & environmental consciousness and nationalism among the students. Such education develops in the students. Such education also teaches personal as well as collective responsibility. Therefore, to ensure holistic development of students, the college adopts teaching of curriculum and co-curricular/ extracurricular activities. Co-curricular/ extracurricular activities are organized under extension and social outreach programme conducted by NSS and Unnat Bharat Abhiyan (UBA) units of the college. UBA is a flagship programme of government of India for development of villages in collaboration with educational institutions. Our college has adopted five villages under this programme. The college has two units of NSS. The college has organized several social outreach programmes during last five years. Some important programmes organized by the college are –

1. Demographic survey of villages
2. Economic survey of villages
3. Infrastructural survey of villages
4. Plastic-free village campaign
5. Cotton bag distribution in the villages
6. Blood donation camp in the college
7. Health check-up camp in the college
8. Voter awareness programme
9. Tobacco-free campaign
10. Green and clean campus campaign

The impact of the social outreach programmes conducted in the college is reflected in the development of humanistic, socialistic and nationalistic characters in the students. These programmes of integrated learning promote ethical and moral values among students. They also become sensitive to cross-cutting issues (human values, equality and environmental issues) of the society and become a responsible citizen of India. The students of Chas College are sensitive to social welfare programmes and do social activities through collective responsibility and above individual interest. Students apply classroom knowledge to solve real life challenges of the villagers. Through extension activities students have learnt teamwork, leadership skill and time management in keeping balance between academic and social activities. Teamwork skill learnt through social activities has improved students academic performance as the teamwork skill is used by the students in group learning

activities. Time management skill also helped students in their academic performance.

The students use theoretical aspects of Communication Skills learnt in the college in villages to communicate problems of social evils and health & education related issues. Students acquired the skill of decision making through participation to programmes organized under extension activities. Through social outreach programmes students also learn about cultures and traditions of India. The Extension activities also inculcate the value of gender equality, humanity and equal rights. Socially sensitized students are assets to the college as they actively participate and cooperate in the management of the sports & cultural events of the college. They also help in maintaining discipline in the college national/state level events like seminar, cricket & football tournaments and cultural activities. They help students during admission and introduction of new students to the college by organizing 'Welcome Programmes'. They also help junior students in form filling and other administrative works of the college.

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

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

08

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

05

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the 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

81

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - 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

0

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 15 acres of campus area of the college is well bounded from all sides which keeps the campus protected from outside disturbances and hustle & bustle of the traffic on the national highway. The college has adequate infrastructure and physical facilities as per the requirement of university and the state government. On the strength of infrastructure and quality of teaching faculty the college has attained the constituent status of the university. Thick vegetation of the campus and use of alternative source of energy (Solar energy) keeps the campus pollution free, and aesthetically attractive with the natural beauty.

There are total 18 departments and 17 spacious class-rooms with

proper infrastructure in the college. Recently separate administrative building has been constructed in the college having all requirements of the office administration.

For safety and security of the college and students we have 12 CCTV cameras at different places in the college.

We have six well equipped laboratories for the departments of Physics, Botany, Chemistry, Zoology, Geography and Psychology. All departments have laptops/desktops for departmental work.

Computer centre of the college comprises 8 desktops/laptops with all accessories. Computer centre is equipped with broadband internet facility, Xerox machines and printers.

We have three LCD Projectors, two public address systems, speakers, and other digital teaching tools like printers, scanners, digital camera, etc. Besides these facilities we also have four smart rooms for teaching. Big screen LED TVs are used for SWAYAMPRABHA classes and other classes telecasted on the DTH network.

We also have portable public address system operated on chargeable battery which is used to control crowd of students especially during examination days.

Library as learning resources is equipped with RFID, reading hall, journal and news paper section and computers to access online learning resources.

We have Seminar/Conference hall with public address system and LCD projector.

Girl's common room has all the facilities required for girl students.

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

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

Cultural Activities -

We have purchased necessary instruments for classical and modern cultural activities and events like Folk Orchestra, Folk Dance, Group Songs, Vocal and Classical Singing. They include Harmonium, Tabla and other musical accessories. The College takes the participation in different events like plays, mimes, skits, folks dance, one act plays, and street plays etc

Sports and Games facilities –

Play ground of the college is of about 10 acres area which comprises of cricket court, volley ball court, and other facilities for Outdoor games.

Gymnasium centre – Gym of the college comprises Bench Press, walking machine, and wrestling mats.

There is 400 Mtrs national level running track with 6 lanes. Central part of the track is utilized as grounds for Kabaddi, Volleyball, Kho-Kho, Cricket, and Football. They are used alternatively as per need. Along with this, we have plenty of space available on the playground on which there is one for volleyball and handball.

Archery – We have a archery training centre also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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)

13249360

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)

Information about Chas College Library Software:

1. Name of the Software used in Library Automation & RFID

--Aaditya Library Management and Automation Software (ALMAAS)

Developed by- Aaditya Homocare Private Limited

Platform- .Net 4.5.7 , Language used C#, Company-Microsoft VB.Net 2019.

Database Sql Server 2016

Architecture Three-tier architecture is a client-server software

architecture pattern in which the user interfaces (presentation), functional process logic ("business rules"), data storage and data access are developed and maintained as independent modules.

2. Version of the software: ALMAAS-10.0 --Installed in windows 10

3. Nature of automation Full Automation/part automation: --Full Automation

-- kiosk self service software installed in windows-10 with real-time performance alerts and RFID gate for Library Security,

The separate library cards are issued to all students for issuing text books, reference books and journals. Separate computer provided to the library users for searching the books on Online Public Access Catalogue (OPAC) in the library

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

3809540

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

28

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Updation status of IT facilities and Wi-Fi – Operating system of computers are Windows-7 & 10. And the Wi-Fi being used is of IBEXNET Pvt. Ltd having coverage to almost all the operating systems.

Date and nature of updation – Updation of system applications are done frequently while Operating systems are updated when required.

Anti-virus- Paid version of Norton & K7 Total Security Anti- virus is being used and is renewed every year when required.

Wi-Fi- The Wi-fi service provider is IBEXNET Pvt. Ltd having plan of 30-50 MBPS covering approximately all the systems including camera setup installed in the college campus.

Desktops- The desktops being used are of Dell & Lenovo which too are updated when required.

Laptops- Dell & Lenovo laptops are in use and they too are updated when required.

Smart Class- Smart Classes are held with the help of EPSON

projectors and a desktop for students for efficient teaching learning process.

10 KVA solar power system, electrical power supply with Battery backup, facility for high speed communication links, LCD projectors to all departments, designed furniture, anti-virus.

The college has 20 computers and 09 laptops with access to internet that are updated with latest versions of essential software.

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

4.3.2 - Number of Computers

21

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	C.10 - 30MBPS

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

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)

112412

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

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

The college has a clear policy and mechanism for maintenance of physical, academic and support facilities. All maintenance works are done by the college management in consultation with different committees.

Maintenance and repairing of academic buildings, library, classrooms, playgrounds, cultural facilities, sports, music, gym, electrical and electronic equipments are done either by the college staff or on contract basis. The college has designated a senior staff as Estate Officer who highlights needs of maintenance of infrastructures of the college. The college receives grant from the Higher Education Department of the state government & the University for repair and maintenance. The proposal for allocation of fund for maintenance of infrastructure is raised by the College Development Committee/Building Committee in consultation with the estate officer of the college. On the basis of this proposal the college demands fund from the university and the state government. College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipments. The Building Committee and Purchase Committee of the College review the proposal and verify actual work to be done. After that list of repair work with measurement of work to be done is prepared. All these formalities are done before tender/quotation invitation. After processing of tender the work/supply order is given to the vendor with the lowest quote (as per General Financial Rules of the Government). The records of the goods/equipments/services are maintained in the stock register/maintenance register. At the end of the financial year, the college carries out an Internal Financial Audit. The various functions of the college are carried out by the committees constituted by the college management. The garden is maintained by the college staff and some casual workers. The library is maintained by the staff of library under supervision of library

committee. The security of the college is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done to ensure the maintenance of laboratories. The computers, electric power generator, water tanks, water pumps & motors, fire extinguishers and water harvesting systems are maintained by technicians on hire basis. Fitness center and Archery training area are maintained by the designated staff/coach. Play area has cricket pitch, football ground and volley ball court. This area also has running tracks, athletic facilities, jumping area, etc. Staff cabins, visitor's area, record rooms, canteen, girl's common room are maintained by the estate officer of the college. Boy's hostel is maintained by the Social Welfare Department of the State government. Laboratories are maintained by lab assistants and attendants. Maintenance of laboratory equipments is done by the technician on hire basis. Maintenance of computers and ICT facility is done by technicians on the recommendation of ICT in-charge. Some of these, like 10 KVA solar power system is maintained under Annual Maintenance Contract (AMC) given to concerned agencies. Minor repair works and electrical maintenance is done by skilled staff appointed in the college. Recently renovation of Arts and Science buildings and construction of new Administrative building has been done with the funds provided by RUSA

Utilization of academic facilities is monitored by the concerned head of the departments. It is ensured that no facility is used for personal benefit or for the benefit of a group of students in close attachment of any teacher. Similarly, utilization of library facility is monitored by the librarian and utilization of administrative facility is monitored by the head of the office. All other facilities are under the supervision of the concerned teacher/staff in-charge. Overall responsibility of monitoring of utilization of the facilities of the college rests with the principal.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

563

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	[NIL](NIL)
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**D. Any 1 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

760

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

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

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

examinations) during the year

44

File Description	Documents
Upload supporting data for the same	[View File](#)
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.

0

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

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)

Representation in administrative activities: Several committees of the college have student as a member for their suggestions as per the expectations of the students in general. The committees are constituted as per the university/state government/ statutory body norms.

Representation in co-curricular and extracurricular activities: Several students are members of NSS unit I & II of the college. Mr. Yugdeo Mahtha, President & Secretary of the PARIVARTAN club active member of UBA.

Representation in student council: Presently, student council is not functional as its term is expired.

Students are representatives in other college committees also.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

05

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The alumni association of Chas College is functional and its office bearers are duly elected/ selected under proper guidance of college teachers and alumni committee. The alumni association contributes to the identity and general development of the institution. It also brings reputation to the college. Its membership is not compulsory for all students. The process of registration of alumni association is still pending.

The alumni association of the college holds get-together parties and meetings at regular intervals. Time to time, it reviews progress in

its aims and objectives. Local members of the association are more frequent in their visit to the college however those living out station only attend the special programmes/meetings as per their convenience. The members are quite supportive to the college and abide by the college discipline. So much so, some members are inducted in college management committee also. Their advices and suggestions are always precious. Some of the members, holding important positions in government or non-government departments, always tender helping hands to contribute to the college. Those who are economically capable donate valuable items/ books and sorts of voluntary support.

The alumni association of Chas College always motivates and guides the junior students for their career development. It assists poor students financially and also in adversaries whenever required. In their capacity best, all the members remain active and alert for the support to the college. The association also helps in placement of the students. The association members play vital role in supporting programmes of the college undertaken by National service Scheme (NSS), Unnat Bharat Abhiyan (UBA), Sports and Cultural activities, etc. Recently the association of the alumni established a club entitled – 'PARIVARTAN' with the objective to accept every change in life with positive attitude.

Being inspired by the Alumni Association, there is a gesture among retired staff for formation of an Association on the very similar pattern with a view to contribute voluntary service to the college that decked their life and family.

Our alumni are settled in the local town and running various small scale industries. Sometimes they support college with JCB, tractors, rollers, etc free of cost or on nominal charge. Alumni also guide present students of the college for competitive exams for higher studies and jobs. They also guide students of the college in preparation of cultural events, sports events, youth festival, etc. Alumni of the college help in organizing social activities by NSS and UBA. Some of our alumni are elected public representatives who help college development with MP/MLA funds and also support in other administrative work. Alumni association helps in maintaining discipline during seminar, cultural events, sports events and other programmes. They also help new students in making them comfortable in the college campus by organizing welcome programmes and 'know your college' sessions. At present MLAs of Bokaro and Chandankyari, the constituency under which the college is situated, are alumni of the Chas College.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Governance of the institution is not centralized only in the hand of the principal but it is fully decentralized and works on the advice of different committees. Principal is not the sole decision making authority. The decision making process involves faculty members as well as administrative/ office staffs and students. When any matter comes to committees for decision, the vision statement of the college is always kept in mind.

"The vision of the College is to provide inclusive education for inculcating human values, professionalism and scientific instillation to all sections of students including scheduled tribes, scheduled castes, other backward communities, religious minorities and displaced with special focus to girl students."

As per the vision of the college we provide inclusive education for holistic development of the students. To achieve the vision, the college takes decisions to organize several extension activities/ social outreach programmes through NSS and UBA. These outreach programmes inculcate human values and professionalism in the students. Through these programmes students also learn different life skills necessary for peaceful, self satisfied happy life. The college has implemented CBSC course that keep the students busy continuously round the year in different activities which develop professionalism in students besides growth in their academic knowledge. Most of the students of our college are from

SC/ST/OBC/Minority communities of villages as the college is situated in the rural area. Out of them almost 70% are girl students. It is a matter of pride for the college that we cater the educational need of these socially and educationally deprived group of the society. Some of our students are dependents of the persons who became displaced due to construction of Bokaro Steel Plant. Obviously, in tune with the vision of the college, the management takes every decision for the benefit of the students.

"Mission of the College

- To provide ample scope for multi-faceted development of local youths irrespective of caste, creed, religious affiliation or gender.
- To provide quality higher education to its students.
- To provide and promote inclusive education for all.
- To develop academic programmes based on local/regional/national/ global needs.
- To pursue student-centric learning for self-development and skill development among students.
- To nurture social awareness and responsibilities among its students."

Multifaceted development of the students is achieved by involving them in sports & games, cultural activities, social works, etc. IQAC is taking decisions to improve the quality of education of the college. The college has adopted the curriculum which makes the students competent as per national and global demand. Social outreach programmes of the college make students socially sensitive and intellectually responsible for the development of the society and the nation. College Development Council, IQAC and other committees of the college make perspective plans of the college for future development. Future plans is all set to prioritize improvement in quality of education, introduction of skill oriented courses, new construction in Arts, Science and Commerce blocks, construction of internal roads, etc.

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	No File Uploaded

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

Principal is the academic and administrative head of the college who runs the college through different committees. The management of the college comprises the academic management and the administrative management. The academic management if decentralized in the hands of faculty members of the different departments under the leadership of the head of the departments. Similarly the administrative management involves heads of the admission, accounts, student welfare, fee collection, stores and estate sections off the college. Examination department is headed by the controller of examinations. Academic support sections like, library, sports & games and art & culture sections are headed by the teacher in-charge of that section. In hierarchy of the management the Principal is on the top, Prof-in-charge of the college is on the second position and below that academic and administrative heads function. The committees constituted for taking decisions on the academic and administrative matters of the college are well represented by the faculty members, staffs, students, social workers and educationists. By doing so the college takes care of all sections of the society for the benefit of the students. We follow the directives and rules and regulations of the university and the government as the college is a constituent unit of the university.

The college administration takes decisions mostly in transparent way through the report, suggestions and conclusions of 24 different committees constituted for smooth running of the college. Long-term planning initiatives are taken as per guideline of RUSA and UGC. The college leadership takes proactive approach to challenges of providing better learning environment at the college campus. Leadership always tries to develop a sense of responsibility among the faculty, staff and students of the college. College administration believes that proper communication, belief, goal-setting and ability to develop collaborative approach are back bone for development of institution.

Case Study: Case Study of accounts section of the college is one of the best examples of decentralization and participative management. Principal is the head of the institution however; the college is accountable to the BBMK University, Dhanbad and the Chancellor of the Jharkhand state as we are a constituent unit of the university. Next to the principal in accounts section is the Prof-in-charge of the college. Accounts management committee of the college comprises of the Principal, Prof-in-charge, Bursar (income), Bursar (expenditure), Accountant, and senior accounts clerk. All accounts related decisions are taken jointly with the consent of all the members. All members are free to raise objections and queries in the

file to protect the interest of the college. Decisions are taken in accordance with the financial rules of the Jharkhand State Universities Act, UGC and General Financial Rules of the State and the Central government. Bursar (income) monitors income of the college through fee collection (tuition fee & examination fee), grants from the university, government, RUSA and any other financial grants authorities. Records of all the receipts of the college are kept and maintained by the account clerks. Similarly, Bursar (expenditure) remains extra-vigilant in monitoring all the expenditures of the college. Bank operation is done with the joint signature of the of the Bursar (expenditure) and the Principal, but it consent and signature of all the members are necessary on the file.

This is the way the management of the college is decentralized and it functions with the participation of all the members of the concerned department.

File Description	Documents
Paste link for additional information	[NIL](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 recommendations of NAAC peer team for quality improvement during first cycle of the accreditation was seriously discussed by the college management to take actions on the recommendations. Main recommendations of the NAAC peer team was –

- **Intermediate college to be separated**
- **Research grant to be procured**
- **Library improvement with automation and other facilities**
- **Language lab to be set up**
- **Modernization of Science labs with more equipments and facilities**
- **Procurement of more computers with higher band width internet facility**
- **ICT enabled class rooms to be set up**
- **Teachers should be encouraged to take up research activities**
- **Hostel infrastructure including mess to be improved**
- **P G courses to the introduced in selected subjects**
- **Sports facilities to be improved**

On the basis of NAAC peer team recommendations, the college management took decisions to incorporate all the quality improvement recommendations of the NAAC in the college perspective long term development plan for the next five year (2016-21). As a short term strategic plans, the college prioritized quality enhancement recommendations year wise. As per the strategic plan, the functioning of Intermediate College was partially separated from the degree college next year of the NAAC accreditation and the process to discontinue intermediate teaching is to be finished shortly. More equipments and laboratory furniture have been procured for the Science laboratories of Physics, Chemistry and Zoology and for Arts laboratory of Geography. Renovation of library building has been done with modern facilities and more learning space comfortable for good number of students. Library has been automated with RFID and library management system. Play ground has been improved with development of foot ball, cricket, volley ball and badminton playing areas. Athletics facilities have also been developed. Teachers are regularly motivated to apply for research grants under minor and major research projects. As a result of motivation and encouragement some college teachers have undertaken research activity to get their own Ph. D degree and some other teachers have undertaken the responsibility of supervising the Ph. D work of students. However, some of the perspective plans of the college either failed totally or it was partially accomplished. Proposals for setting up of language lab, purchase of computers, establishment of ICT-enabled classrooms with high bandwidth internet facility are sent to the university/ government for sanction of grant. Proposal for improvement in hostel infrastructure has been sent to the welfare department of the government.

One of the perspective plans of the institution was to make the campus eco-friendly, green and clean by reducing carbon emission and increasing oxygen level of the campus through tree plantation and use of alternative source of energy. To achieve that, the college management decided to introduce car-pooling system and the use solar energy in place of electrical energy. As per plan, the college has installed 10 KVA solar power systems which have reduced use of electrical energy by almost 80%. There is thick green vegetation around the main campus of the college as a result of tree plantation drive undertaken by the college with the support of forest department of the government.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Chas College, Chas is run and managed by the BBMK University, Dhanbad. The Vice Chancellor is the immediate controlling authority of the college who is under the supreme authority of the Chancellor of the Universities of Jharkhand. We also follow directives of the HRD, Jharkhand government. The university and the college is established under the Jharkhand State Universities Act, 2000 which describes policies, administrative setup, mode of appointment and service rules to run the university and the college. The hierarchal arrangement of managing/administrative authorities is outlined below –

1. **The Chancellor of the Universities of Jharkhand.**
2. **The Vice Chancellor – The Vice Chancellor is appointed by the Chancellor on the recommendation of the search committee and in consultation with the state government. The vice chancellor takes decision in consultation with the pro vice chancellor and on recommendation of the statutory and advisory committees of the university.**
3. **The Principal – The Principal is appointed by the vice chancellor on the recommendation of the Jharkhand Public Service Commission (JPSC), Ranchi. Principal is the head of the college and responsible for all academic, administrative and financial activities. Senior most teacher is appointed Principal-in-charge by the university.**

   He takes decision on the advice and recommendations of the Prof-in-charge and statutory and advisory committees of the college. Principal keep track on academic/administrative, financial and discipline related issues.

4. **The Prof-in-charge – Pro-in-charge is appointed by the university keeping in view the seniority of the teacher.**
5. **Committees – Statutory and Advisory Committees of the college**

> recommends and advises principal on different issues.

6. Academic Departments – Head of the Department (HOD) is required to lead, manage and develop the department to the highest standard of excellence. He takes decision in consultation with other faculty members of the department.

7. Library – Library is headed by the teacher-in-charge of the library.

8. Examination Department – The department is headed by its Controller of Examination (C.E) and assisted by Assistant Controller of Examinations (A.C.E), computer programmer and assistant staffs.

9. Accounts section – This section is managed by the Bursars (income & expenditure), accountant and supporting staffs.

10. Admission section – This section is under control of the teacher-in-charge.

11. Student profile, Security and Student welfare sections – These sections are managed by the Head Assistant.

12. Estate section – This section is controlled by the teacher/staff-in-charge who keeps track on the land, building and all other infrastructures.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Effective welfare measures

Welfare measures for teaching and non-teaching staffs of the college are as per the acts and statutes of the Jharkhand State Universities Act 2000 (updated till date). Some welfare measures are also announced by the university on direction of the HRD, Jharkhand and the UGC time to time. Some welfare measures are undertaken at college level with approval of the university in special circumstances. Employee's welfare is a part of social welfare which creates balance between work and family life. Proper welfare measures must be provided to encourage employees for efficiency and effectiveness. Effective welfare schemes for teaching and non teaching employees are given below -

1. Medical Allowance - A fixed amount of medical allowance is provided to employees with salary every month as per seventh UGC pay scale approve by the state government.

2. House Rent Allowance - This amount is given every month as per seventh UGC pay scale approved by the state government.

3. Employee Welfare Fund - This fund is generated by deducting a fixed amount from salary and maintained by the university. It is provided to the employees as per university rules.

4. Group Insurance - Group insurance of employees is maintained with LIC.

5. Gratuity - It is provided after retirement.

6. Salary advance to needy employees - In time of emergency requirement of money, college gives salary advance to the needy employees.

7. Loan facility from Provident Fund- Loan facility from provident fund for treatment of family member, marriage of children and house construction

8. Employment to dependent on compassionate ground - When teacher or employee die during his service period one of the dependent is appointed on the III / IV grade post as per the qualification of the dependent.

9. Medical leave and Half Pay Leave – These leaves are granted when an employee fall sick.

10. Casual Leaves and Earned leave – There are provisions for these leaves.

11. Maternity Leave – This leave is granted to female employees.

12. Special Leave for women staff – Three days leave is given to the female employees during their menstrual cycle.

13. Arrangement for Personal/Education/House Construction loan from Bank – College help employees in getting these loans under EMI deduction agreement between Bank, employee and the college. Under this agreement college deducts EMI from salary of the employee and deposit to the bank directly.

14. Reservation of seats for admission of wards of staff – Some seats are reserved for admission of wards of employees.

15. Free uniforms- Free uniforms for class IV employees

16. Study leaves facility as per UGC rules – Study leave is provided for higher studies.

17. Encouragement to faculty for doing Ph.D – Special leave is arranged for doing Ph. D.

18. Free Health Check-Up Camp – College organise health check up camps occasionally.

19. Duty leaves for Important Work- Duty leaves for attending Orientation/ Refresher courses/ seminar/ workshop/ training, etc.

File Description	Documents
Paste link for additional information	[NIL](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

04

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	[View File](#)
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

07

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

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

Chas College Chas follows the performance based appraisal system of the University for Evaluation and assessment of the faculty members and non teaching staff. This appraisal report is based on the annual performance of the faculty members on the basis of academic activities, research work and extra-curricular activities. The performance appraisal of a teacher is maintained by the Principal in the format of the 'Character Roll' provided by the university which mentions details of a teacher on the following aspects –

1. **Teaching and research ability**
2. **Relationship with colleague, and general public**
3. **Published work**
4. **Social, cultural and co-curricular activities**
5. **Physical health and moral character**

The 'Character Roll' maintained by the Principal is based on the self appraisal report provided by the teacher as per the format of the university. Self appraisal report provided by the teachers contains the following details –

1. **Teaching, learning and evaluation report**
2. **Co-curricular, extension and professional development report**
3. **Research and academic contribution report**

Performance assessment also considers the innovative ideas and its implementation for the betterment of the course content and its delivery to the students. Other parameters of evaluation are performance and involvement of a teacher in classroom lecture, tutorial, course delivery, question paper setting, research work, updating the course materials and evaluation of answer books and

result preparation. Pass percentage of students in concerned subject are also considered for the performance appraisal.

The performance of a faculty member is also evaluated on the basis of his/her professional contribution to academics, participation to short term training courses like; refresher and orientation course, his/her performance in invigilation duty, contribution to college administrative bodies, etc. The feedback of students regarding teacher and teaching quality also gives information about performance of teachers. The IQAC of the college conducts academic and administrative audit which provide evaluation reports of the departments. Involvement of teacher in research work and research publication is considered for evaluation of a teacher performance. Mobilization of research grant and participation to seminar, workshop, are the other parameters for performance evaluation of a teacher. National Service Scheme (NSS) and Unnat Bharat Abhiyan (UBA) are units are active in the college through which teacher and students participate in the social activities. Several social outreach programmes are organised by the college under Institutional Social Responsibility (IPR). Participation of teacher to these programmes is one of the bases of performance appraisal system.

The performance appraisal system for the non-teaching staff considers sincerity, regularity, punctuality, devotion to work and timely disposal of the work. It also evaluates attitude of the staff towards new things, innovative ideas, behaviour to colleagues & students. The Performance Appraisal System provides reliable & valid data to help the management make strategic decision.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

Financial audits are done to ascertain whether financial statements are as per the accounting rule or there is any deviation. It is essential to know status of inward and outward flow of money in the college. Finance committee of the college conducts internal financial audit. Principal is the president of the Finance

committee. Other members are Prof-in-Charge, Bursar (Income), Bursar (Expenditure) and Accountant. These members conduct internal audit time to time.

External audit is performed by the auditors of the university and the state government. The Account General of Jharkhand conducts external audit of the college on request of the HRD, Jharkhand. The college maintains its cash books and stock registers as per the guidelines of the university. Accounts are maintained by the Accounts Section of the college which are checked and supervised by the Bursars I & II (Income & Expenditure) regularly.

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

Chas College is a constituent unit of a state public university of Jharkhand. Our college is registered under section 2(f) section 12B of the UGC Act, 1956. It is fully eligible to receive the grants under various schemes of UGC. Therefore, our college gets funds from the following sources -

1. Fund provided by State Government/ University under salary head

2. Fund provided by UGC under different development plans under heads like; construction of new building, renovation of laboratory, up-gradation of laboratory, up-gradation of library, purchase of new books, purchase of sports items, development of playground and viewer's gallery
3. Fund provided by RUSA for the overall development of the college
4. Fees collected from the students
5. Interest on fixed deposits of the Corpus fund
6. Fund received from MLA / MP for the development of the college
7. Fund received from university for NSS
8. Fund received from Central government for UBA
9. Fund received from UGC/CSIR, etc. as research grant

Our college receives fund mainly from the state government through the university, UGC and RUSA on different developmental works of the college. Funds received from state government are mainly spent on salary payment of the teaching faculty as well as the non teaching staff. Sometimes the state government allot fund for new building construction and also for repairing of old buildings. State government also provide fund for renovation of laboratory and library. Fund received from the state government and UGC are as per our budget allocation. The budget of the college is prepared keeping in mind the developmental aspect of the college. The budget is prepared by the accounts section of the college under the supervision of the Principal of the college and the Finance Officer and Finance Advisor of the University. Budget keeps the provision for all round development of the college. After that the budget is passed by the finance committee, the Syndicate and the Senate of the university.

The Principal and the Bursars (Income & Expenditure) of the college monitor the use of the finances received from the government/university or any other source. The Government fund, RUSA fund, and UGC fund are looked after by the Bursar and RUSA coordinator, UGC coordinator, and coordinators under which the grants are received. The allocated funds are utilized in building construction, renovation, purchase equipments, chemicals, etc.

If the purchase is of amount below ten thousand, the purchase can be made directly without calling any tender. For purchase of up to 2.50 lakh amount, the Principal invites tender for purchase. All the financial transactions follow the General Financial Rules of the government. HRD Jharkhand has suggested the college to purchase materials through GEM portal. Beneficiaries are added to the software and the payments are made online through the Public Finance

Management System (PFMS). RUSA of the college has already adopted this system of payment.

The UGC/RUSA grants received are spent after the approval of the building committee/ sales and purchase committee/ or any other statutory committee for which grant is received. Final approval to spend the grant is taken from the university.

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 was established on August 1, 2015 and the NAAC peer team visited the college on 19-21 September, 2016. On the report of the team the college was accredited with Grade - B on November 5, 2016. This accreditation is valid up to November 4, 2021. Since its inception IQAC is working continuously for the quality assurance of the college by promoting holistic academic excellence. The IQAC prepares the quality assurance plans keeping in view the vision and mission of the college and suggestions collected through feedback from the stake holders. IQAC also reviews the implementation of the previous year plan and prepares action taken reports. Different committees and cells of the college contribute to the quantitative and qualitative development of the college. IQAC conducts academic and administrative audits of the college to review the administrative and academic achievements of faculty members and departments. Faculty members are encouraged to participate in academic development programmes like; seminar, workshops, short term courses, etc.Feedback from the students, parents, teachers and alumni are collected, analysed and the suggestions are implemented on the best possible way. NAAC peer team had recommended/suggested several quality improvement strategies to the college. Most of the recommendations of the peer team have been implemented by the college out of which following are the two examples:

1. Improvement in quality of education through feedback system -

Feedback from the beneficiaries and the stakeholders is the best tool for improvement in the quality of service of a product.

Feedback gives direct information for the introspection and on the basis of which quality improvement strategies are planned. In the first year of the accreditation we started collecting feedback only from the parent and the students on the questionnaire prepared by the IQAC of the college. During the subsequent years we also started feedback collection from the teachers and the alumni. Presently we collect feedback from parents, students, teachers and the alumni of the college.

The feedbacks were analysed and suggestions for quality improvement were compiled and discussed in the IQAC meetings. The acceptable suggestions were listed and decisions were taken to implement the suggestions. On the recommendations of the IQAC several developmental works like, construction of new administrative building, automation of library, etc have been completed in the college.

Now we have adopted online mode of feedback collection from the stake holders.

2. Modernization of Science laboratories -

On the recommendation of the NAAC peer team we decided to modernize science laboratories including the laboratory of the geography department. The proposal for modernization was sent to the RUSA Jharkhand through the university. The fund received from RUSA was utilized to renovate and modernize the departments of Physics, Chemistry, Zoology and Geography. New equipments were also purchased in these departments by RUSA fund. Along with the laboratories, buildings of Science, Arts and Library have been renovated with fixing ceramic tiles, water proofing of the roofs and several other works.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	No File Uploaded

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

The college reviews teaching learning process to evaluate quality of course content delivered to the students and methodology of teaching

through reports from academic departments and discussions during the academic meetings. Learning outcomes are evaluated by the academic departments and reported to the Principal through the HODs. The departments evaluate the learning outcomes time to time through oral quizzes, peer teaching methods and practical skills. General methods of evaluation of course contents are internal and external examinations conducted in every semester.

IQAC strides its best to improve quality of teaching and to develop a teaching environment which is learner centric and innovative in its approach for holistic development of the students who are socially sensitive and technically competent to satisfy the national and global demand of intellect, skill and ethics.

During evaluation of teaching learning process we found that reforms were required in teaching methodology and quality of the course content. NAAC peer team had also suggested several measures for quality improvement. On the basis of NAAC peer team suggestions and our evaluation at college level we started several reforms in teaching learning process, some of them are written below:

1. Transforming Traditional Classrooms to ICT-enabled Classrooms –

Previously the college had been using traditional blackboard/whiteboard to display main points of course content, diagrams, tables and other visual articles. And in most of the cases the teaching was done through lecture method. During evaluation we found that this method was one way communication in which students of the class became passive and un-attentive to the lectures. The blackboard/whiteboard could not be used to display course content in different orientations, colours and animated scientific/artistic/historical events for better concept development in students. Therefore, it was decided to gradually shift to the teaching methods supported by the ICT tools. As a result of the teaching reforms undertaken by the college we developed facilities for smart classrooms and classrooms with projector supported by internet and all accessories. Previously some of the teachers were hesitant to adopt the ICT facility but gradually they accepted the change and are happy to use the ICT facility.

2. Automation of library and creation of more reading space to encourage use of online learning resources – Renovation and automation of library has been done as per the suggestion of the NAAC peer team. More reading space has also been added in the library with proper furniture and temperature controlled

environment. Repairing of the building has been done and ceramic tiles have been fixed on the floor. Automation with RFID facility has been done in the library. RFID library cards have been provided to the students, teachers and staffs. Separate reading space with computer facility has been developed from where students can access the online learning resources, e-contents, e-books, etc. Due to the automation, efficiency of the library in terms of issuing and returning of books have been increased. Now more students can avail library facility within the time allotted to that class/section. Internet supported and climate controlled environment of the reading space of the library attracts more students to learn through online open resources.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	[NIL](NIL)
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	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

It has been observed that women are not in the same position as men in the society. This has created gender inequality which has adversely affected social and economic development of the country. Women become target of men when she enters men dominated area or places of education. Sometimes this leads to sexual harassment, humiliation and violence against women. However, during recent years several legal and administrative initiatives have been taken by the governments and the institutions to bridge the gap of gender inequality. To support the initiative our college and university have also taken several steps to promote gender equality. Some gender equality programmes practiced by the college provides instant impact on the students. Such instant impact providing programmes are – Women teachers/staffs are involved in decision making process of different committees like; Anti-Sexual Harassment Committee, Grievance Redressal Committee, etc. Despite these gender equity initiatives, the college adopts several security measures and organizes gender sensitization programmes such as –

1. CCTV cameras in the campus
2. Mentor-mentee scheme to solve academic and personal problems of the students
3. Security guards in the campus
4. Grievance redressal cell
5. Anti-ragging cell
6. Sexual harassment cell
7. Separate washrooms
8. Girl's common room

Long term permanent impact of gender equality and sensitization can be achieved by teaching subject/curriculum that highlights the importance of gender equality for balanced development of the students and the society. Keeping in view the importance of curriculum in promoting gender equality, the course curricula have been designed in which gender equality is effectively highlighted. This is in conformity of the vision of the college that aspires to provide higher education to women and girls and as a result of which about 70% of the students of the college are girls.

Curricular activities for gender equity & sensitization:

Curriculum of all subjects has gender equity related topics and course modules expect subjects of the science departments. Stories, novels, poems, and plays included in the syllabi of the subjects of literature like; English, Hindi, Urdu, Bengali, Sanskrit are full of

gender equity instances that highlights the importance of equality. The departments of literature subjects organize recitation of poems, debate and discussion on gender equity related topics through which gender equity related message is disseminated. Similarly curricula of all other subjects of Arts faculty organize activities based on the syllabus to spread the message of gender equality.

Co-curricular activities for gender equity & sensitization:

Co-curricular activities are organized in the college by NSS and UBA. Girl students take part in social activities without any hesitation. Girls are so enthusiastic that they outnumber the boys in participation to the social activities. Some of the programmes organized by the college on gender equity issues are -

1. Celebration of International Women's Day
2. Seminar on Women's empowerment in India
3. Seminar on achievements of Women in India
4. Film Show - Achievements of Women in India
5. Seminar on Security of Women in India
6. Video show - Achievements of Women

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NIL

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 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

- **Solid waste management- Solid Waste of the college is segrigated into two parts ie., Bio-degradable & Non- Bio-Degardable wates. Bio-degradable wastes are decomposed with the help of suitable micro-organisms to make compost. These composted are used in college gardening and during plantation of tress. Tree plantation is done every year. Non-biodegradable waste like polythene, plastic watses & packaging materials are recinarated under suitable conditions.**
- **E-waste management- E- wastes of the college from old systems like desktops, CPU's, printers., etc are being sent to the shop from where the same was purchased so as to keep the college campus enviroment free from such wastes and their severe consequences.**
- **Waste recycling system- The college has established bio-compost recycling pits that are used for waste recycling to keep the college campus free from such wastes.**
- **Hazardous chemicals and radioactive waste management- No such waste is generated or being found in the college campus.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	NIL
Any other relevant information	View File

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	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	D. Any 1 of the above

reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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).

Chas College has always been at the forefront in providing the inclusive environment towards cultural, regional, linguistic, communal and socioeconomic diversity of India. College believes in an inclusive and harmonious society tolerant to all religions and faith. The College always encourages the students to participate in different programmes organised to develop inclusive environment. Such programmes are organized by the college, university, government or non-government organization. The aim of the peogrammes is to sensitize students towards cultural, regional, linguistic, communal and socio-economic diversies. We provide equal opportunity to students of all faiths and diversities based on language, caste, economic status in admission, academic support and progression to higher education and search for employment. Our curriculum is designed in the way that it promotes development of inclusive environment tolerant to all diverse issues of the state and the nation. Syllabus of all literature subjects which teaches tolerance, harmony and acceptance of cultural, regional, linguistic and communal harmony of India. Similarly curricula of Political Science, Sociology, Philosophy, etc have topics that highlight unity in diversity of India. Some of the activities organised by the college to provide inclusive environment are –

1. Welcome to Fresher students - Senior students of the college organise 'Welcome Programme' for new students. The objective of this programme is to create friendly atmosphere for all

students and to encourage their creative impulses. All senior and junior students develop friendship without any prejudice towards cultural, social and other divide.

2. World Environment Day – It is celebrated to develop importance of togetherness in solving environment related problems at local, national and international levels.
3. World Yoga Day – It is celebrated to disseminate message that 'world is one' and together we can solve all health related issues including peace of mind.
4. World Adivasi Day – It is celebrated to highlight the importance of culture, tradition, social structure of the Adivasi population of the world.
5. Gandhian value – Gandhian values of tolerance and harmony is spread through this programme. Different activities like seminar, workshop, film/video show are organised.
6. World Human Rights Day – This programme highlights the principle of 'equal rights of all citizens'.
7. Vasudhaiv Kutumbatam – Video show is organized on the theme 'The Vasudhaiv Kutumbkam' in which faculty members and students participate.
8. International Non-Violence Day – Message of tolerance and harmony is spread through this programme.
9. NSS-Activities - Students and faculty members remain involved in the national developmental activities organized by the NSS. Students take part in national festivals, awareness programmes, and government campaigns for social integration.
10. Armed Forces Flag Day –The teachers and the students of the college generously contribute to the armed forces fund by purchasing flag stickers in honour to Armed Forces selfless service to the nation.

Besides these programmes the college organise all national programmes like, Independence day celebration, Republic day celebration, Indian Constitution day, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Preamble of the constitution of India pledge to secure to all its citizen; social, economic and political JUSTICE; LIBERTY of thought, expression, belief, faith and worship; EQUALITY of status and of opportunity; and to promote FRATERNITY among the citizens assuring the dignity of the individual and the unity and integrity of the Nation.

Therefore objectives of our constitution are to secure justice, liberty and equality for all its citizens. To achieve these objectives of the constitution all institutions specially the institutions of higher education should work to promote the value system as emphasized in our constitution. We at our college level sensitize our students and employees to the objectives of our constitution by organizing different programmes to promote importance of values, rights, duties and responsibilities. We have included several topics related to objectives of the preamble of our constitution in all subjects of literature. Curriculum of English has included novels, stories and plays that promote ethics, human value and equality. Department of Hindi teaches value system through stories, and poems of Premchand, Bihari, Vidyapati and other writers. Similarly curriculum of Sanskrit, Urdu and Bengali teaches various value systems as highlighted in our constitution. Curriculum of Political Science has made provisions for teaching Directive Principles of State Policy, Fundamental Duties & Rights, Justice and Equality to sensitize students towards the objectives of Constitution of India. Syllabus of other subjects also has topics to teach value systems as mentioned in our constitution. Department of Sociology teaches cultural unity and diversity of India to teach students value of tolerance and acceptability. Besides teaching constitutional values in the classrooms, we also organize several activities to sensitize students and employees to the promote justice, equality, liberty and fraternity among the citizens. Constitution Day (Samvidhan Divas) is celebrated in the college on 26th November every year to commemorate the adoption of the Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect from 26th January 1950. Some other activities organized by the college are - National Voters Day, Independence Day, Republic Day, Hindi Diwas, International Women's Day, International Yoga Day, Teachers Day, National Unity Day, World AIDS Day, etc. National voter's day is observed on January 25 every year to encourage young voters to take part in political process to election of MP/MLA. Hindi day is celebrated every on 14th September, the date on which Hindi was made official language of the Union Government.

International women's day is observed every year on March 8 to commemorate the cultural, political and socioeconomic achievements of women. International Yoga day is celebrated on 21st June every year. National Unity Day (Rashtriya Ekta Diwas) is celebrated on 31st October since 2014. It is celebrated to mark the birth anniversary of Sardar Vallabh Bhai Patel. World AIDS day is observed on 1st December every year to raise awareness of the AIDS spread by HIV infection.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

As an integral part of academic gestures every educational institution celebrates/ organises co-memorable National and International programmes. Many of such occasions are organised

regularly every year and many are held in accordance with situation and circumstances. These days, events and festivals are of great importance for the stakeholders.

National and International commemorative days are observed to raise awareness for national and global problems that affect human life. The United Nations General Assembly designates a number of 'International Days' to mark importance of human life, culture and social structure.

Very much following the healthy convention of 'Education India' Chas College has also been observing most of national and international festivities with fun and fare within the admissible means. Students, teachers and staffs take part in the celebration in different ways. Cultural activities, lectures, debate competitions are organized to make the memory last for longer duration. Sometimes social activities are organized by NSS/UBA in the nearby villages with cooperation of the villagers. Unlike private institutions government colleges have limitations in this regard. Even then our college, despite being located in rural area of Chas-Bokaro maintains its level best.

The following are the celebrations organised in the college regularly on respective days, no matter it is a holiday or not -

1. Voters' day - 25th January (International)
2. Republic Day - 26th January, (National)
3. Youth day - 12th January, (International)
4. Environment Day - 5th June, (International)
5. International Yoga Divas - 21st June, (International)
6. Independence Day - 15th August, (National)
7. Adivasi Day - 9th August, (International)
8. Maulana Abdul Kalam Jayanti - 11th November, (National)
9. Constitution Day - 26th November, (National)
10. Human Rights Day - 10th December, (International)
11. Women's Day - 8th March, (International)
12. Gandhi Jayanti - 2nd October, (National), etc.

Apart from annually fixed events and festivals there are a number of such programs of National and International importance that occur on variable dates. The following are some of such events, programs and occasions, that our college has been organising time to time -

1. I S K O N program
2. International Anti tobacco awareness program
3. 'Swachhata Hi Seva Sankalp'

4. P M's fit India program on sports day
5. Open Defecation Free (ODF) campaign with district administration
6. P M's 'Pariksha Pe Charcha'
7. Polythene -free campaign – distribution of cotton bags to replace plastic.
8. Covid-19 awareness program
9. Swadeshi Jagran program, etc.

Even the local neighborhood also tendered their co-operation, whenever required. Moreover our college appears more privileged and fortunate for having such an encouraging environment in this regard.

So far as regularly organised National and International occasions, a channelized system has been developed and responsibility has been fixed by the college management. The fund is made available from college contingency grant, NSS, university, and the government, etc.

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

7.2 - Best Practices

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

Best Practice 1

1. Title of the Practice: Polythene-free Village – Second Initiative

2. The Context that required the initiation of the Practice:

India generates nearly 26,000 tones of plastic waste every day which makes it the 15th biggest plastic polluter in the world. Pollution cause several health related problems in humans and animals. Discarded plastic waste litter the country's roads, rivers and also form huge pile of garbage dumps across the country. During the monsoon, water accumulates in plastic bottles which become breeding ground for mosquitoes. Plastic chokes the drainage system of the

city and it also restricts ground water recharge during monsoon which leads to crisis of water during summer.

As a step towards containing plastic pollution we took the initiative to minimize the use of plastic for which we selected nearby villages where we organized campaign to educate people about adverse effects of plastic on health. The college adopted this practice for the second time this year. We had adopted similar activity previous year during 2019-20.

3. The Objectives of the Practice:

Environmental degradation due to pollution and other human activities are the major causes of global concern. Major objectives of this activity were to save the environment, save earth, and to save organisms including the life of human beings. Some other objectives were –

1. To stop or minimize the use of plastic
2. To control pollution related health problems
3. To ensure recharge of ground water during rainy season
4. To make water available for drinking and agriculture

4. The Practice:

We selected five villages (Kura, Diwanganj, Durgapur, Kandra and Kamaldih) to make the villages plastic free. This programme was organized by the Unnat Bharat Abhiyan (UBA) cell of the college. UBA is a flagship programme under MHRD, New Delhi and IIT Delhi. We organized rallies in the villages to highlight the adverse effect of use of plastic. Our students took part in large number in this activity. We suggested the villagers to use alternative materials in place of plastic. One such material suggested by us was cotton bags. We collected plastic from villagers and gave them cotton bags free of cost. The cotton bags were stitched in such way that it was like hand kerchief that can be kept in the pocket. When it so required, the cotton bag cum hand kerchief in the pocket can be used for both purposes as bag and as hand kerchief. In place of simple hand kerchief people can keep bag cum hand kerchief distributed by us.

5. Obstacles faced if any and strategy adopted to overcome them:

It was very difficult to convince people not to use plastic bags. The villagers were of the view that plastic had become part and parcel of their life which cannot be dispensed with. They asked us the alternative material to be used in place of plastic. Our

teachers, staff and students tried to convince them the bad effects of plastic on health and domestic animals. An NGO named SAMMAN FOUNDATION helped us at their best in the plastic-free village campaign of the college. We suggested the villager alternative materials to be used in place of plastic. We distributed one such material made of cotton. This was a bag cum handkerchief designed by us. This can be kept in pocket which can be used for both the purposes as bag and hanky.

6. Impact of the Practice:

We convinced villager that use of polythene is harmful to health and environment. Plastic pollution is also responsible for shortage of water in the area. Villager accepted the fact and promised to minimize the use of plastic in the village. They became very happy to get hanky cum cotton bag as an alternative of the plastic. Some other impacts of this initiative are –

- Villagers are now aware that restricting the use of plastic is necessary for conservation of nature and water resources.
- They are now convinced that plastic cause diseases.
- They accepted the fact that plastic is also responsible for shortage of water in the village.

7. Resources Required:

This activity was organized with the help of students and SAMMAN FOUNDATION. A part of the resources required was arranged by the foundation. We purchased cotton cloth for bag making which was specially designed and stitched. So it did not require much financial resource.

8. About the Institution:

Name of the Institution: Chas College Chas, Bokaro

Address: P.O – Kura, Diwanganj, Chas, Bokaro, Jharkhand – 827013

Year of Accreditation: 2016, Grade awarded by NAAC: B

Contact Person for further details: Dr. P. C. Thakur, Coordinator IQAC

E.mail: drpcthakur@gmail.com; Website: www.chascollege.org

Best Practices 2

1. Title of the Practice: Use of Solar Energy: A Step towards Protection of Environment

2. The Context that required the initiation of the Practice:

Thermal Power plants are the major source of generation of electricity for any developing country. Around 60% of electricity generation in our country is met by thermal power plants. The thermal power plant has serious impacts on land, soil, water and air as it emit large amount of Carbon dioxide, mercury and generate large quantity of fly ash which destroys the surrounding environment. These plants also consume a large amount of water. Thermal power generation accounts for 80% of India's industrial emissions which are sources of pollution and disease in humans and animals.

India has pledged to United Nations Organisation (UNO) under the Kyoto Protocol to reduce 33-35% of carbon dioxide emissions by the year 2030 (as compared to 2005 levels).

The Clean Development Mechanism (CDM) under the Kyoto Protocol to United Nations Framework Convention on Climate Change (UNFCCC) provides an opportunity for the Indian power sector to earn revenue through the reduction of greenhouse gas emissions (GHG), particularly carbon dioxide (CO_2). India has tremendous potential for CDM projects. Power generation using renewable energy sources such as solar energy are some of potential candidates for CDM in the power sector.

Keeping in view the commitment of India to the UNO and potential of India in green energy generation, we decided to reduce load on the power grid of electricity generated by the conventional method. As per our decision we installed 10 KVA Solar Power Generation System on the roof top of our college.

3. The Objectives of the Practice:

Major objective of the practice was to reduce carbon emission to honour the commitment of our country to the United Nations Organisation (UNO). Other objectives were –

1. To reduce emission of green house gases and fly ash to control pollution
2. To control health related problems

3. To switch to uninterrupted power supply generated by the solar power
4. To control Global warming
5. To reduce water and land pollution
6. To protect ecology and environment

4. The Practice:

The matter of scarcity of electricity was discussed in the IQAC meeting. In the meeting the matter of commitment of India to UNO for reduction of Carbon Dioxide was also discussed. And finally it was decided to switch a part of our electrical load to Green energy, the solar energy. It was also a step towards our commitment to UNO for carbon dioxide reduction. As per our decision; tender was invited for installation of roof-top 10 KVA solar power generation systems on our Arts Block building. This solar power system was sufficient to withstand full load of electrical demand of this building.

5. Obstacles faced if any and strategy adopted to overcome them:

Jharkhand is in temperate zone of India so we have plenty of solar energy to be used. But the problems associated with this zone are storms and thunder. Storms break and displace the solar plates and similarly thunder destroys the whole set up. Monkeys also make problem by disturbing the plates and connection of wires.

To solve the problem of storm we raised walls around the solar plates. For protection of surge due to thundering we developed very strong electrical earth system.

6. Impact of the Practice:

Major objective of this practice was to reduce load on the electrical grid and by doing so to honour our commitment to the UNO under Kyoto protocol. Some impacts of the practice are–

- Total requirement of Arts Block electricity is met by the solar system.
- Reduced expenses on electrical bill.
- Uninterrupted supply of electricity
- A step towards green campus initiative and pollution control

7. Resources Required:

It required good amount of financial resources for which we thank RUSA for providing the money required. We were fortunate to have all

natural recourses specially plenty of sun light required for
establishment of solar power system. We had open roof top where the
system was installed.

8. About the Institution:

Name of the Institution: Chas College Chas, Bokaro

Address: P.O – Kura, Diwanganj, Chas, Bokaro, Jharkhand – 827013

Year of Accreditation: 2016, Grade awarded by NAAC: B

Contact Person for further details: Dr. P. C. Thakur, Coordinator
IQAC

E.mail: drpcthakur@gmail.com;

Website: www.chascollege.org

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

Academic Year 2020-21

Performance of the Institution in one area distinctive to its
Vision, Priority and Thrust

An Initiative to Make Eco-friendly Campus by Use of Solar Energy

India is facing a huge energy demand as this country has a rapidly
growing economy for its more than 1 billion people. Energy is
essential for different activities of life for which India is
largely dependent on electrical energy which is generated by burning
fossil fuel. The power produced in the country is mostly from coal
(53%) and it is predicted that country's coal reserves won't last
beyond 2040-50. Generation of electricity through this method
pollutes our environment which threatens life of living organisms
including humans. Therefore, the time has come to shift to the use
of green energies of which one of the most suitable energy for this

region is the solar energy.

India has tremendous scope of generating solar energy. The geographical location of the country stands to its benefit for generating solar energy. States like Andhra Pradesh, Bihar, Jharkhand, Gujarat, Haryana, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan and West Bengal have great potential for tapping solar energy.

India has pledged to curb Carbon emissions and to take control measures necessary to ensure that the global temperature rise due to pollution stays below the threshold of 2 degrees Celsius under the historic Paris Agreement. About 35% of the global greenhouse gas emissions are directly or indirectly caused by electricity and heat generation. Therefore, India has focused on use of renewable energy generation mainly on the solar energy and wind energy.

Keeping in view our responsibility towards society and the nation in mitigating the problem of pollution and a small initiative to support the commitment of our country to the Paris agreement; Chas College Chas has adopted the use of solar energy for which we have established 10 KVA roof top solar power generation system during the year 2019-20. Solar plates are placed on the Arts block building of the college. This region is prone to the threat of lightening and electrical surge due to different reasons for which we have developed system for surge and lightening protection. Almost fifty percent of the electrical requirements of the college are met by the electricity generated by solar power. Since the establishment of the solar power system in the college, we are much relieved from the menace of frequent power cuts. Frequent power cuts previously had hampered different activities of the college.

The college has planned to established second solar power system on the science building in near future. With establishment of the second solar power system; the college will run fully on the Green electricity produced from the solar power system. It is one of the initiatives of the college to achieve green campus status.

Name of the Institution: Chas College Chas, Bokaro

Address: P.O – Kura, Diwanganj, Chas, Bokaro, Jharkhand – 827013

Contact No.: 9431472877, 9431322107

E.Mail: drpcthakur@gmail.com

Website: www.chascollege.org

Year: 2020-21

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

7.3.2 - Plan of action for the next academic year

Future Plans of Actions for Next Academic Year –

1. **Establishment of Management Information system (MIS)**
2. **Professional development and Administrative training programme for teachers and staff**
3. **To develop Eco-friendly campus**
4. **Programme for promotion of universal values and ethics**
5. **Installation of Solar Power system for Science building**
6. **Repair and maintenance of Commerce building**
7. **Construction of new class rooms**
8. **Construction of examination hall**
9. **Construction of well equipped conference hall**