



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MAHARANI JANKI KUNWAR COLLEGE
• Name of the Head of the institution	DR SURENDRA PRASAD
• Designation	PROFESSOR-IN-CHARGE
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08900556263
• Mobile no	9572355255
• Registered e-mail	mjkcollege@rediffmail.com
• Alternate e-mail	tathagatbnrj21@gmail.com
• Address	Bettiah
• City/Town	Bettiah
• State/UT	Bihar
• Pin Code	845438
2.Institutional status	
• Affiliated /Constituent	Constituent
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	B.B.Ambedkar Bihar University				
• Name of the IQAC Coordinator	DR. P.K. CHAKRABORTY				
• Phone No.					
• Alternate phone No.	9113419043				
• Mobile	9431066166				
• IQAC e-mail address	mjkcollege@rediffmail.com				
• Alternate Email address	pkcmjkmath@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.mjkcollege.ac.in/wp-content/uploads/2023/02/MJKAQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.39	2017	01/04/2017	01/05/2022
6.Date of Establishment of IQAC			05/02/2015		
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	
Nil	Nil	Nil	Nil	Nil	
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			5		

<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? 	Yes	
<ul style="list-style-type: none"> 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?	Nil	
<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>Introduction of MJK College live digital classroom with GOOGLE MEET for routine wise online classes during pandemic. Special care was taken to use a platform well known to students. Apart from this all departments were asked to connect with their students through google classroom and whatsapp groups.</p>		
<p>Regular online class reports were prepared and send by each department to the nodal officer which was then forwarded to the university DSW. The whole documentation activity was done under the supervision of The IQAC</p>		
<p>Study materials were regularly sent to students for whatever support they required in terms of academics. IQAC made all departments strictly maintain the routine uploading of study materials</p>		
<p>IQAC conducted online sessions for reduction of mental stress</p>		
<p>IQAC prepared and monitored proper and regular evaluation of students through online mode.</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
Improvement of learning facilities	Special dedicated internet connectivity and inverters were installed by the end of the year to ensure seamless power and internet supply.
Making everyone comfortable with the use of technology	In the post pandemic period special workshops were conducted to make teachers, students and staff enhance capacity while working through the online mode.
Database management to be improved	A lot of focus went to database management using university prescribed ERP management model

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

Name	Date of meeting(s)
IQAC	20/04/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	10/02/2021

15. Multidisciplinary / interdisciplinary

The college/institution has started focusing on holistic and multidisciplinary education which will develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. This type of multidisciplinary and interdisciplinary programmes shall be in the long term the approach of all undergraduate programmes, including those in basic, professional and vocational discipline. The Institution in its preparedness for NEP plans to focus more on departments like Languages, Literature, and Music, Philosophy, Art, Cultural and social activities, Mathematics, Statistics, Pure and Applied Science, ICT based learning, Sports, Translation and Interpretation

and other such subjects needed for a multidisciplinary, stimulating to holistic grooming of a student. Through open and distance learning (ODL) mode if not offered in semesters. The Institution plans to form 'light but tight' regulatory system which will help to move towards a multidisciplinary concept of education. Finally students will be given opportunities for internship with local industry, business, crafts person etc, so that they may actively engage with the practical side of their learning and finally improve their employability.

16. Academic bank of credits (ABC):

According to academic bank of credit (ABC) as part of the National Education Policy, students will be given multiple entries and exit options, which will allow students enrolled in undergraduate (UG) and Post graduate (PG) programme to exit course and enter within stipulated period. This flexibility in academic programmes will enable students to seek employment after any level of award and help to upgrade qualification and also curtail a dropout rate. As ABC regulation will encourage a blended learning mode in which students will be allowed to earn credits from various HEIS registered under their scheme through SWAYAM. Our institution has already started encouraging faculties as well as students to enrol under National schemes like MOOCS, SWAYAM, NPTEL, V-Lab.

17. Skill development:

The NEP envisioned the holistic development of youth with emphasis on not only an upsurge in Gross Enrolment Ratio but also on skill development as the determining factors to realise the objectives of Atmanirbhar Bharat. Our Institution along with IQAC has already processed with this mission and arranged for special knowledge and soft skills for students like spot reading grooming for language skill development, "Speech Completion" debate, "Book

Review", to develop communicative skill. It takes a combination of all these types of skills to get a job, keep a job, and skilled in a job. Putting all these subjects together in a resume is a skill that our career counsellors are willing to share with students. Life skills like gymnasium, yoga is encouraged. Photography course is open for all to create a pool of opportunities in the job market.

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

To ensure the prevention, growth and vibrancy of India languages, several initiatives are taken by our institution. Mother tongue is preferred as a medium of instruction. Preferences are also given to

'Devnagari' for Sanskrit language, English language is also emphasised to promote the strength, usage and vibrancy of Indian Languages.

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

Focussing on outcome based Education, the Institution monitors continual quality improvement by maintaining academic standards in all spheres. The Institute caters towards fulfilling the requirement of the curriculum. Issues in teaching and learning are taken care of like continuous formative assessment and mapping the curriculum and updating regularly to align with the latest knowledge requirements and to meet specified learning outcomes, so that by the end of the educational experience, each student should achieve the goal. The Institute has already developed well organized mentor-mentee system where the role of the faculty adapts as instructor, trainer, facilitator, or mentor, based on the outcomes targeted.

20.Distance education/online education:

Our IQAC had made comprehensive set of recommendation in the Governing body for promoting online education in the recent case in epidemics in order to ensure preparedness whenever and where ever possible. A dedicated unit for this purpose has been encouraged and developed. An integrated system of online classes is maintained using google meet from 16.4.2020. Measures such as online courses, digital repositories, student support services through LMS, Mobile Apps, Books at Door Step, online examination is already in practice. The Institution runs three Open University study centres 1) Indira Gandhi National Open University, 2) Nalanda Open University, 3) Maulana Abdul Kalam Open University successfully.

Extended Profile

1.Programme

1.1 26

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1

8500

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2

1155

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

File Description	Documents
Data Template	No File Uploaded

2.3

2500

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1

20

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

65

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	26
File Description	Documents
Data Template	No File Uploaded
2.Student	
2.1 Number of students during the year	8500
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1155
File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	2500
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	20
File Description	Documents
Data Template	No File Uploaded

3.2	65
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	2540447
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
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

Planning for curriculum delivery • An academic calendar is prepared at the beginning of the year with details of commencement of classes, examinations, students' seminar, excursion, etc. • The syllabus is distributed among the teachers in departmental meetings and classes allotted as per the routine. • The departmental routines are approved by the Principal, who supervises the regularity of classes. Documentation of curriculum delivery • Teachers note down the topic taught in every class to keep track of the progress of the coverage of syllabus. • Regular departmental meetings are also held to discuss the extent to which the syllabus has been completed. • During pandemic online meetings were arranged. Mechanism for effective curriculum delivery • Apart from conventional chalk and talk method, ICT based teaching learning methods are extensively used. • Educational tours, group discussion and students' seminar are conducted for hands-on learning and interactive learning. • Students are assigned with project works and term papers. • Special lectures by academic

experts are arranged occasionally. • Arrangements are made for faculty exchange with other colleges. • Class notes and e-resources are made available on the college website. • • Assignments for library work are given to students for effective self-study and to encourage them to read books so as to instil quest for wider knowledge. • During pandemic, regular online classes were held following the stipulated routine and attendance records are maintained at the admin backend for future reference.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college prepares an Academic Calendar centrally in adherence to that of B. R. Ambedkar Bihar University, Muzaffarpur. It includes important timelines like commencement of classes and examination. It also includes other activities like seminars, invited lectures, tutorial and remedial classes, commencement and result declaration of internal college evaluation, parent-teacher meetings, field trips, excursion, etc. The college takes every care that the planned activities are held in due time.

The syllabus & detail teaching plan is uploaded in college website and published in prospectus, which the students can access. Monthly attendance reports are sought by Principal from the departments. Teachers try to know the reason behind the students' absenteeism while mentoring and make necessary interventions, wherever possible. Continuous internal assessments are taken for evaluation of the students. During the pandemic situation many teachers carried out the evaluation online through MCQs and Google forms. On the basis of class response and performance in class tests, remedial classes are arranged for the slow learners. In order to ascertain the compliance of academic calendar by the departments, an internal academic audit by the IQAC /external audit by academic experts is conducted. All curricular aspects, as well as extra-curricular activities, are analysed.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
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

6

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)

5

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

500

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**

Planning for curriculum delivery • An academic calendar is prepared at the beginning of the year with details of commencement of classes, examinations, students' seminar, excursion, etc. • The syllabus is distributed among the teachers in departmental meetings and classes allotted as per the routine. • The departmental routines are approved by the Principal, who supervises the regularity of classes. Documentation of curriculum delivery • Teachers note down the topic taught in every class to keep track of the progress of the coverage of syllabus. • Regular departmental meetings are also held to discuss the extent to which the syllabus has been completed. • During pandemic online meetings were arranged. Mechanism for effective curriculum delivery • Apart from conventional chalk and talk method, ICT based teaching learning methods are extensively used. • Educational tours, group discussion and students' seminar are conducted for hands-on learning and interactive learning. • Students are assigned with project works and term papers. • Special lectures by academic

experts are arranged occasionally. • Arrangements are made for faculty exchange with other colleges. • Class notes and e-resources are made available on the college website. • • Assignments for library work are given to students for effective self-study and to encourage them to read books so as to instil quest for wider knowledge. • During pandemic, regular online classes were held following the stipulated routine and attendance records are maintained at the admin backend for future reference.

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

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

80

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

C. Any 2 of the above

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

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

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2260

File Description	Documents
Any additional information	No File Uploaded
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

1155

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

2.2 - Catering to Student Diversity

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

The college undertakes online 'Profile Mapping' of students after admission. Their academic, social and intellectual background are mapped and assessed. Teachers evaluate the competence levels of students on the basis of their academic performances in examination as well as their communication in class and participation in discussions. The students identified as advanced learners are provided access to e-journals, advanced e-books and e-resources from NLIST on their commendation of departmental faculty. They are encouraged to make online presentations in students' seminar, participate in relevant seminars and workshops. The library is well stocked with books on career guidance and preparation for entrance and competitive examinations. Departmental faculty encourages the advanced learners to access those books.

Mentor-mentee interaction enables identifying the causes of their problems and cater to their needs. Academic problems are discussed in online and offline classes and suggestions are made after evaluating internal assessments. Specific library and laboratory assignments are given to slow learners by Departments of English, BBA, Philosophy and Hindi so as to gain an in-depth knowledge and

inculcate problem solving ability. Complimentary books are shared by departmental faculty among slow learners.

File Description	Documents
Paste 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
8500	23

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

MJK College adopts student centric methods to enhance their learning experiences. Some of the endeavours undertaken are: Students of language departments actively participate in seminars and conferences and arrange for online cultural events like Dinkar Jayanti, Nepali Jayanti viewed through links shared on college website.

Students are encouraged to contribute in students' magazine to hone and showcase their writing skills. Students contribute in newsletters published by Library.

Students regularly participate in various co-curricular and outreach programmes like distribution of ration and sanitiser amongst underprivileged community. Students are encouraged to enrol in certificate courses introduced by the college distance education learning centres.

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

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

The College has a Wi-Fi Enabled campus. The college has ICT enabled Classrooms having Laptops and Projectors which helps in the e-learning process.

The college has an Automated Library with NLIST for all ensuring accessibility to e-resources.

The college has well equipped Laboratories in Physics, Zoology, Botany, Chemistry. Students are encouraged to prepare presentations, assignments, project and field reports using MSWord, MS Power point, MS Excel, and other ICT tools. Teachers have been taking lectures online on Google Meet during the pandemic, share reading materials, e-books through a closely monitored system.

Teachers also use ICT routinely for record keeping of daily academic and administrative work and leave request in online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

8

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

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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)	No File Uploaded

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

142

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

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.

MJK College strives to ensure transparent and fair internal assessment.

Under University CBCS system (w.e.f. 2019), 35% of marks are awarded through internal evaluation for non-practical based subjects, out of which, 10% marks is allotted for attendance, 10% for internal assessment exam (IA) and 15% is allotted for tutorial examination. For practical based subjects, apart from marks allotted for attendance (10%) an Internal Assessment (10%), 30% marks is allotted for practical examination.

Under direction PG Board of Studies, during 2020-21, internal assessment was done by PG departmental teachers including guiding students to make online presentations.

Some departments also arranged class tests for evaluating the students' progress via google forms. Due to pandemic situation, face-to-face internal assessment or class test could not be held. However, the entire examination system was switched to online mode via MJK College Examination Portal where question papers for internal, tutorial, final theory and practical papers were uploaded, answer scripts submitted by students, acknowledgement of submission received, scripts downloaded and evaluated by teachers within stipulated time frame.

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

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

The answer scripts of internal class tests and assignments are shared with students, and in case corrections in the total of marks or assessment of answers are identified by students, are immediately addressed by the faculty members.

The attendance record, which is part of the internal examination, is notified to students on a monthly basis. Adequate concession is given in attendance of students on medical grounds and for participation in extracurricular activities.

If a student is not able to appear for examination due to medical reason, internal examination is conducted for that student as per norms, provided that he/she submits application with proper documents.

In case of university level end-semester examination, any grievance of students is communicated by the college to the University authority. If a student is dissatisfied with his/her marks, he/she can apply for review of his/her answer script as and when required by the University after paying the prescribed fee. The University provides the photocopy of answer sheets to students against Right to Information Act.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

MJK College offers 26 programmes in UG and PG. There are 16 undergraduate programmes and 6 post graduate programmes and four Vocational programmes. The college explicitly states all the programme and course outcomes, displays them on college website. The curriculum of all the programmes is framed by the B.R. Ambedkar Bihar University. The outline of the program outcomes is mentioned in the Orientation Programme for the newly admitted students on the day of commencement of an academic session. Students are encouraged to ask questions and are imbibed in

critical thinking so as to enable them to understand and analyse contemporary societal, environmental and cultural problems. Efforts are taken to enhance their communication skills to allow them to exchange ideas, thoughts, and information effectively. Training to work in team are imbibed by encouraging their group participation in various departmental, cultural and extension activities. Students develop leadership qualities and learn to embrace plurality, respect others' views, mediate in disagreements, while maintaining professional and life ethics. Students are made aware to be responsible towards maintaining sustainability in our environment and natural resources so as not to jeopardise the resources available to future generations.

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

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

Direct ways to evaluate course outcomes:

In adherence to the stipulations of B.R.Ambedkar Bihar University apart from the end-semester examinations, MJK College conducts internal examination consisting of attendance

(10%), internal assessment (IA) (10%) and tutorial examination (15% for non- practical based subjects)/Practical examination (30% for practical based subjects).

In addition, MJK College also conducts continuous internal evaluation through class tests, discussions, project-based assignments, which helps to gauge the course

outcomes and provides opportunities to students for improvement.

Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively. Academically weak students are identified, departmental arrange remedial classes for them whereas students

who receive highest marks in the University examination are awarded, motivating others to perform well.

Indirect ways to evaluate course outcomes:

The learning outcomes to students are ascertained by their progression to higher education and placements, Enrolment in Master degree (M.A/MSc., MCA, MBA) after completion of their graduation; enrolment for Ph. D programme or as Project Assistant. Success in NET, GATE, IIT-JAM and other competitive examinations conducted by State or Central government.

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

1432

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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)

[Nil](#)

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)	
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 teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	

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

3.2 - Innovation Ecosystem

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

The Institution has created an ecosystem for innovations. Following are some examples of them.

1. Human Resource Development

At the entry level, the college recruits meritorious, dynamic and enterprising young faculty through an elaborate selection process that involves careful scrutiny of applications. They are recruited to teach the Undergraduate and Postgraduate courses.

2. Carrier Counselling Cell

This committee organizes various seminar and counselling lectures for students. This cell invites eminent personalities time to time from other fields of employment, e.g., from small sector and industries, NGO, finance sector for example Bank and LIC, Coaching centre, and organize seminars and workshops for students in collaboration with them.

3. Performance Based Assessment System (PBAS) This system encourages faculty members to enhance their teaching, research and administrative skills, as well as social services. Faculty members are encouraged to undergo professional development programmes, to organize and participate in Conferences, Seminars and Workshops.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

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

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

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

9

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

3.4 - Extension Activities

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

MJK College acknowledges its responsibility to foster holistic development of the students. The NSS, NCC and Women's Cell of the college instill a sense of communal responsibility and sensitize students towards important social issues. Some

extension activities carried out are:

Distribution of chocolates, fruits, story books etc among the children admitted at Bettiah orphanage on Children's Day, 2021. The NSS Unit took the initiative and teachers and students participated in visiting the nursing home and spent a wonderful time with the children.

The NSS celebrated World Environment Day on 5.6.21 on digital platform. Several students and teachers planted saplings in their homes and surroundings, and undertook their pledge to safeguard the environment.

The NSS organized a Webinar on 'Life Beyond Cancer Prevention and Healthy Lifestyle' on 16.07.2021. The objective was to create awareness about cancer and a healthy lifestyle that can curb the menace.

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

6

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

170

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)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a sprawling campus with 8 sectors. There is a three storey examination block, one administrative block, a heritage building, arts block, science block and a separate BBA block. The college has 19 classrooms, 3 of which are ICT enabled. Out of 19 classrooms, 1 are designated as smart classroom, 2 are seminar halls and 4 are updated laboratories. 4 rooms have projectors, all of which are mounted projectors. The college is Wi-Fi enabled with 11 access points. There are 20 computers in the college, out of which 8 are solely designated for students. There are 5 laptops for teachers and staff, 20 computers for office - library-IQAC-PG coordinator and examination use. There are 8 printers and 10 scanners, 2 workstations, and 2 barcode scanners in the library. The library has 40000 (approximately) books and 7 subscribed journals. The college is a member of N-List and NDL.

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.

In adherence to the policy of ensuring holistic development of students of MJK College, regular cultural activities and annual sports with active participation of students and staff members are organised .

Sports

The college has equipment for various outdoor and indoor games. The students are trained under a professional trainer

Cultural Activities

The Cultural Committee of the college organizes various cultural programmes on dance, music, photography, debate, quiz, poster making etc. throughout the year. The college has a sound system ,3 microphones and a still/video camera.

Gymnasium and Yoga

The college has gymnasium measuring 24'9"x23'6" for students and staff members . It has facilities like twister , jogger, exercise cycle , bench traction , climber machine etc. The college has yoga facilities.

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

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

3

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

1

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

Nil

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

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

25

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

MJK College has 24 computers {desktops and laptops) which have been updated as and when required. Seminar rooms have been upgraded and virtual class is set up in a room.The college is fully Wi-Fi enabled with 11 access points with 50 MBPS bandwidth.

Complete online admission system has been introduced. Online submission of marks, result declaration, generation of marksheets of internal examination alongwith percentage of attendance has been subsequently introduced. An examination software is also introduced for conducting university examination. Online feedback is obtained from stakeholders and is revised regularly. The college website is maintained and upgraded regularly under an annual maintenance contract

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

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1

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)	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.

MJK College ensures the availability of an up to date infrastructure .

The college has a Development Committee and Purchase Committee responsible for purchase and maintenance of different infrastructural facilities. Departmental heads give written requisitions for their requirements in a logbook. Daily maintenance of the college is accomplished by the support staff of the college. A sanitization tunnel has been installed at the entry gate of the college .Physical verification of the stock of laboratories is done at the end of each session.Computers are facilitated with anti-virus software for the cyber safety of the database. A physical stock-taking, weeding out of old and obsolete books of central and seminar libraries are done annually. Pest control is also done in every year by an external agency. Generator, water purifier, CCTVs, ACs, sound system, etc. are taken care by AMC. The equipment of sports and gymnasium are regularly checked by the concerned instructor.

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**2000**

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)	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	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

B. 3 of the above

File Description	Documents
Link to Institutional website	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

18

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

18

File Description	Documents
Any additional information	No File Uploaded
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	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

200

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

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

5.2.2.1 - Number of outgoing student progression to higher education

450

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	No File Uploaded

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

8

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

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

Students in MJK College have representation in various decision-making bodies, co-curricular and extra-curricular committees and they are actively engaged in the different activities thereof.

Administrative responsibilities:

There is student representation in IQAC, Anti-Ragging Committee, Students' Grievance Redressal Cell and Internal Complaints Committee as well. Students have representation in different committees for extra-curricular activities like Sports Committee, Cultural Committee, Magazine Committee, etc. The class representatives coordinate with the students and assist the departments in promoting academic and extracurricular activities. Engagement in Co-curricular and Extra-curricular activities Students of MJK College regularly participate in inter-college competitions on music, dance, elocutions, quizzes, photography and win prizes. Due to this pandemic situation and the long absence of the students from the college, the committees could not function in full swing. The programmes like International Mother Language day, World Environment Day, Jayantis, World Photography Day, Quiz, etc. were organized online.

Alumni were involved themselves in providing relief to the Covid victims.

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

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

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

5

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)	No File Uploaded

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

MJK College has a registered Alumni Association. The number of registered Alumni presently stands at 35 .This alumni association was developed to provide a forum for the members of the Alumni Association to interact amongst themselves as well

as with the Principal, teachers and the present students of MJK College.

The Alumni Association organizes reunions of ex-students; arranges for cultural programs, and collaborates with NSS in participation and contribution in social activities. Distinguished Alumni members regularly share their expertise on key development areas such as soft skill development, career growth, etc. and are actively involved in advising the Cultural cell of the college

Some of the salient activities of the Alumni Association are:

- donation and active participation in the distribution of books to underprivileged children in collaboration with NSS;
- sponsoring of writing desks of the seminar hall and wall fans to the library;
- arrangement and organization of re-union of retired teaching and non-teaching staff;

- active participation in Covid relief programme.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

MJK College with the vision 'to provide education for knowledge, wisdom, emancipation and enhancement of capabilities' and the mission, 'Education for All irrespective of caste, creed, religion, gender and economic status' believes in principles of inclusion, social accountability, participative management and decision making.

Perspective plans toward accomplishing the vision and mission of MJK College:

Enhancement of quality education and broadening of exposure introducing new subjects in under graduate, postgraduate and certificate courses, faculty Exchange, talks by eminent persons, MoU with other institutions.

Inculcate research culture through faculty development programmes, financial support to faculty for participation in seminar and encouragement to publish research paper. Up gradation of Classroom, laboratories, extension of digital resources for better teaching-learning experience. Holistic development of students through extracurricular activities, sports and gymnasium facilities,

psychological counselling, mentoring, yoga and self defence for female students. For post-college employability focus on campus placement drives, soft skill development workshops and 'entry-in-service' software for preparation of competitiveParticipation of students, teachers and non-teaching staff in different administrative and decision-making bodies..

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

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

MJK College practices decentralisation and participative management in three sectors, viz. academics, administration and extra-curricular activities.

Decentralization in academic matters

The Principal places the proposal of the IQAC on improvement of teaching-learning to the management and works accordingly. Teachers' Council with an elected teacher as Secretary and Principal as chairperson discusses academic issues. Each faculty is a member of different sub-committees. Admission Committee and Academic Sub-Committee conduct admission procedure. Routine Committee prepares timetable co-ordinating with each department. Library Committee looks after library facilities and maintenance. Sports Committee organizes Annual Sports, cricket and football tournaments.

Decentralization in administrative matters

Three elected faculty are Teachers' Representative in the Governing Body. Faculty member act as Bursar, Co-ordinators of Post-Graduate Studies, and distance learning centres of IGNOU,

NOU, and MANUU, members of committees like- Finance, Development and Purchase, Anti-Ragging, Discipline, Student Advisory, Internal Complaints Committee against Sexual Harassment, Garden, Canteen etc.

Decentralization in extra-curricular activities

Teachers' representation in committees like NCC, NSS, Placement, Student Welfare Cultural Committee Students' and Non-teaching staff representation in IQAC, Governing Body, student affairs, sports, etc. Student office bearers conduct Annual Social, Saraswati Puja, blood donation camps etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan ensures quality enhancement through strategic plan of events and activities formulated by IQAC at the beginning of the academic year and a review of its implementation and outcome at the end.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram of MJK College reflects its democratic character of governance. The organizational structure works as follows:

The Principal, assisted by Teachers' Council and the Non-Teaching Staff, works as the chief administrator and manages the overall functioning of the college.

The Departmental-in-charges in collaboration with the Principal and their respective departments accomplish the academic, financial and co-curricular requirements of the departments.

The Internal Quality Assurance Cell (IQAC) ensures quality through internal academic and administrative audit and conducts skill-based and quality events.

The Bursar, appointed by the University and recommended by the Principal, manages internal finances and financial audit of the college to ensure effective utilization of funds.

The Librarians supervise and maintain the upkeep of the library and upgrade its academic resources and facilities.

The Student Council addresses student related issues and organizes extracurricular activities in collaboration with NSS, NCC and other committees

. The administrative decisions are implemented through the Administrative Officer, assisted by the Accountant, Cashier and a team of staff.

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching staff and non teaching staff:

1) CCTV installed campus for protection

2) Loan from PF facility

3) Support from association

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

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

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

2

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

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

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

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

5

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)	No File Uploaded

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

MJK College has Performance Appraisal System for both teaching and non-teaching staff.

Teachers' Appraisal is based on two approaches:

College-developed Teachers' Online e-diary

360-Degree Teachers' Performance Appraisal.

Teachers' diary

Teachers' academic, administrative, co-curricular activities, attendance, classes, leave and continuous professional development can be recorded. Monthly/Annual reports are generated.

360-Degree Teachers' Performance Appraisal

- Appraisal is sought from all stakeholders-
- Teacher himself/herself
- Students
- Principal

through a questionnaire for parameters like communication skills, subject knowledge, discipline, work-ethics, effective curriculum delivery and the teacher's ability in creating an interactive classroom.

The Principal appraises on administrative and other performances.

Appraisal of non-teaching staff

Appraisal is done by the heads of respective departments

- Office staff by the Head Clerk, staff in the Accounts section by the Accountant, laboratory assistants and attendants by the respective Departmental In-charges, and the library staff by the Librarian. The Principal meets them monthly for corrective measures and improvements in performances.

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

6.4 - Financial Management and Resource Mobilization

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

Internal Audit

The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principal and Purchase Committee. Procedure for purchases - quotations are called for and prices are compared. For the grants received from the UGC, and Higher Education Department, utilization certificates are prepared. Unsettled funds are settled. Financial Data, prepared by the Accountant is again verified and scrutinized by the Bursar and the Principal for authenticity, transparency and accuracy. Audit done by a qualified chartered accountant with approval from the Governing Body.

External Audit is ordered by the university

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)

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

Funds are also generated from students' fees, self-financed and certificate courses.

Utilization of funds

Development & Building Committee, Purchase Committee and Library Committee help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills are processed by the accounts section, the Bursar and the Principal. Collections are deposited in the bank and expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Fees received from students are used for development and payment of salary to staff. Documents are properly audited. Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened. Online Workshops, seminars, Guest lectures, virtual field trips are organized.

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

Effective use of ICT in teaching-learning-evaluation methods

Integrated online system to develop learning resources and communication of academic plans, lecture notes and videos, attendance records to students.

Digital library facilities like INFLIBNET-NLIST, different e-resources

Seminar, Webinar, Workshop

The IQAC has organized seminar, workshops and webinars for the teachers for academic and administrative purposes. As College had decided to appear for NAAC accreditation IQAC arranged workshop to guide teachers about SSR.

The IQAC also organizes workshops and webinars for students to guide them in higher education, find proper employment after completion of under graduate and post graduate course. IQAC also had taken the responsibility of guiding students regarding the facilities like scholarship, fellowship etc from government and non-government organisations and organized workshop for that.

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

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

The post accreditation initiatives with respect to institutional reviews of teaching learning reforms facilitated by the IQAC:

1. Academic and Administrative Audit: Annual Academic Audits- internally by IQAC and externally by representatives of University after the completion of an academic session. The IQAC analyzes the departmental performances and gives feedback for internal quality enhancement .
2. Review of teaching-learning-outcome is carried out by collecting online feedback from students regarding curriculum delivery and implementation.

Feedback system: The IQAC collects online feedback from stakeholders like

students, parents, and alumni to facilitate teaching-learning reforms and to obtain an unbiased opinion about the institutional performance. Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.

The initiatives regarding institutional implementation of teaching learning reforms:

Upgradation of teaching learning facilities, Infrastructural development like building classrooms, laboratories and new G+8 PG building. The IQAC encourages departments to organize seminars, innovative pedagogical methodologies like projects, virtual field trips, online student seminars, workshops. New laboratory equipment, books and learning resource.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

C. Any 2 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

MJK College provides adequate facilities and enables consciousness and sensitization towards gender equality through a number of activities during each year.

Measures:

CCTV cameras are installed that helps in monitoring the safety of girl students.

The college has a Girls' common room with amenities for sports and recreation.

The college has installed a sanitary vending machine.

The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell and Anti-

Sexual Harassment Cell. However, no such grievances have been reported till date.

An online gender sensitization programme was organized by the college for the students.

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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Non-biodegradable wastes are stored in a concrete chamber and cleaned by the Bettiah Municipality .Bio-degradable wastes are stored in a separate waste chamber and processed to make bio-fertilizer for the garden.

Liquid Waste Management: Wastewater from toilet is disposed through drainage system and pipelines.

E-Waste Management and Waste Recycling: All e-wastes and

electronic components are collected from the college by external agencies for recycling scientifically.

Biomedical waste management: Biomedical wastes are segregated and collected in a marked waste bin and handed over to healthcare workers of Bettiah Municipality

Hazardous chemicals and radioactive waste management: Hazardous solid chemicals are disposed into a specially made waste chamber of sufficient depth and treated chemically.

Waste recycling system too is in function

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic

A. Any 4 or All of the above

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

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

C. Any 2 of the above

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

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

The institute undertakes necessary initiatives to provide an inclusive environment for the students. The purpose of undertaking such steps is to inculcate the sense of peace, equality & harmony among students. Various activities/events are organized in our institute to increase consciousness about tolerance and harmony. These activities are focused on cultural, religious, regional, linguistic, communal and socioeconomic diversities.

1. International Mother Language Day

The Institute celebrated International Mother Language Day online to create awareness about Mother Language of each linguistic community.

2. Cultural competitions

Every year the college and students arrange Fresher's Welcome and College Social. But due to pandemic these could not be celebrated. However students participated in online cultural programs on the occasion of birth and death anniversaries of great personalities.

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

Indigenous education plan of MJK College reiterates College's long-standing commitment to learners' families, communities and organizations. The plan supports the principles outlined in developing human values and the declaration on Rights, Values, Duties and Responsibilities.

Inclusive governance:The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous participation, collaboration and to inculcate values with decision making processes and governance structures which ensure more responsive environment

Identity Building: The college braids ways of being, knowing and doing into course structure and co-curricular activities as reflected through participation in college magazine to various competitions and seminars.

Culturally rich and supportive learning environments:

The college empowers learners and staff to achieve their full potential socially, academically and professionally while participating in College Foundation Day, Jayantis, observation of Library Day etc.

Collaborative Engagement:

The college strengthens bonds of respect, creativity and community engagement through observation of Vani Vandana to inculcate

meaningful and responsive values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

D. Any 1 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

Republic Day and Independence Day Flag hoisting ceremonies and other cultural activities are conducted. NCC cadets of MJK College take part in parades.

Birth and Death Anniversary of Premchand, Dinkar, Nepali, Dr. Rajendra Prasad.

The college pays tribute to them through dance, songs, poems and recitals by students and the teachers from varied repertoire.

College Foundation Day

MJK College celebrates its Foundation Day on 5th August. The Principal hoists the college flag with the students, teachers and non-teaching staff participating in cultural program.

World Environment Day

To observe World Environment Day on June 5th, MJK College organizes various programmes in the form of sapling plantation, quizzes, poster competition etc.

World AIDS Day

This day is dedicated in organizing various awareness programmes like poster and slogan competition, interactive discussions, seminars, quizzes etc. to fight against HIV.

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 Practices I

Title of the Practice: Swachh Bharat Abhiyan - Cleanliness drive

by college.

Objectives of the Practice:

Swachh Bharat Abhiyan is one of the most significant cleanliness campaign by Government of India. The college gave special focus to this Swachata Abhiyan and conducted various activities throughout the year.

2. Title of the Practice : Women Empowerment

Objectives of the Practice

Women constitute more than 60% of the total student strength of the college. The majority of them come from flood ravaged rural areas, where miserable conditions of utter poverty, illiteracy, ill-health and superstition take hold of their lives. Thus they are doubly affected by the backwardness and discrimination. So, the college has resolved to take up the cause of Women Empowerment for the women students

File Description	Documents
Best practices in the Institutional website	https://www.mjkcollege.ac.in/wp-content/uploads/2023/02/BEST-PRACTICES.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

M.J.K College is committed to the pursuit of excellence in higher education ,character building, total development of personality and responsible citizenship. Strategies to achieve these goals include Pursuit of Excellence: (a) Optimum transparency in admission of students (b) maintenance of a robust work culture (c) discipline combined with freedom of thought and expression (d) a sense of noble consciousness. Character building: Is woven into the total learning environment. Students are encouraged to be honest and hardworking, courteous in behaviour towards all, faculty members to be caring and, responsive, and emphasis is laid on personal dignity as well as simplicity and austerity in the total life of the college. Total Development of Personality: Class-

room teaching is complemented with a wide range of co- curricular activities. Discipline: The College understands 'discipline' as the ability to uphold universal values in day-to-day work and conduct. Activities tlike self- aggrandizement are discouraged. Discipline is balanced with freedom, lest it gets equated with mere conformity, which undermines personality development.

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

1) To introduce more skill-based courses in accordance to the needs of the industry so as to increase employability of students.

2) To promote multidisciplinary academic co-ordination through engagement of faculty of a particular discipline in teaching-learning in other related discipline, and research in multidisciplinary areas.

3) To arrange for funding to promote research by faculty and students in areas relevant to local community.

4)To provide financial and infrastructural support and coaching facilities to students with outstanding talent in sports.

5)To enter into Memorandum of Understandings with industries for internship and placement.