AQAR REPORT

OF

MAHILAMAHAVIDYALAYA GODDA, 2018-19

SUBMITTED

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL   (NAAC) Bangalore, India

MAHILAMAHAVIDYALAYA, GODDA

(Affiliated to SKM University) (Accredited by NAAC with B Grade) GODDA, Dumka, Jharkhand

Email: mcgodda@gmail.com

Website - http://www.mmgodda.org

MAHILA COLLEGE,GODDA

महिला महाविद्यालय,गोड्डा

Letter No. 03/01/IQAC

Date 12th March, 20

To
The Director
National Assessment and Accreditation Council (NAAC)
PO Box No. 1075, Nagarbhavi
Bangalore - 560 072

Sub: Submission of Annual Quality Assurance Report (AQAR) 2018-19 of Mahila Mahavidyalaya, Godda

Dear Sir,

As per the guidelines of NAAC, an Internal Quality Assurance Cell (IQAC) has been constituted under the Chairmanship of Principal,Mahila Mahavaidyalaya, Godda as accreditation quality sustenance and enhancement measure.

The institution has prepared the first Annual Quality Assurance Report (AQAR 2018-19) as per prescribed guidelines. The AQAR report along with necessary enclosures is submitted herewith for kind information.

Kindly acknowledge the same and oblige.

With warm regards,

Kanchan Kumar
12-03-2020
Dr. Kanchan Kumar
Co -ordinator

12.3.2020

Prof.-in-charge
Mahila Mahavidyalya Godda
Smt. Kiran Chaudhary
IQAC Chairman,

MAHILA MAHAVIDYALAYA GODDA
NNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-18

S.N.   **Part – A**

<u>The Annual Quality Assurance Report (AQAR) of the IQAC</u>
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

<u>Part – A</u>

<u>Data of the Institution</u>
(data may be captured from IIQA)
1. Name of the Institution: MAHILA MAHAVIDYALAYA GODDA

- Name of the Head of the institution :   Smt. Kiran Chaudhary

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   06422-222006

- Mobile no.:   9709241832

- Registered e-mail: mcgodda@gmail.com

- Alternate e-mail :   principalmmgodda@gmail.com

- Address   :   Kargil Chowk, Godda

- City/Town   :   Godda

- State/UT   :   JHARKHAND

- Pin Code   :   814133

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women   Women
- Location : Rural/Semi-urban/Urban: Urban

Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
- Financial Status : Grants-in aids   √
- UGC 2 (f)   √
- UGC 12B   √
-
- Type of Faculty/ Program:
Arts
 Arts: √
- Science   √
-

Name of the Affiliating University:

Sido Kanhu Murmu University, Dumka

- Name of the IQAC Co-ordinator :   Dr. Kanchan Kumar
- Phone no. : 6202216056

  Alternate phone no.

- Mobile: 9162619128
- IQAC e-mail address: kanchankaran21@gmail.com

- Alternate Email address: : drkanchankaran21@gmail.com

3. Website address: mmgodda.org
     Web-link of the AQAR: (Previous Academic Year):
http://www.mmgodda.org/pdf/AnnualQualityAssuranceReport2017-18a-converted.pdf
  For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

 4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes(attached in AQAR)

Weblink: mmgodda.org

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.03	1917	from:26/11/2017 to: 26/11/2022
2nd	Under Process			from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 21.05.2016

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Institutional Development Program Institutional Development Program A meeting of academic committee was held 0n 15-03-2018 and discussed on the most required objectives to impart quality education. It was decided to spend the time on the feedback from the students as well as stakeholders. The faculty members tried to collect the comments from others and found the scopes to deliberate on related issues. The Institute, Mahila Mahavidyalaya, Godda is continuously committed to maintain and improve the quality of education not only in theory but also in practical approaches., the institute MMG organized a meeting on 15 march and discussed different lacks as well as requirements of the most attainable work specially for the interest of students and campus beautification. All the teachers of this College are dedicated to uplift the status of the Institution for all round	04-02-2019, 365days	12

development. The IQAC members decided on the following major points which are compulsory to manage at any cost. *Enrichment of Library *Subject matter *Meetings with stake holders *Extra Classes arrangement for average and marginal students. *Health Care *Enrichment of Library *Subject matter *Meetings with stake holders *Extra Classes arrangement for average and marginal students. *Health Care. The Institution has taken the initiatives to improve the position of students and how to impart satisfaction which enables the organization to position success in today's global and increasingly competitive environment specially measuring the views of students as well as stake holders through a meeting-wide effort. . *Meetings with stake holders: The institution has held the annual meetings on time with stake holders and got feedbacks from them. Accordingly the institution is conscious to maintain the system. *Lab arrangement: our institution has managed to maintain the sitting arrangement for all the students and drafted to provide some equipment. *Library arrangement: The institution has been keen to provide new books in library to cooperate the students and managed to arrange a separate period to attend. The management is now being ready to seek new plan to connect with wi-fi so as to enhance the capacities to know more and more about a new theme. *Subject matter: The management		

system has instructed the teachers to prepare diagrammatic papers, Power Point and to use demonstrative methods in the class. *Remedial Classes: The remedial classes have been accommodated for the average and marginal students as being different I.Q. Health Care Concentration: We keep the attention to the students for their health through seminar classes and guide them in different aspects. The institution is committed to manage as to interact with Doctors near-by in case of sudden fall in health in juncture. Our institution is conscious as well as committed to meet these challenges and has focused on quality education. The institute, MMG is still working to meet the target as far as possible due to financial crunch.		

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

Institution/	Scheme	Funding	Year of award with	Amount

Department/Faculty		agency	duration	

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

      *upload latest notification of formation of IQAC:

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

<div align="center">The minutes of IQAC meeting</div>

28-11-2018: Construction of Botanical Garden

The institution, MMG held a meeting on 28-11-2018 and ensured to construct a Botanical garden to the south of old Science Building. The institute, MMG has however available a small botanical garden with remarkable plants, it decided to construct a larger Botanical garden of specific dimension i.e. about 70 feet long and 50 feet width.

17-12-2018: Common Room for Girls

The institution, MMG summoned a meeting of IQAC on 17-12-2018 to discuss the strategies how to increase the quality of the institution and discussed to build a special common room for girls. The secretary of the institution accepted the proposal in affirmative way to carry on it.

18-01-2019: Arrangement of solar energy equipments.

A meeting of IQAC held on 18-01-19 and insisted on the arrangement of solar energy equipment to maintain power supply.

11-02-2019: Separate Toilets for Parent

A meeting of IQAC organized on 11-02-2019 and discussed to arrange separate Toilets for parent in campus.

Yes/No: Yes

  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its
  activities during the year?   Yes   No: NO

      If yes, mention the amount: Year:

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

    *The learned members of IQAC managed to target the effective results of the Students.

    *contemporary topics presentation like power point presentation

    *Feedback by faculties as well as students to improve quality education.

*IQAC is working with NSS to interact the people in rural and urban areas

* IQAC is working with NCC to inspire the students to join in police/army for National interest.

* IQAC managed to commence skill development as spoken English during the Year.

13. 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
1.To set up CCTV in whole campus	Under Process
2. To set up Biometric Machine to maintain Punctuality.	"
3.To purchase Books based on CBCS pattern in Library	" "
4.To construct Botanical garden Back to the old Science Building	"
5.To arrange solar equipments in the campus	
6. Formation of Carrier Counseling Cell	Several students qualified in competitive examinations and 05 students got job in Govt. sector.
7.Skill development as spoken English	25 students inducted and benefited.

14. Whether the AQAR was placed before statutory body?   Yes /No: Yes

Name of the Statutory body: Management   Date of meeting(s): 4-02-19

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: No   Date:

16. Whether institutional data submitted to AISHE: Yes/No: yes

Year: 2019   Date of Submission: 7/01/2019

17. Does the Institution have Management Information System?

Yes NO: **Yes**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

MIS stands for management information system. In our institution, MMG has common MIS in a proper channel that conducts with respect to time. The institute having MIS makes the program systematic and confidential where relevant outputs are expected. The information generated by the system may be used for control of operation, strategic and long range planning, short range planning management control and other managerial problem solving. Management information system also establishes regularity in financial system- as for example if the actual date of form fill up is communicated to the students, they are capable to collect the money on time and use it properly and get ride of late fine. The information related to in the interest of the institution is firstly recorded on the notice register and then forwarded on to the staffs to know the issues and sign on it. The institute, MMG has notice board where institutional and departmental notices are provided. At present the institution has connected the whatsApp group as Mahila Pariwar in which most of teachers are connected to communicate the message. The institute has separate register for each and every department to communicate and record the message and issues. In fact, MIS is a decision making system for coordination, control, analysis and visualization of information in the institution.

In our institution, MMG, the ultimate goal of use of management information system is to increase the value and profit of operating system as far as possible. The institution, MMG has planned to construct a group of five members where complains could be registered and be discussed for resolution. In the institution, the principal observe the departments daily and keep everything in attention to maintain and guide wherever required.

Really management information system assists in decision making to resolve an issue. It appears surprise, reduce uncertainty as well as provoke a manager to initiate course of action. Now-a-days the institution has to meet the challenges to improve the information system in modernized technique. We have focused on improving our work flow and restructure the information system with special software.

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The institution, Mahila Mahavidyalaya, Godda (MMG) established in 1983, and in course of time got permanent affiliation under Sido Kanhu Murmu University, Dumka. It is then running on the track of University rule and guidelines. The institute, MMG has 42 permanent teachers and about 50 non-teaching staffs who work continuously.

The curriculum of our college is based on the women empowerment by imparting education "to teach a daughter, teaches a generation". It follows the curriculum prescribed by the University. Our academic calendar is based on the time frame provided by the University. A curriculum provides the centre of teaching-learning programme. The policies decide to transform instruction to learning centre curriculum filled with purposes. In fact it places learning at the fore front of curriculum development and renewal activity. The Head of the institution, Principal holds a meeting of departmental head and concerned teachers of the subject to discuss on the curriculum and enact strategies to fulfill the criteria and effective delivery.

The institution has instructed the concerned subject teachers o teach the subject topic wise equally distributed among the faculty members how to make the teaching sound understanding and lucid form. They are also instructed to produce interest in the topic raising some questions following "question answer method and lecture-cum-demonstrative method .our curriculum has also been divided as the number of lectures to be delivered and to complete the topic on time as for example: in a semester course 64 lectures are given in one paper having 60 marks in theory, core-course. The semester course consists of core and elective papers in each discipline. The institution run B.Sc and B.A. in various subjects and provide Honour's degree after completion of six semesters, however, the examination and degrees are published by the university. Earlier to it annual course was run as traditional from decades which have been broken and replaced by semester system i.e. CBCS (choice based credit system).

The institution has managed to take internal sessional examination as per guidelines by the university. Moreover, attendance marks are also given by the faculty members to ensure the students to be regular without having absent in the class. Basic Science is represented explicitly in the curriculum within helpful environment of undergraduate education. Basic Science is placed in the context of practical and future aspects i.e. seen to be more meaningful and relevant to the students.

The institution also incorporates tagging of the students with seniors and juniors for better understanding the subject matter. The students get knowledge and experience from seniors under the supervision of faculty. This process contributes to the development and delivery of learning in a meaningful holistic manner. The Principal and all faculty members manage to interact with each other to get the best result as far as possible through assessment across an entire curriculum.

The faculty members are encouraged to prepare effective plan for their class room teachings of the entire session before the academic year commences. The students are inspired to attend the seminars presented by the senior students and teachers to brush up the concepts. The institution also encourages all the staffs to place it in better and better one. The institution has plans to organize cultural programme to encourage the students to relate the topic in social level. Our College is conscious to prepare certificates and all kind of documents carefully. It performs annual programme on teacher's day inviting the eminent persons to gain suggestions to lead the institute at front part. Our institute is continuously achieving better performance and experience day to day to promot at the destination.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of	Name of	Date of introduction	focus on employability/	Skill development

the Certificate Course	the Diploma Courses	and duration	entrepreneurship	

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Semester course	BA & B.Sc		CBCS 06-07-2017	*UG*	×
Already adopted (mention the year) 2017					

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

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No: Yes	Yes/ No: Yes	Yes/ No: Yes	Yes/ No :Yes	Yes/ No: Yes

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

It is well known that the development of an institution depends upon a well functioning feedback system which requires the detailed preparation to initiate, launch and implement per cycle. Our institution, MMG has managed a feedback system adjusting all the stake holders including staffs, students, alumni and employers to cooperate the individuals and organization as a whole to improve the performance and effectiveness. Feedback is acquired at departmental and institutional level where thoughts and views are judged such as teaching schedules, teaching tools and results of students who get success. These are the measures of feedback system which enables the institution to lead the work forward seeking the lack and errors contained in the programme.

Faculty:
The institution has managed to hold meetings with all faculty members periodically where the ways and

tone-tenures are discussed to enhance the curriculum, academic discipline, teaching learning process. It then makes a practice to conduct the appropriate way which is to be implemented in the department.
Student:
Student is one of the measures of feedback system on the staffs where find a place in the performance. It is then evaluated by faculty members for the sanction of additional increments. Student feedback is achieved at the end of the chapter and overall department at the end of completion of course and result percentage. In case feedback is not encouragable to the faculty members, a special meeting is held with departmental heads how to improve the performance and the methods to be preferred.
Alumni:
Our institution has tried to tie the alumni through students and interdisciplinary relationship chain system. The institution conducts annual function inviting all the alumni along with stake holders. A formal meeting is held with faculty members and report is forwarded to the Principal for taking appropriate steps for improvement and implementation.
Parent:
Parents are the significant measurable parameters of feedback system to judge and provide proper suggestions to the institution. A parent works as a good stake holder to our feedback system to assess the quality of teaching, student discipline, sport facilities, lab examination system, Library and student activities in the department. The parent of the student whose performance in continuous test is poor, separately counseled and accordingly course of action is managed.
Our institution, MMG is associated with undergraduate students. They are evaluated through regular class tests, periodical assessment, model examination and by conducting quiz and seminars relating to the topic. In our semester course, the institution conducts sessional objective test similar to the university pattern of the question and environment. All the internal examinations are analyzed by the subject and course, and students are graded according to the marks obtained. The poor students are specially judged and guided separately. We have also mentor-mentee adjustment to achieve the feedback.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
UG	**1320**	**952**	**952**

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	952	×	42	×	×

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
42	10	Desktop/Laptop Printer, scanner, photocopier	01	01	Computer and mobile network

(LMS), E-learning resources etc. (current year data)

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

MMG has a mentoring system i.e. a relation between mentor and mentee. Faculty members having a lot of experience play the role of mentor and students are mentee. It is a particular form of relationship between the mentor and mentee designed to provide individual and professional support. The mentors help the mentee to develop their strength, ability skills and interest to the subject. A mentor also tries to provide the details of the theme and related scopes to reach the destination. The mentorship program enables all the students for all round development.

The institution has managed to divide the program in a group of students in the concerned department where the faculty members resolve the issues providing proper guidelines. Mentors meet their mentee on a weekly basis as their time table framed. A meeting is held to resolve the problems of mentees where the mentors discuss their needs and support required. A register is maintained by each mentor with the details of the mentee, including passport sized photo graph along with details of interactions carried out in the same.

A quarterly meeting is also held between all the mentors and the Principal of the institution to assess on the student progress followed by complicated problems which are to be resolved. In the meeting useful strategies are enacted and encouraged to be followed by the mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
952	**42**	1:22

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	42	08		20
2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)*				

Year of award	*Name of full time teachers receiving awards from state level, national level, international level*	*Designation*	*Name of the award, fellowship, received from Government or recognized bodies*

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Sem III D 2 Sem II	B.A &B.Sc	2018-2019	**15-03-2018 30-07-2018 24-07-2019**	**10 -06-19 14-05-2019 02-09-2019**

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

Reforms initiated :

In our institution Mahila Mahavidyalaya Godda, evaluation system is to test the students on a sessional examination at which extent students get the learning. Now-a-days, the institution managed to reform the evaluation system as

1.Previous knowledge is checked before teaching the topic of subject matter

2.The duration of lecture is maintained with respect to intelligent quotient.

3. Students are prepared to appear in objective test.

4.Students are inspired to prepare the topic as at the seminar level.

5. The faculty members provide the group discussion among the students on the topic.

6.our institute has managed to hold debate and quiz system.

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

Academic calendar

The our institution Mahila Mahavidyalaya Godda (MMG) has prepared academic calendar annually and kept in records. However,the institute run the academic calendar by SKM University Dumka. All the dates of examination and results are adjusted according to University rule. Our institute has special annual program to celebrate a day of establishment on September 8 where the eminent persons and stake holders are invited and collect their advices to be followed in the interest of the institution, MMG. In our academic calendar, the data such as the number of enrollment, the number of selection and percentage of pass is recorded. In fact academic calendar is a proof of academic session.

2.6 Student Performance and Learning Outcomes

2.6.1

2.6.2 Pass percentage of students

Program	Programme	Number of students appeared in the	Number of students passed in	Pass Percentage

me Code	name	final year examination	final semester/year examination	
U.G	B.A.& B.Sc	239	216	90%

2.7 Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded

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

	Department	No. of Publication	Average Impact Factor, if any
National			
International			

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

Department	No. of publication

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended				

Seminars/ Workshops				
Presented papers				
Resource Persons				

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Social work	NSS	04	400

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
NSS	Unit 1, 2, 3&4	A Railly on Aids Day on December 01,2019	04	100

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries,

corporate houses etc. during the year			
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	25293sqm	
Class rooms	22	
Laboratories	05	
Seminar Halls	01	
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1970					
Reference Books	480					
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						

Weeding (Hard & Soft)						
Others (specify) e-resoures	115					

4.3 IT Infrastructure								
4.3.1 Technology Upgradation (overall)								
	Total Compu ters	Comput er Labs	Internet	Browsing Centres	Compu ter Centres	Office	Departments	Available band width (MGBPS)	Others
Existin g	06	01						100	
Added									
Total									

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

…………about 100… MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

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

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Welfare department	624 (stp.) & 70 Freeship	Rs 31, 62000(approximated)
Financial support from other sources			
a) National			
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Carrier counselling program	50	25		05

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	25	B.Sc &B.A	Phy, Zoology, Botany, Math, Chem	Godda College Godda, T.M.B.U.Bhagalpur	Post Graduate ,B.Ed

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other	05	N.A.

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

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

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): Yes

Our institute, MMG has Alumni association set up in 2017 to record the data of alumni and their contribution in the interest of the institution. This cell (association) is conducted by the Secretary, smt.Rina Dey, chairman, Mamta jha and vice-chairman smt. Nutan Tiwari. Initially the association registered 40 alumnis. This cell has taken the response to collect the data of alumni and their cooperation in the interest of the institution. Recently, several alumni have qualified in competitive examinations and finally 05 (five) got final selection in government jobs.

5.3.2 No. of ~~registered~~ enrolled Alumni: **40**

5.3.3 Alumni contribution during the year (in Rupees) **:** **NO**

5.3.4 Meetings/activities organized by Alumni Association **:** **Yes**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Institutional Vision and leadership:

The institution Mahila Mahavidyalaya Godda, (MMG) has a mechanism for delegating authority and providing operational power to all the various functionaries to work towards decentralized governance system. We describe two levels as follows:

1. Principal level:- the governing body headed by Secretary delegates all the academic and operational decisions based on policy designed to the different monitoring committees headed by the principal in order to fulfill all the requirement in the interest of the institution. The Principal plays the role of chairperson to target the vision and mission of the institute (MMG).

2. Faculty level:- faculty members of the institute MMG are assigned the responsibilities in different committees or cells. They are given the charge to conduct the various programs to represent their abilities. They are also encouraged to develop leadership mind and skill in academic curricular activities and extra- curricular activities. Even they are encouraged and authorized to conduct seminars/ workshops in institutional level. Faculty members are committed to their responses how to induct the students to pay a key role in extra -curricular activities to fulfill the social service. The institute MMG is going to organize committees as
   Scholarship committee, curricular development committee and quiz- debate committee.

Scholarship committee: the institute MMG has deliberated to form a scholarship committee but it is confronting the financial problem as the institute is an affiliated college under SKMU Dumka. Our internal resources are comparatively poor, unable to expenditure much more on institutional level.

However, the institute has considered it is a way for the development i.e. required. The students belonging to SC, ST and O.B.C. are given scholarship from Government side as it is still running from welfare department.

Curricular development committee: The institute,(MMG) run the curriculum as assigned by the University. It can provide the opportunity to induct the students in a large scale making sound teaching facilities. Faculty members are dedicated to teach the students on time table well furnished. We encourage the students to know the scopes in near future i.e. job oriented. It is seen that most of students are bound in sound teaching accommodation. Sometimes we arrange culture program to break the disappointment

Quiz and debate committee:

The institute MMG has managed to organize quiz and debate program in which a number students are inducted to participate at greater extent. Some of the teachers are as the members of the committee.

Smt. Sumanlata-   coordinator

Dr. Sabra Tabsum

Smt Rekha singh

Smt Nutan Jha

Quiz and debate committee has been constructed headed by the coordinator smt Suman lata Department of Economics. She conducts the program of quiz and debate on time to time to brush the concept of subject matter and enhance skill at competitive level. In fact this program encouraged the students to increase the number and got success in some exams.

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

Yes/No/Partial: MIS stands for management information system. In our institution, MMG has common MIS in a proper channel that conducts with respect to time. The institute having MIS makes the program systematic and confidential where relevant outputs are expected. The information generated by the system may be used for control of operation, strategic and long range planning, short range planning management control and other managerial problem solving. Management information system also establishes regularity in financial system- as for example if the actual date of form fill up is communicated to the students, they are capable to collect the money on time and use it properly and get ride of late fine. The information related to in the interest of the institution is firstly recorded on the notice register and then forwarded on to the staffs to know the issues and sign on it. The institute, MMG has notice board where institutional and departmental notices are provided. At present the institution has connected the whatsApp group as Mahila Pariwar in which most of teachers are connected to communicate the message. The institute has separate register for each and every department to communicate and record the message and issues. In fact, MIS is a decision making system for coordination, control, analysis and visualization of information in the institution.

In our institution, MMG, the ultimate goal of use of management information system is to increase the value and profit of operating system as far as possible. The institution, MMG has planned to construct a group of five members where complains could be registered and be discussed for resolution. In the institution, the principal observe the departments daily and keep everything in attention to maintain and guide wherever required.

Really management information system assists in decision making to resolve an issue. It appears surprise, reduce uncertainty as well as provoke a manager to initiate course of action. Now-a-days the institution has to meet the challenges to improve the information system in modernized technique. We have focused on improving our work flow and restructure the information system with special software.

Partial

6.2 Strategy Development and Deployment

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

- ❖ Curriculum Development: The Institute, MMG run the curriculum conducted by the University SKMU, Dumka as CBCS (choice based credit system). This course is given to the students according to interest of the students without bound. The Institute organizes quiz, debate and seminars to explain the subject matter clear. We manage to teach them with interesting examples as far as possible.
- ❖ Teaching and Learning: We use demonstrative method in the class to relate theme and all other teaching aids

such as chart paper, power point, seminars, group discussion and lecture-cum demonstrative method.

❖ Examination and Evaluation: at present examination is followed as prescribed by the University, SKMU, Dumka. Our institute hold sessional test to detect the ability and efficiency and we provide the average marks to the examinees promoting for the final examination.

❖ Research and Development: Our institute, MMG is conducting UG course only. In future it is expected that PG program will be recommended to impart higher education to each and every deparment.

❖ Library, ICT and Physical Infrastructure / Instrumentation: the institute, MMG is committed to enrich the library with new books and set ICT as far as possible. According to CBCS course new books are required in Library. The secretary of the institute has approved to order for new books in forthcoming year.

❖ Human Resource Management

❖ Industry Interaction / Collaboration

❖ Admission of Students: now –a- days, the admission of students is taken by applying forms issued by the institute and it is then selected as well as listed. The university issues the date of admission through internet website within a limited period. The number of students is listed by the University and sent to the institute wherever the applicants have applied.

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

❖ Administration

❖ Finance and Accounts

❖ Student Admission and Support

❖ Examination

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	
Non teaching	
Students	624

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

   (with in 100 words each)**: yes**

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Management of the institution	20% of the annual grant from state Government	To enrich the institut ion

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No:	Agency	Yes/No	Authority
Academic	yes			
Administrative				

Audit report is attached in aqar

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

6.5.3 Development programmes for support staff (at least three)

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No) -Yes 2018-19

b. Participation in NIRF   : (Yes /No)

c. ISO Certification   : (Yes /No)

d. NBA or any other quality audit   : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018-19	1.Remedial class arrangement for the students.	23- 05 -2018	23- 05 to 28- 06 - 2018	20 (science) 52(Arts)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails	Yes	05
Braille Software/facilities		
Rest Rooms	yes	
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to-------)	Number of participants

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

1. Vermi compost: it is an eco friendly process that recycles organic wastes into compost and produces valuable nutrients. It is existed in the campus which is dealt by Prof. Dr. Sudhi Vats, Dept. of Zoology. In this process nitrate is released which is gained by a plant and completes the cycle .

2.Botanical garden: the institute MMG has planned to construct a special Botanical garden of larger dimension just back to the old Science Building. This Botanical garden is dealt by Prof. Shri Lalan Jha ,Dr. Bipin Bihari and smt. Punam Jha

3. Water harvesting: The institute has planned to set up a water harvesting in near future

4.Soil Protection: Soil of the campus is protected by plantation conducted by NSS.

5.Plantation: in our campus every year plantation is done by NSS.

7.2 Best Practices

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

7.3 Institutional Distinctiveness

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

Education and practice

our institution Mahila Mahavidyalaya Godda has developed a distinctive and highly efficient system of education for women empowerment. Our aim is to impart education specially to daughters of this rural and urban area of institution at greater extent to conduct al round development. As we keep in memory all the time due to which this institute has been established by the eminent persons of the society. The institution is committed to impart education without making any distinction in caste, creed and community where all types of students arrive not only from own state but also from other states. The institute has high ambition to provide education as far as possible . it is the we way to discard distinction and superstitious in the people. our institution , Mahila Mahavidyalaya Godda is ready to provide the education as the era requires by organizing community efforts. We have made our goal relevant of women education. our programs are designed to provide learning environment and opportunities to the students. Some of the programs are directly concerned with the students own interest.

Women education is not only for the sake of knowledge enhancement but also for health care and to integrate a family in all respects. Now –a-days women are not behind at any cost. Our institute has got appreciation on having placement as teacher, police forces and in administrative jobs.

Mobile ban program: our institution Mahila Mahavidyalaya Godda has organized a program to ban on mobile in classes to the students. The motto of this program is to prevent the radiation emitted from mobile and feel healthy.

Cancer awakening program: In the year 2018-19, on Feb 04 a seminar was organized to awaken the people about cancer. Many students spread the message in society to know of it and suggested the ways and behavior to be adopted.

Priority: The institute, MMG is conscious to provide the priority for the students who come from lower and backward family. In some extent, students are given relief in form filling up. The institute runs NSS program with four units having 400 hundred participants conducted by four teachers in which people are awakened of sanitation and hygiene at rural and urban level. MMG provides education with respect to time and produces competitive environment.

Campus Sanitation program : the institute MMG has maintained campus neat and clean through campus sanitation program run by NSS on time to time.

Tree plantation program: the institute MMG runs a program headed by NSS. Several trees have been planted in the year which grow in the campus. Our NSS team visit to villages and spread the message of tree plantation and its importance in environment and ecosystem. The Institute MMG, constantly maintains each and every program monitored by various respondents to connect as far as possible.

8. **Future Plans of action for next academic year (500 words)**

Future plan of action 2018-19

The institute, MMG has organized a meeting of IQAC with all faculty members, teaching, non-teaching staffs and stake holders to enrich the institute in the next academic year. The members focused on the following major points to be completed in the forth coming year as far as possible:

*To set up Biometric Machine

* To complete the aim of Botanical garden:

* To build computer lab

* Purchasing of books based on CBCS pattern

*Construction of smart Class Rooms

*CC TV in Class and whole campus

* To continue the conduction of Wi-fi

To set up Biometric machine: An academic meeting of IQAC held on 27-01-2019 and decided to set up a biometric machine for teachers and non-teaching staffs to maintain the punctuality to their duty. It is also necessary to be implemented by the institute, MMG on behalf of instruction of management committee as to run the institution on a time frame. It is well known that "time and tide waits for none and an institution requires it as a vital point to conduct and control the system up to date in modern scenario. We think it would be better for the both teachers and students. It is the way we can give proper required time and resolve all the problems in the interest of the institution in which students would be benefited. In this way good messages spread to the students and people surrounding the college. Of course, students will have faith in our institution along with all the staffs.

To continue the aim of Botanical garden: Our Institute, MMG has already a small Botanical garden just beside the D-shaped sitting place with several plants set by. A meeting of IQAC was held headed by Principal-cum chair person, smt. Kiran chaudhary along with Secretary of the committee decided to construct a well planned Botanical garden relating to Ecosystem friendly. It was decided that a special Botanical garden should be constructed just back to the old Science Building with dimension 70 ×50 sq m. The committee insisted on greenish of the garden setting medicinal plants. Although this plan was earlier to it and it is still to develop with standard model as to demand.

To Build Computer Lab: in our forth coming plans, to build computer lab is one of the constructive works with modern equipments well furnished. Our institute has managed to run the work based on computer in a complementary section which is attached with examination department.

Purchasing of books: The Institute, MMG is facing financial crunch so it has not been able to purchase the books as to have required so far. However, it can't be ignored in running modern scenario and changing environment. So IQAC members

summoned a meeting 10 -09-2018 and decided to purchase some books in forthcoming year. The Secretary of management committee approved this necessary demand in the interest of the institution to purchase the books based on CBCS pattern.

Construction of smart class rooms: our institute, MMG has planned to construct smart class rooms from earlier however it has not been achieved so far. It is still trying to construct in the forthcoming year.

CCTV in whole campus: our institute MMG is committed to set up CCTV in whole campus to maintain rule and order as well as to keep attention in all the situations. It is the way to achieve information during running hour of the institution.

To continue the conduction of wi-fi: The institute, MMG has tried to set up wi-fi and to conduct it continuously in the campus. It has been approved by the Governing body. All the constructive work has been by the company, Jio and it is now left to be activated. We expect the remaining work would be completed in the forthcoming year.

Name __Dr. Kanchan Kumar_____   *_Name Smt Kiran chaudhary*

__Sd_____   *____Sd/*

_____Kanchan Kumar_____   *Kiran Chaudhary*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

*_____***_____*

Abbreviations:

MMG- Mahila Mahila Mahavidyalaya Godda   Annexure I

CAS - Career Advancement Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

ICT-Information communication Technology

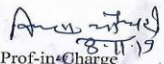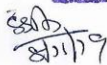TEI - Teacher Education Institution

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Annexure II

Academic Calendar

MAHILA COLLEGE, GODDA
Academic Calendar for the Month March18 to Feb 19

Working Days   Holidays

Months	Vacation Deptt.	Days	Non- Vacation Deptt.	Days	Vacation Deptt.	Days	Non- Vacation Deptt.	Days	Remark
July'18	2-7=06 9-13=05 16-21=06 23-28=05 30-31=02	24	2-7=06 9-13=05 16-21=06 23-28=05 30-31=02	24	14,27	02	14,27	02	
Aug'18	1-4=04 6-11=06 13-18=05 23-25=03 27-31=05	23	1-4=04 6-11=06 13-18=05 23-25=03 27-31=05	23	15,20,21,22	04	15,20,21,22	04	
Sep'18	1-8=06 10-15=06 18-20=03 24-29=06	21	1-8=06 10-15=06 18-20=03 24-29=06	21	3,17,21,22	04	3,17,21,22	04	
Oct'18	1-6=05 8-13=06	11	1-6=05 8-13=06 21-31=08	19	2,15-31	16	2,15-22,30	09	

Prof-in-Charge
Mahila Mahavidyalaya, Godda
Mahila College Godd

MAHILA COLLEGE, GODDA
Academic Calendar for the Month of March18 to Feb 19

Months	Working Days Vacation Deptt.	Days	Non- Vacation Deptt.	Days	Holidays Vacation Deptt.	Days	Non- Vacation Deptt.	Days	F
March'18	5-10=06 12-19=07 20-26=06 27,28=02	21	5-10=06 12-19=07 20-26=06 27,28=02	21	1,2,3,29,30,31	06	1,2,3,29,30,31	06	
April'18	3-11=08 12-21=08 24-28=05	21	3-11=08 12-21=08 24-28=05	21	2,14,23,30	04	2,14,23,30	04	
May'18	2-14=10 15-19=05	15	2-19=15 21-31=10	25	1,10,21-31	10	1,10	02	
June'18	21-27=06 28-30=03	09	1-5=05 7-9=03 11-14=04 18-23=06 25-30=06	24	1-20=17	17	6,15,16	03	

Prof.in-Charge
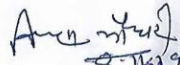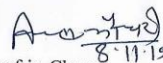Mahila Mahavidyalaya, Godda

8/11/19

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MAHILA COLLEGE, GODDA
Academic Calendar for the Month of March18 to Feb 19

Working Days   Holidays

Months	Vacation Deptt.	Days	Non- Vacation Deptt.	Days	Vacation Deptt.	Days	Non- Vacation Deptt.	Days	Remar
Nov'18	16-17=02 19-20=02 24,26-30=5	10	1,2,15,16,17 19-20=02 24,26-30=05	13	1-15	15	5-14=09 15,21-23=03	13	
Dec'18	1-22=19	19	1-22=19	19	24-31	07	24-31	07	
Jan'19	2-9=06 16-22=06 24-25=02 28-31=04	18	2-9=06 16-22=06 24-25=02 28-31=04	18	1,5,10-15,23,26	09	1,5,10-15,23,26	09	
Feb'19	1-2=2 4-9=06 11-16=06,18 20-23=04 25-28=04	23	1-2=2 4-9=06 11-16=06,18 20-23=04 25-28=04	23	19	01	19	01	

Prof-in-Charge
Mahila Mahavidyalaya, Godda

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Annexure III
Audit Report

MAHILA MAHAVIDYALAYA: GODDA [JHARKHAND]

Receipts & Payments Account for the year ended on 31st March,2019

RECEIPTS :			RS.	P.	PAYMENTS :		RS.	P.
To, **Opening Balance**					By, **General Fund Account**			
(As per last account)					JAC Ranchi		918,254.00	
General Fund					Salary		6,255,416.00	
Cash in hand	2,535.37				Remuneration		22,840.00	
With Allahabad Bank					SKMU		48,892.00	
SB A/c No.20681277795	500,035.79				Advertisement		27,599.00	
R/F Account	128.00				Paper & Periodicals		4,440.00	
Post Office SB Account	416.35				Printing & Stationery		16,100.00	
With Allahabad Bank					Misc. Expence		16,215.00	
A/c No.50085152441	91,079.00	594,194.51			TA/DA		43,295.00	
					Function & Festival		44,641.00	
Development Fund					Imprest		3,000.00	7,400,692.(
Cash in hand	1,899.15							
With Allahabad Bank					" **Development Fund Account**			
SB A/c No.20681277784	125,134.65				Building Repair & Maintenance			17,418.(
Bank Suspense	2,000.00	129,033.80	723,228.31					
					" Salary to Teaching & Non-Teaching Staff			3,600,000.(
Advance with Staff :								
(As per Annexure)			325,980.00					
" **General Fund**					" **Closing Balance**			
Collection from Student		6,683,814.00			(As per book)			
Sale of Forms		165,405.00	6,849,219.00					
					General Fund			
					Cash in hand	2,535.37		
" **Development Fund**					With Allahabad Bank			
Collection From Student			284,250.00		SB A/c No.20681277795	231,042.79		
					R/F Account	128.00		
					Post Office SB Account	416.35		
" **Grant-in-Aid**					With Allahabad Bank			
(Received from Higher Technical Education &					A/c No.50085152441	98.563.00	332,685.51	
Skill Development Department Ranchi vide its letter								
no.3/यो,1-36/2016 (Higher Education) Govt. of					**Development Fund**			
Jharkhand dt. 17.2.2018)			3,600,000.00		Cash in hand	1,899.15		
					With Allahabad Bank			
					SB A/c No.20681277784	399,628.65		
" **Interest from Bank**					Bank Suspense	2,000.00	403,527.80	736,213.3
General Fund		30,980.00						
Development Fund		7,662.00			" **Advance with Staff :**			
Allahabad Bank A/c No.50085152441		7,484.00	46,126.00		(As per Annexure)			74,480.0
		TOTAL RS.	**11,828,803.31**			**TOTAL RS.**		**11,828,803.3**

PLACE: DUMKA
DATE : 07/11/2019

Prof. -in- Charge
Mahila College Godda

As per our report of even date
For RAJIV RANJAN & ASSOCIATES
CHARTERED ACCOUNTANTS

[KUNAL KR.JHA
PARTNER
M..No.516948
UDIN -19516948AAAAFW870!

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Rajiv Ranjan & Associates
CHARTERED ACCOUNTANTS

H. O. : 1st Floor, Grand Chandra Premises, Near C.P. Thakur Mkt. Complex, Fraser Road, Patna - 1 (BIHAR),
Phone/Fax - 0612-2332140 (O)

B. O. : • DELHI • NOIDA • KOLKATA • DUMKA

AUDITORS' REPORT :

We have examined the attached Receipts & Payments Account of **"MAHILA MAHAVIDYALAYA : GODDA [JHARKHAND]"** for the year ended on 31st March,2019. These financial statements are the responsibility of the management. Our responsibility is to express opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test checking basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well evaluating the overall financial statements presentation we believe that audit provides a reasonable basis for our opinion.

We report that :-

1. Books of account has been maintained in single entry system.
2. The Account has been prepared on cash system of accounting.
3. The Opening Cash Balance of Rs. 2,535.37 and 1,899.15 in General and Development Fund respectively, are lying unutilized since last Audit Report. This matter should be looked into for proper internal check.
4. Opening & Closing Balance of General Fund and Development fund as per audited Receipts & Payments Account and Cash book is differ by Rs. 5,104.15 and Rs. 7,312.00 respectively. This matter should be looked into for proper internal check.

6. Institution has not maintained proper advance register and balance of advance as shown in Receipts & Payment account has been taken as per the Advance list provided by the Institution.

6. Bank Reconciliation statement has not been prepared during the year.
7. In our opinion and to the best of our information and according to the explanations given to us the said accounts gives a true and fair view.
    (A) In the case of the Receipts & Payments Account of the Receipts & Payments of the audited for the period 1.4.2018 to 31.3.2019.

For RAJIV RANJAN & ASSOCIATES
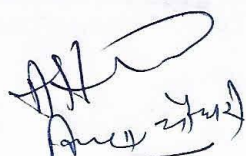CHARTERED ACCOUNTANTS

PLACE: DUMKA
DATE : 07/11/2019

[KUNAL KR.JHA]
PARTNER
M. No. 516948
UDIN – 19516948AAAAFW8709

Prof -in- Charge

MAHILA COLLEGE GOODA

						Annexure-A
		List of Advance for the year 2018-19				
Sl. No.	Staff Name	Balance as on 1.4.2018	Advance during the year	Total	Adjusted during the year	Balance as on 31.3.2019
1	Sri Yogendra Bhagat	1,240.00	-	1,240.00		1,240.00
2	Abhay Kr. Roy	1,240.00	-	1,240.00	-	1,240.00
3	S.S. Jha	14,000.00	62,000.00	76,000.00	14,000.00	62,000.00
4	Manik Lal Marandi	2,000.00	-	2,000.00	2,000.00	-
5	Nand Kishore Jha	1,500.00	-	1,500.00	1,500.00	-
6	Vipin Bihari	10,000.00	-	10,000.00	-	10,000.00
7	Maheshwar Ram	13,000.00	-	13,000.00	13,000.00	-
8	Smt. Kiran Choudhary	98,000.00		98,000.00	98,000.00	-
9	Kiran Choudhary	170,000.00		170,000.00	170,000.00	-
10	Bindu Kumari	15,000.00		15,000.00	15,000.00	-
	TOTAL RS.	325,980.00	62,000.00	387,980.00	313,500.00	74,480.00

Prof. in Charge
Mahila College Godda