



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

| | | |
|--|---|---------------------------------|
| 1.Name of the Institution | | MAHARANI KALYANI COLLEGE |
| • Name of the Head of the institution | Prof. PARVEZ AKHTAR | |
| • Designation | PRINCIPAL | |
| • Does the institution function from its own campus? | Yes | |
| • Phone no./Alternate phone no. | 9430851232 | |
| • Mobile No: | 9430851232 | |
| • Registered e-mail | mkc.lsarai@gmail.com | |
| • Alternate e-mail | principalmkcollegelsarai@gmail.com | |
| • Address | Laheriasarai Darbhanga | |
| • City/Town | Darbhanga | |
| • State/UT | Bihar | |
| • Pin Code | 846003 | |
| 2.Institutional status | | |
| • Type of Institution | Co-education | |
| • Location | Urban | |
| • Financial Status | UGC 2f and 12(B) | |

| | | | | | |
|--|---|----------------|-----------------------------|-------------------|-------------------|
| • Name of the Affiliating University | Lalit Narayan Mithila University | | | | |
| • Name of the IQAC Coordinator | DR.SACHIDANAND MISHRA | | | | |
| • Phone No. | 9430458903 | | | | |
| • Alternate phone No. | 9430851232 | | | | |
| • Mobile | 9430458903 | | | | |
| • IQAC e-mail address | mkc.lsarai@gmail.com | | | | |
| • Alternate e-mail address | principalmkcollegelsarai@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | https://mkcollegedbg.ac.in/ | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://mkcollegedbg.ac.in/ | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | C | 56.50 | 2005 | 28/02/2005 | 28/02/2010 |
| Cycle 2 | B | 2.11 | 2014 | 21/02/2014 | 21/02/2019 |
| 6.Date of Establishment of IQAC | | | 09/03/2010 | | |
| 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 | |
| 0 | 0 | 0 | 0 | 0 | |
| 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 | 1 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>1) Motivated Faculties and students to take part in seminars and career development activities. 2) Strengthened Internationalization and Globalization of the College. 3) Producing more research papers in international journals. 4) Participating in orientation programmes and promoting research works. 3) Planned about development of college campus and enhancing teaching learning activities. 4) Community Outreach Program and Institutional Social Responsibility.</p> | | |
| 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 | |
| <p>Ensuring the quality of education by introducing a master time table and biometric presence of teachers. Introducing current digital media for both teachers and students to access global courses. Encouraging students to participate in more seminars and workshops in order to enhance their skills. Active participation in lab work to improve the quality of practical knowledge of students.</p> | <p>More students are winning different awards in various fields. By learning more skills they are having their own entrepreneurial ventures.</p> | |

| 13. Whether the AQAR was placed before statutory body? | No | | | | |
|--|--------------------|------|--------------------|----------------|-------------------|
| <ul style="list-style-type: none"> Name of the statutory body | | | | | |
| <table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table> | | Name | Date of meeting(s) | Nil | Nil |
| Name | Date of meeting(s) | | | | |
| Nil | Nil | | | | |
| 14. Whether institutional data submitted to AISHE | | | | | |
| <table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>08/02/2022</td> </tr> </tbody> </table> | | Year | Date of Submission | 2020-21 | 08/02/2022 |
| Year | Date of Submission | | | | |
| 2020-21 | 08/02/2022 | | | | |
| 15. Multidisciplinary / interdisciplinary | | | | | |
| MULTIDISCIPLINARY. | | | | | |
| 16. Academic bank of credits (ABC): | | | | | |
| It has not been implemented by the university yet. | | | | | |
| 17. Skill development: | | | | | |
| Learning through practical classes enable students to ensure skill development. | | | | | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | | | | | |
| Currently we are not running any kind of online courses. | | | | | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | | | | | |
| The college is encouraging an academical enhancement and entrepreneurial skills among students. | | | | | |
| 20. Distance education/online education: | | | | | |
| The college has a study centre of Nalanda Open University, Patna through which distance education is providing. Many students are getting enrolled and being benefited. | | | | | |
| Extended Profile | | | | | |
| 1. Programme | | | | | |
| 1.1 | 3 | | | | |

| Number of courses offered by the institution across all programs during the year | | |
|---|---------------------------|-------------|
| File Description | Documents | |
| Data Template | View File | |
| 2.Student | | |
| 2.1 Number of students during the year | | 5119 |
| File Description | Documents | |
| Data Template | View File | |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | | 3513 |
| File Description | Documents | |
| Data Template | No File Uploaded | |
| 2.3 Number of outgoing/ final year students during the year | | 1310 |
| File Description | Documents | |
| Data Template | View File | |
| 3.Academic | | |
| 3.1 Number of full time teachers during the year | | 20 |
| File Description | Documents | |
| Data Template | View File | |
| 3.2 Number of Sanctioned posts during the year | | 33 |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

4. Institution

| | |
|--|---------|
| 4.1 Total number of Classrooms and Seminar halls | 12 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 2662870 |
| 4.3 Total number of computers on campus for academic purposes | 17 |

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 institute is devoted towards effective curriculum delivery through well planned and documented process. Each department has its own class scheduled and topics of syllabus has divided in faculties for timely completion of syllabus. Practical subjects have their routine for practical classes and curriculum contents displayed of notice board for the convenience of students.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://mkcollegedbg.ac.in/wp-content/uploads/2021/06/M-K-College-Online-Class-Routine-1_compressed.pdf |

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

The institute follows academic calendar for content delivery and assessment. Quizzes organize on different topics at regular basis to asses students learning.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://mkcollegedbg.ac.in/wp-content/uploads/2021/06/M-K-College-Online-Class-Routine-1_compressed.pdf |

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

0

| 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) | No File Uploaded |

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 Institution is devoted towards educating faculties and students regarding environment and sustainability. NSS organizes various cleanliness drives for healthy environment on campus.

| 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

16

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

D. Any 1 of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://ln5.sync.com/dl/483d04df0/i9qbxy7y-8bvk24ac-m42mw38v-9ndsje2c |

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

14412

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

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

1470

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

Some initiatives have been taken for slow learners,

1. Remedial Classes have been started to improve the academic performance of the slow learners and students participated in sports and extra-curricular activities.
2. Group Study System has been introduced with the help of the advanced learners to help slow learners
3. An Academic and counselling cell is there to counsel slow learners so that they could improve their learning skills.
4. Bilingual explanations and discussions are carried out to the slow learners after the classes for better result.

Some initiatives have been taken for advance learners,

1. Special Coaching classes are there for students who secure good ranks in the class.
2. Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement.
3. Advanced learners are encouraged to enrol in MOOC Courses.
4. Additional learning and reference material are provided to the students.
5. Students are encouraged to participate in Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes.
6. Students are motivated to take part in extra-curricular

activities and cultural competitions.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | https://mkcollegedbg.ac.in/ |
| 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 |
|--------------------|--------------------|
| 14412 | 20 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

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

Many teachers use the conventional black-board presentation methods. Some teachers use ICT for enhancing learning experience. Students also take help from You-Tube.

Some Student centric methods are given below:

The faculty members make learning interactive by motivating students to participate in group discussion, role-play, quiz, news analysis, discussion and questions and answers on current affairs, etc.

ICT Enabled Teaching:

We have ICT enabled classrooms that include Wi-Fi within the campus and smart class room.

Experiential learning: Experimental method is used in science papers to give the students with direct experience individually.

Summer Internship Program: The NSS Swachh Bharat Summer Abhiyan is organised by NSS. Our NSS have a capacity of 400 volunteers. They do their job of 100 hours in the selected villages.

Group Learning Method: Group Learning method is one of our most

useful methods of teaching. Students share their notes and study materials. Whatsapp groups are made by students along with their teachers of respective subject to share the information with each other.

Black-board presentation: In this method, each student is given a topic and the student teach others in presence of teachers. This helps them in enhancing their personality.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://mkcollegedbg.ac.in/ |

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

The college uses ICT enabled learning. Efforts are taken by the college to provide e-learning classroom:

1. In addition to chalk and Black/white board method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning.
2. A few Classrooms are well equipped with ICT tools.
3. A few faculties use ICT for teaching.
4. Wi-Fi is connected all over the campus.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://mkcollegedbg.ac.in |

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

20

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

2.4 - Teacher Profile and Quality

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

20

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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 | View File |
| 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

325

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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.

College decides the dates for internal examination. All internal examination is carried out by the concerned teachers. University decides the dates for examination and College acts on it. All the staffs of the college are expected to be adhere with the various procedures and time schedules. Invigilators are requested to acquaint with the following procedures:

1. Carrying mobile phones or any reading material is strictly prohibited.
2. All Invigilators are given instructions that carrying electronic devices like mobile phones, tablet devices, laptops, data storage watches ('smart-watches') are strictly prohibited. 3. The invigilator is expected to be tactful while dealing with complex situations and not to disturb other students in the examination hall.
4. Examination Superintendent is always there to help invigilators and Students.
5. Only teaching staffs are assigned as invigilators.
6. Adjustments/ interchanging duties among the invigilators are not permitted. If, necessary the Examination Superintendent will take care of the adjustments.
7. All candidate has to show ID card and Hall ticket to the invigilator.
8. Invigilator remains in the Examination Hall throughout the period of the examination.
9. The students are instructed to remain seated and quiet until the

examination is over.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://mkcollegedbg.ac.in |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

An efficient mechanism is there to deal with examination related grievances.

At Institute level:

At Institute level, examination committee handle the issues regarding evaluation process. The evaluated answer booklets are shown to students, For any query teachers are there to address it and solve problem. The internal marks are displayed for clarification and necessary correction. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD or Principal. Parents are informed about their ward's performance. .

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://mkcollegedbg.ac.in |

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.

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

Mechanism of Communication:

The College adopts Outcome based education.

The mechanism is followed by the college to communicate the learning outcomes to the teachers and students.

Ø At least five hours are spent by the teachers.

Ø Learning Outcomes of the Programs are observed and measured.

Ø Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.

Ø Teachers present their report to IQAC Cell about their outcome.

Ø The students are communicated about the Programme outcomes, and Course outcomes.

Ø Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools as needed.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://mkcollegedbg.ac.in |
| 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.

First stage, Course Outcomes (COs) are mapped with the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs). The mean value of mapping indicates how COs are related with POs and PSOs.

Second stage, the Course Outcomes with Programme Outcomes and Programme Specific Outcomes are validated through examination system. The students' ability are tested through Multiple Choice Questions, Short Answer Questions, Quiz, Test/ Oral Test, Essay Type Questions, Assignments, and Practical Examinations.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://mkcollegedbg.ac.in |

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****372**

| 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 | View File |
| Paste link for the annual report | https://www.mkcollegedbg.ac.in/ |

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)**

<https://ln5.sync.com/dl/483d04df0/i9gbxy7y-8bvk24ac-m42mw38v-9ndsje2c>

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)****NILL**

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

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

0

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

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

4

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| 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**

17

| 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

2

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

3.3 - Extension Activities

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

Sensitizing students to social issues is the prime concern of the institute. The students have been trained by the NSS program officer so that they could make themselves aware of social issues. During the pandemic time, the students made the society aware to the advantage of vaccination and helped elderly people to get several doses. The trained students also made the people living in neighborhood learn about the importance of plantation and the benefits of yoga.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | mkcollegedbg.ac.in |
| Upload any additional information | View File |

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

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

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**

3

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | No File Uploaded |

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**

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

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**

1

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | 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 institute is well equipped with physical facilities and infrastructure for the overall development of the student . The institute has functional laboratories in all practical subjects for the practical traning of the students. The college has eleven classrooms with green/ White board facilities for teaching. College has one language lab equipped with computers for enhancing student's

learning outcomes. College has one multipurpose hall with dias set for organizing various events .

Addition of the existing infrastructure is carried out based on the suggestions from BOS. All Head of the departments , lab technicians and system administrator after reviewing course requirements and also students grievances. The time - table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | mkcollegedbg.ac.in |

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

The institution has adequate cultural and sports facilities. The college has equipped gymnasium for students and faculties as well. A baseball court, a badminton court and a cricket practice ground is also in college to increase the student's participation in sports. The department of physical education in the college is well equipped with various facilities in sports and games for indoor and outdoor also. The college has indoor game facilities as chess, carom, Table Tennis.

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | mkcollegedbg.ac.in |

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

| File Description | Documents |
|---|--|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | mkcollegedbg.ac.in |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

1591649

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

4.2 - Library as a Learning Resource

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

A manual and equipped library is available for the students and faculty members as well.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://www.mkcollegedbg.ac.in/ |

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)

NILL

| 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) | No File Uploaded |

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

493

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

4.3 - IT Infrastructure

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

THE INSTITUTION UPDATES ITS FACILITIES INCLUDING WI-FI FOR TEACHERS AND STUDENTS. The entire college campus is Wi- Fi enabled with high speed Internet connection to allow the students to access the Internet. The coverage extended to classrooms and entire campus. Students, teachers and Staffs are informed to utilise the Wi - Fi

facility by registering their device for active usage of facilities. It helps students and teachers to connect with global researchers, teachers and educators through seminars , live online lectures and stay alongside with the latest advancement in their respective fields.

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

4.3.2 - Number of Computers

17

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1591649

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

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.

1. Students regularly learn syllabus of practical classes in laboratory. Students have to attend laboratory as per prescribed schedule and attendance being marked. 2. Systematic use of library maintained by students and faculty members regularly. 3. Various sports competitions are organized by the institution during the year. Students participated in many inter-university sports competition and own prizes.

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | mkcollegedbg.ac.in |

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

444

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

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

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| 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

B. 3 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://mkcollegedbg.ac.in/ |
| Any additional information | View File |
| 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 | |
|---|---------------------------|
| 2 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 2 | |
| File Description | Documents |
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |
| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | A. All of the above |
| File Description | Documents |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |
| 5.2 - Student Progression | |
| 5.2.1 - Number of placement of outgoing students during the year | |
| 5.2.1.1 - Number of outgoing students placed during the year | |

13

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

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

10

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

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

1

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |

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.**

2

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

The college regularly motivates the students to participate in the various co-curricular and extra curricular events, viz quiz competition, speech and debate competition, different cultural activities are organized by the institute for their overall development.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://mkcollegedbg.ac.in/ |
| Upload any additional information | View File |

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

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

23

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

5.4 - Alumni Engagement

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

1. Guest lectures on various subjects and provide guidance from the experts of various fields to the students.

2. Alumni Association provides information about the job opportunities available in their fields.

3. Our Alumni Association motivates the students for research activities.

4. Our Alumni Association plays very supporting and constructive role in the overall development of the college.

5. The members of the Association get every type of possible assistance.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | mkcollegedbg.ac.in |
| 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

Vision: Affirming and building upon its heritage, M.K. College commits to maintain higher educational standards to fostering and inspiring student's success, to create diverse opportunities for lifelong learning. By admitting strong leadership and distinguished faculty to the college of excellence, we are committed to create an enriched learning environment that empowers students to transform their lives.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://mkcollegedbg.ac.in/ |
| Upload any additional information | View File |

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

During the year 2020-21 due to COVID-19 pandemic situation regular offline teaching was interrupted. To resume better quality education we have promoted and developed online mode of teaching as regular habit to benefit students. We found that it helps a large number of students who were unable to come college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://mkcollegedbg.ac.in/ |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institution has adopted online mode of classes and ICT tools for teaching as strategic plan for this year and it worked effectively.

1. Proper Discipline.

2. Student's Overall Development through Participation.

3. Efficient Teaching erudition procedure.

4. Effective Leadership and Participative management.

5. Constant Internal Quality Assurance System.

| File Description | Documents |
|--|--|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | mkcollegedbg.ac.in |
| Upload any additional information | View File |

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

College function is necessarily done by recommendation different committee like Building committee, development committee, Purchase and cell committee ,Academic and Planning Board ,Student disciplinary committee etc.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mkcollegedbg.ac.in/ |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

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

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

Institution provide supported teaching staff to motivate them for online teaching by conducting a workshop regarding making online lectures.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | mkcollegedbg.ac.in |
| Upload any additional information | View File |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

0

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

05

| 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

College is using UGC recommended API based appraisal system to motivate teachers for promotion to higher levels.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.mkcollegedbg.ac.in/ |
| 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

An internal and external audit has been carried out regularly in the institution.

| 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

College is devoted towards increase the number admissions in college to generate fund from internal resources and to utilize the generated funds for the development of college.

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

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

1) Organized webinar to motivate faculties for online teaching. 2) Voter awareness programme has been organized by NSS 3) Faculty development programme organized by IQAC

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | mkcollegedbg.ac.in |
| Upload any additional information | View File |

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

IQAC cell works continuously to improve the teaching learning methods in institution. Regular internal assessment exams conducted by various teaching department regularly in the college. During session 2020-21, due to covid 19 pandemic, both online and offline teaching mode adopted by teachers. Online study materials, YOUTUBE lectute series are also provided to the students.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | mkcollegedbg.ac.in |
| Upload any additional information | View File |

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

D. Any 1 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

| File Description | Documents |
|--|--|
| Paste web link of Annual reports of Institution | mkcollegedbg.ac.in |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Sexual harassment cell has been constituted to address the issues regarding sexual harassment.

Beti Bachao, Beti Padhao Jan Aandolan Rally at M.K.College.

Celebrations of International Women's Day.

We are having our college running co-education. We have different extra-curricular activities in which both boys and girls students are participating simultaneously.

Government provides various scholarships for the welfare of the girl students. Our college constitutes a Women Cell, Anti-ragging cell, Gender sensitisation and Human Right Cell, and Complaint Redressal Committee to create awareness among the students to assert their rights. These cells on various occasions conduct various programs and activities for the students to understand the idea of gender sensitization and empowerment. Our Students work for the awareness of society for gender equality. Students of the institute display posters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and ragging

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | mkcollegedbg.ac.in |
| 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 | https://mkcollegedbg.ac.in/ |

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

Institution has adopted practice for throwing degradable and non-degradable waste separately. College made separate bins for degradable and non-degradable waste.

We prefer to recycle solid waste. Recycling of newspapers and other waste paper, plastic, metallic cans, and glass articles are done by the institution. Proper treatment of liquid waste is also done. Biomedical waste is discarded as per the government protocol. Our institute prefers to recycle the older models rather than throw them out. The biodegradable wastes break down and decompose in the soil of our institute campus. Hazardous chemicals are treated very carefully and there is no chance of producing radioactive waste. Biodegradable and non-biodegradable are treated separately. The non-biodegradable wastes are sent to Nagar Nigam for recycling. Our institute follows the Four-R i.e. Reuse, Repair, Reduce and Recycle.

| File Description | Documents |
|---|--|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | mkcollegedbg.ac.in |
| 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

B. Any 3 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**

A. Any 4 or All of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| 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

E. None of the above

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has conducted many programs to provide an inclusive environment. It has taken various initiatives for promoting

tolerance and harmony toward cultural, religion, linguistics, communal, socioeconomic and the other diversity. There is no fee for female and Sc/ St students in admission.

For the promotion of unity in diversity M.K. College, Laheriasarai organized cultural program under Ek Bharat Shreshtra Bharat. These cultural events were organized on different occasion like Independence Day, Republic Day, Science Day, Youth Day etc.

The various Department of College conducted seminar, workshop and other programs to promote communal harmony and tolerance. They also organised different competitions like essay writing, singing, dancing, slogan writing, mehndi and Mithila painting. The institution always welcomes learners, faculty members and staffs of every gender, religion, race and socioeconomic status.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institution is devoted to follow the constitutional duties, values and responsibility.

Three Committees are there:-

1. Students disciplinary & Anti Ragging Committee.
2. Students Complaint Addressing Committee.
3. Sexual Harassment Redressal/ Gender Sensitization And Human Rights Cell.
4. Apart from these committees several programmes are going on in order to address the sensitive issues.
5. Girls are given a separate common room to enjoy recreational activities.

6.Awareness on Nutrition & Healthy Eating Habits.

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

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

A. All of the above

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

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

National Youth Day was celebrated.

International Yoga Day was celebrated.

International Environment Day was celebrated.

Swachh Bharat Abhiyan was accomplished

International Women Day was celebrated.

Vaccination program was done.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| 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.

Biometric system of attendance. Online mode of teaching. Free wi-fi to all students and staff.

A college level lecture on "waste management ,Recycling and Your Role" was organised by departments of chemistry ,Botany ,Zoology, Food and Nutrition .

A WhatsApp group was formed for easy access of the students and important message are regularly uploaded in the group so that students involvement can be informed at the earliest.

The main objective is to inculcate moral and ethical values among the students and to develop their behavior. • Prayer enhances the team spirit, self- confidence, leadership quality and strengthens personality.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | View File |

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

1. Increased library resources - with more electronic data.

2. M.K.College is endeavour to promote moral and ethical values through various activities like faculty development programs,

Meditation courses, Yoga day, camps, NSS programs and RED CROSS programs.

3.Non-Teaching Staff trained in Basic Computer : 07

4. Conducted awareness programs on "Swachh Bharat Mission" theme & rally on swachh Bharat, "Swachhtha Hi Seva" programs, voter enrollment, no plastics, cashless transactions etc.

5.NSS Unit, NSS officer and student volunteers received awards at district, state and national levels for active involvement in social activities.

6.Students are responding to the problems in the society and contributing in providing solutions to those problems.

7.The SWOT analysis teaches the students that every company goes through good and bad phases.

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

7.3.2 - Plan of action for the next academic year

Curriculum Design and Delivery: In 2020-21 the curriculum development and delivery moved forward with Today's needs and demands. Maximum contribution of online mode of teachings incurred in teaching. Faculties are using ICT methods of teaching for better and effective curriculum delivery as today's needs. **Research and Development:** The institution published number of publications and conferences participation in 2020-21. The publications were indexed in SCOPUS, WOS and other UGC recognized journals. To move forward with more research activities the institution is aiming on applying more Government and nongovernment grants and planning to have international collaboration for research and consultancy activities especially on the environmental and eco-system.

College has an open door policy where parents can come and meet the faculty and the Principal for any concerns.