YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   BOKARO MAHILA COLLEGE

- Name of the Head of the institution   DR MANJU SINGH

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   06542242244

- Mobile No: 8210308916

- Registered e-mail   bokaromahilacollege@gmail.com

- Alternate e-mail   sanjoyprabha@gmail.com

- Address   SECTOR -III E BOKARO STEEL CITY

- City/Town   BOKARO STEEL CITY

- State/UT   Jharkhand

- Pin Code   827003

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution   Women

- Location   Urban

- Financial Status   Grants-in aid

- Name of the Affiliating University   **BBMK, UNIVERSITY DHANBAD**
- Name of the IQAC Coordinator   **DR PRABHAWATI KUMARI**
- Phone No.   **06542224418**
- Alternate phone No.   **06542242244**
- Mobile   **9431710929**
- IQAC e-mail address   **sanjoyprabha@gmail.com**
- Alternate e-mail address   **bk97076@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://bokaromahilacollege.com/aqar/

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://bokaromahilacollege.com/academic-calender/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.13**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC   **07/01/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
HRD	**GRANT**	**JHARKHAND GOVT**	**2019-20 1 YEAR**	**6000000**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   **04**

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

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

- If yes, mention the amount

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

1.Regular meetings with teaching, non teaching and students were conducted. The development plan of college was discussed during the meetings. 2. The college remained closed for several months due to pandemic. Teachers and students were encouraged to take online classes. 3. National and International webinars were planned and organized. 4.An amount of fours crores has been approved from RUSA to convert Bokaro Mahila college into Model College and IDP has been sent for second cycle. 5.Registration in N-List (INFLIBNET) for E-library.

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
1.Regular meetings of IQAC members with teaching and non teaching staff and students, either offline or online depending upon Covid situation.	1.Students' attendance and participation increased.
2.IQAC encouraged faculty to take online classes.	2.Teachers of all departments are taking online classes and trying to complete the syllabus.
3.Planning to organize national or international webinars	3. International webinar organized on 19 Dec 2021
4. Teachers were encouraged to participate in various webinars and workshops.	4. Our twelve teachers participated in online National and International webinars. Three teachers participated in workshop organized by PKRM College Dhanbad and BBMK University.
5.Improve teaching learning process through subscription to E-Library.	5.Registerd with N-List (INFLIBNET) on 07 August 2021
6.Execute the plan to transform the college into a Model College.	6.An amount of four crore approved from RUSA to convert Bokaro Mhaila College into a Model College.
7. Preparation and submission of data in AISHE.	7. Submitted data in the AISHE web portal on 31st January 2020.
8. Preparation and submission of AQAR	8. Faculty sensitization programmes regarding the AQAR submission were conducted. Briefing was conducted for data collection in key areas related to the submission.
9.Preparation and submission of NIRF 2021.	9. Information provided to faculty members regarding the NIRF ranking system through programmes. Necessary data were compiled with help from faculty and uploaded on NIRF web portal on 10 Dec 2022.

10.Reforms in examination system	10.Online system introduced for uploading of attendance and internal marks. Digital system helped in mapping students outcome with course curriculum.
11.Creating sustainable ecosystem.	11. LED lights were used throughout the campus. Plastic is banned within the campus. Awareness was created for paperless office. Regular sapling plantation drives were organized.
12.Analysis of feedback from various stakeholders.	12.IQAC has been involved in obtaining and analyzing the feedback from various stakeholders.

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

- Name of the statutory body

Name	Date of meeting(s)
DR MANJU SINGH PRINCIPAL	19/01/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	BOKARO MAHILA COLLEGE
• Name of the Head of the institution	DR MANJU SINGH
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06542242244
• Mobile No:	8210308916
• Registered e-mail	bokaromahilacollege@gmail.com
• Alternate e-mail	sanjoyprabha@gmail.com
• Address	SECTOR -III E BOKARO STEEL CITY
• City/Town	BOKARO STEEL CITY
• State/UT	Jharkhand
• Pin Code	827003
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	BBMK, UNIVERSITY DHANBAD
• Name of the IQAC Coordinator	DR PRABHAWATI KUMARI
• Phone No.	06542224418

• Alternate phone No.	**06542242244**	
• Mobile	**9431710929**	
• IQAC e-mail address	**sanjoyprabha@gmail.com**	
• Alternate e-mail address	**bk97076@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://bokaromahilacollege.com/aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bokaromahilacollege.com/academic-calender/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.13**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC	**07/01/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
HRD	**GRANT**	**JHARKHAND GOVT**	**2019-20 1 YEAR**	**6000000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	**04**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	

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

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1.Regular meetings with teaching, non teaching and students were conducted. The development plan of college was discussed during the meetings. 2. The college remained closed for several months due to pandemic. Teachers and students were encouraged to take online classes. 3. National and International webinars were planned and organized. 4.An amount of fours crores has been approved from RUSA to convert Bokaro Mahila college into Model College and IDP has been sent for second cycle. 5.Registration in N-List (INFLIBNET) for E-library.

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
1.Regular meetings of IQAC members with teaching and non teaching staff and students, either offline or online depending upon Covid situation.	1.Students' attendance and participation increased.
2.IQAC encouraged faculty to take online classes.	2.Teachers of all departments are taking online classes and trying to complete the syllabus.
3.Planning to organize national or international webinars	3. International webinar organized on 19 Dec 2021
4. Teachers were encouraged to participate in various webinars and workshops.	4. Our twelve teachers participated in online National and International webinars. Three teachers participated in workshop organized by PKRM College Dhanbad and BBMK University.

5.Improve teaching learning process through subscription to E-Library.	5.Registerd with N-List (INFLIBNET) on 07 August 2021
6.Execute the plan to transform the college into a Model College.	6.An amount of four crore approved from RUSA to convert Bokaro Mhaila College into a Model College.
7. Preparation and submission of data in AISHE.	7. Submitted data in the AISHE web portal on 31st January 2020.
8. Preparation and submission of AQAR	8. Faculty sensitization programmes regarding the AQAR submission were conducted. Briefing was conducted for data collection in key areas related to the submission.
9.Preparation and submission of NIRF 2021.	9. Information provided to faculty members regarding the NIRF ranking system through programmes. Necessary data were compiled with help from faculty and uploaded on NIRF web portal on 10 Dec 2022.
10.Reforms in examination system	10.Online system introduced for uploading of attendance and internal marks. Digital system helped in mapping students outcome with course curriculum.
11.Creating sustainable ecosystem.	11. LED lights were used throughout the campus. Plastic is banned within the campus. Awareness was created for paperless office. Regular sapling plantation drives were organized.
12.Analysis of feedback from various stakeholders.	12.IQAC has been involved in obtaining and analyzing the feedback from various stakeholders.
13.Whether the AQAR was placed before	Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
DR MANJU SINGH PRINCIPAL	**19/01/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**17/01/2022**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **20**

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

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

2.Student

2.1   **562**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **0**

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   **679**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **39**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **74**

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		**20**
File Description	Documents	
Data Template	View File	
2.Student		
2.1 Number of students during the year		**562**
File Description	Documents	
Data Template	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		**0**
File Description	Documents	
Data Template	No File Uploaded	
2.3 Number of outgoing/ final year students during the year		**679**
File Description	Documents	
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		**39**
File Description	Documents	
Data Template	View File	

3.2 Number of Sanctioned posts during the year	**74**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**8299406**
4.3 Total number of computers on campus for academic purposes	**10**

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

Bokaro Mahila College is affiliated to BBMK University Dhanbad and follows the curriculum given by the University.

The detailed curriculum of the subjects are made by the BBMK University, Dhanbad under the guidance of academic council. The detailed curriculum is mailed to the principal by the university. These curriculum are circulated to the HODs of the respective departments. The syllabus is distributed to faculty of the department and also to the students.

Routine incharge of the college prepares the master routine on the basis ofcurriculum and circulates it to different departments.

Departments conduct meeting for allotment of classes among the teachers. Project work and field work are also organized by departments according to the given curriculum.

Studentsatisfaction survey is conducted by IQAC to improve the teaching learning process of each department.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://bokaromahilacollege.com/

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

Academic calendar is prepared in the beginning of the session. It is distributed among the teachers and non-teaching staff. It contains Holiday list and exam schedule as well. The sports and cultural activity programmes are also included in the calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bokaromahilacollege.com/academic-calender/

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

20

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

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

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

1

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)	View File

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

30

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

0

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

1.3 - Curriculum Enrichment

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

Gender Equality- Gender equality and equal opportunity are the main pillars of the Institution as it was established as a Women only college. For promoting equality, women development cell and anti-ragging cells are active. Regular meetings are conducted, and issues are discussed to find solutions.

Environmental awareness- Environmental study is a part of the curriculum of the institution. NSS students along with other college students participate in tree plantation and cleanness programmes.

Human Rights- We celebrate 10th Dec as 'Human Rights Day' to spread awareness about basic human rights and everyone is motivated to give back to the society.

Professional Ethics- Professional ethics are taught to students for their holistic and personal development.

Moral & Ethical values- We celebrate days of national importance like Independence Day, Republic Day and Gandhi Jayanti. This helps imbibe nationalistic values in the students.

File Description	Documents
Any additional information	[View File](#)
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

32

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

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

13

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	[View File](#)
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 sanctioned seats during the year

1000

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

324

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

2.2 - Catering to Student Diversity

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

Students admitted in our college come from various sections of the society including the economically weaker sections and also from the backward community i.e. ST, SC and OBC. The college is conscious about the overall growth of these sections and social upliftment. Advanced learners and weak students are identified as per their response in the classroom as well as the performance in mid-semester exam. Teachers take extra classes for weaker students to guide them and bring them at par with the rest of the class. Students are motivated to participate in seminars, quiz competitions, debates, sports and cultural activities.

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

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

Number of Students	Number of Teachers
1961	**39**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The following activities are conducted by the Institution for educational processes.

1. Experience in Teaching- On teachers' day, an opportunity is provided to students to teach as teachers and are given an exposure to take lectures in the classroom. This helps student to improve their knowledge, presentation skills and personality development.

2. Participative learning- College provides an opportunity for participative learning to encourage students and actively involve them in learning process. The college promotes participative learning through group discussions, assignments, quiz competitions etc.

3. Problem solving method - To improve critical thinking and problem solving skills, students counselling committee organizes meetings thrice in a year.

4. Learning through Co-curricular activities- The students participate in various co-curricular activities which support teaching learning process like educational workshops, district level NSS campus etc.

5. Learning through extra-curricular activities- The students participate in various extra -curricular activities organised by the college like cultural events and sports. The students are encouraged to participate in Inter-collegiate cultural and sports competition like Yuwa Mahotsav and Women's Cricket Tournament. The college magazine Pankhuri provides a stage to the students to express their creative thinking.

6. Learning through extension activities- The students participate in extension activities like tree plantation, Swachh Bharat Abhiyan, Voter Awareness programme, Mask distribution during Covid-19 lockdown, among others.

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

Teachers use ICT enabled tools for effective teaching learning process. There are 5 teaching and non-teaching staff who are

using ICT tools. There are 21 smart classrooms. General ICT tools are being used by BMC faculty on desktops and laptops. Examination department forms and results are being published online, and transactions of money have been completely computerized. Admission process is also fully computerized.

The college follows ICT enabled teaching in addition to the traditional classroom education. The teachers of Bokaro Mahila College use online educational resources, social networking sites blended with learning platforms like Google classroom to effectively deliver teaching and provide enhanced learning experience to the students. Youtube, e-mails, WhatsApp group, zoom and google classroom are being used to communicate, provide materials and syllabus, conduct tests, upload assignments and share information.

Internet and wi-fi facilities are made available to all the students in the college campus, free of charge. College website carries a weblink for important information. The students get all their academic information on the website.

Bokaro Mahila College has registered with N-List (INFLIBNET) for enhancing the learning opportunities for students through access to e-library.

Feedback of stakeholders are received through online mode.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

39

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

2.4 - Teacher Profile and Quality

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

38

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

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

39

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

2.5 - Evaluation Process and Reforms

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

For transparent and robust Internal assessment, the following mechanism are adopted

- Internal examination committee.
- Question paper setting.
- Conduct of examination.
- Result display.
- Interaction with students regarding their internal assessment.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the students towards learning and attending the classes has also increased. It has also created interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

The College has a well-organized mechanism for redressal of grievances. The students can approach the teachers, college examination controller and principal to redress the examination related grievance, as per their requirement and jurisdiction of the grievance.

A. Grievances related to Internal Examination- At the college level, the evaluation work is done for the mid semester Internal examination. If any student feels that the marks given to her in any paper are not just, she can apply for revaluation upon remitting the fees for revaluation to the college.

The college appoints subject expert other than the previous assessor. If there is change in score, it is corrected by internal examination committee of the college. College has to declare final revaluation result within fifteen days.

B. Grievance regarding University Examinations- Grievance related to university regarding graduate courses are forwarded to the university grievance cell. Students who were not satisfied with their marks in the university examination can apply for revaluation to the university.

The norms regarding grievances are displayed on university website. The college follows the university policy. The entire mechanism to deal with examination related grievances is time bound as per university rules and regulation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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

1. Graduate attributes are described to the first-year students at the commencement of the programme.

2. At least 4 hours are spent by the teachers for introducing the subject to the students.

3. Soft copy of curriculum and learning outcomes of programmes and courses are uploaded on the institution's website for reference.

4. The importance of the learning outcomes are communicated to the teachers in IQAC meetings and staff meetings.

5. Students are also informed how to use basic laboratory equipment correctly and effectively in order to conduct measurement and analyse and interpret the results, including understanding of uncertainties.

The learning outcomes are expressed in the vision and mission statement of the college in the prospectus and website of the college. These are discussed in departmental meetings with staff and also reiterated by the principal in her speech during various programmes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://bokaromahilacollege.com/wp-content/uploads/2022/02/performance-report.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course outcomes are measured through syllabus completion, syllabus content, Internal evaluation, regular evaluation, and result.

The programme specific outcome is measured by comparing the aggregate results of all courses of an individual student with the average performance of all the students in a given programme.

The importance of course material and coursesin terms of employabilityare also analyzedtomeasures the learning outcomes.

The college has also used the students' satisfaction survey form developed by NAAC to seek feedback of students and measuring the attainment of course and programme outcome. This is shared through IQAC webpage to all stakeholders, so that they remain informed of the accomplishments and shortcomings in teaching learning process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://bokaromahilacollege.com/wp-content/uploads/2022/02/student-satisfaction.pdf

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

644

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLScSTM8iJpQz1rKGfjfGVKwFTd8YA_94S0Opv7R2-uDS91FGgw/viewform

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

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

0

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

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

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

1

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

0

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

3.3 - Extension Activities

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

A social awareness committee has been formed in Bokaro Mahila College under whose guidance the students do counseling on health and hygiene of the economically and socially backward girls and women of their neighborhood. The students also share their books and knowledge during these counseling sessions. This helps inculcate responsibility for upliftment of the society.

The students of the Art and Craft Committee of the college help women to employ themselves in small-scale and domestic industries. The work of this committee was interrupted by Covid-19 pandemic, but students used this period to encourage and promote use of masks and sanitizer.

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

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

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

6

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

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

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

5

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

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

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

11

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

3.4 - Collaboration

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

0

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Bokaro Mahila College was established in 1976 and is equipped with adequate infrastructure related to higher education. The college has its own two campuses, the first campus is of 10 acres in Sector-5 of the Bokaro Steel city, and the second is of 4 acres in Sector-3 of the city. The college has 14 lecture halls, 7 labs, 2 computer rooms, and 1 seminar hall. The college has Smart Classrooms, 1 Sick Room, a Baby Care Room, a Common Room, an Examination Room, a General Section, an Art and Craft Room and an Accounts Section.

The college has a room for indoor games, playground for outdoor sports, cycle stand for girl students and parking. Electricity supply is available 24 hours. Internet facility is also available 24 hours for students and teachers. The seating capacity of the lecture hall is – 2 rooms of 100, 3 rooms of 80,7 rooms of 36, and 2 rooms of 30. Nine classrooms are dedicated for arts and commerce students and 5 for science students. There is one computer lab with capacity of 10 students.

Classroom

09 rooms for Arts & Commerce with the following capacity:

01 room- 100 students

01 room- 80 students

07 rooms- 36 students

For Science, 05 rooms with the following capacity:

03 rooms- 80 students

02 rooms- 30 students

1 Computer Lab with capacity of 10 students

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

There is a cultural committee in the college, which is equipped with many musical instruments. In 2020-21, on the occasions of Republic Day celebrations, Women's Day celebrations, Foundation Day celebrations, Hindi Day, Teacher's Day and the farewell ceremonies of retired personnel, the committee organized cultural programs while adhering to Covid-19 rules. Annual publication of the college's in-house magazine, Pankhuri was also done. Bokaro Mahila College has a sports committee, which provides training to the women students in outdoor and indoor games like cricket, volleyball, carrom board, chess, etc. Sports related resources are available. Due to the covid-19 pandemic in the year 2020-21, no major sport activity could be organized. On Yoga Day, yoga is conducted in the college. Importance of yoga is also explained to the teachers and students. Our teachers and students could not come to college on the day of Yoga Day in 2020 due to covid-19, so we sent a video compilation of students and teachers doing yoga from home to all teachers and students, which has also been uploaded on the website.

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

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

3411678

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

4.2 - Library as a Learning Resource

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

Bokaro Mahila College has a library committee and a library in-charge, under whose guidance the subscription of books, counting of books, binding of books getting spoiled, recommendation of news books according to the new syllabus, are done. The up-to-date status of the library is given to the principal by the in-charge of the library. Library ID card is given to students in their first year of enrolment for subscription to books in the library. There are 15968 books in the library. Teachers and

students also take advantage of N-list (INFLIBNET) which is an e-library.

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

4.2.2 - The institution has subscription for the 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	<u>View File</u>
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)

228170

File Description	Documents
Any additional information	<u>View File</u>
Audited statements of accounts	<u>View File</u>
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

20

File Description	Documents
Any additional information	[View File](#)
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

Bokaro Mahila College has broadband facility and 24 hours wifi facility is available to the teachers and students in the college.

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

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

0

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.

The maintenance of Bokaro Mahila College Academic and Support Facility is done in the following manner. 1. Library- Bokaro Mahila College has a library committee and library in-charge. They are responsible for upkeep of the library and up-to-date status of the library is given to the principal by the in-charge of the library. Library ID card is given at the time of first year enrolment and used by the students for lending books from the library. 2. Computer- Computer is looked after by IT in-charge. Outsourcing of computer maintenance is also done. 3. Classroom and Conference Hall - Maintenance of classrooms and conference hall is done regularly. The blackboard, fan, electricity, windows and doors in the classrooms are repaired from time to time. It is also ensured that Wi-Fi facility is available in the classrooms.

4.Laboratory - There are 7 laboratories in Bokaro Mahila College, which are regularly monitored by the laboratory in-charge. The laboratory in-charge and the laboratory attendant together enter the list of laboratory equipment in the register. The laboratory attendant does the work of cleaning the equipment and placing it at the proper place. In the event of a major break down in the laboratory, it is repaired through outsourcing.

5. House Keeping- Bokaro Mahila College has housekeeping personnel, who are responsible for cleaning of classrooms, bathroom, common areas, etc. Some sweepers, gardeners and gate keepers are also hired through outsourcing. 6. Clean drinking water - Aquaguard has been installed for drinking water in

Bokaro Mahila College. Aquaguard and water tank are cleaned from time to time.

File Description	Documents
Upload any additional information	<u>View File</u>
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

34

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**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)	[View File](#)

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

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

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

5.2.2.1 - Number of outgoing student progression to higher education

11

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

1

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)	View File

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

In addition to their coursework, the students of Bokaro Mahila College also participate in cultural programs and sports. To ensure the participation of students in IQAC also, two students have been nominated. Students are also enrolled in NSS programs and actively participate in the NSS programs.

File Description	Documents
Paste link for additional information	https://bokaromahilacollege.com/our-gallery/
Upload any additional information	View File

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

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

8

File Description	Documents
Report of the event	View File
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

Bokaro Mahila College has an alumni association. Our alumni participate in the foundation day celebrations and cultural programs of the college. Alumni meet is also organized from time to time.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Bokaro Mahila College is continuously working towards its vision and mission. With the establishment of Bokaro Steel Plant, Bokaro Steel Management's attention was drawn towards the establishment of higher education of women in Bokaro Steel City. Bokaro Steel Plant established Bokaro Mahila College for the awareness and availability of higher education for women. Towards this, Bokaro Steel Plant provided basic facilities like land, building, water, and electricity. The vision and mission of the college was to educate the women of rural areas, as also from families of employees of the Bokaro Steel Plant for their all-round development and self-reliance. In this mission, emphasis was also placed on girls of backward, scheduled caste and scheduled tribes, and those from economically poor background, to educate them and integrate them in every sector of the economy. In line with this mission, women who are below poverty line, their names are sent to the welfare department, and they get scholarship from the government. Bokaro Mahila College takes care of its students. Therefore, baby feeding room has also been made available in the college so that women can complete studies even after motherhood. In these ways, Bokaro Mahila College is committed to achieving its vision and mission.

File Description	Documents
Paste link for additional information	https://bokaromahilacollege.com/
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.

Bokaro Mahila College has 16 committees through which tasks in different areas are coordinated. These committees are as follows. 1. Science Forum 2. Student Council and Grievance Committee 3. Purchase Committee 4. Library Committee 5.Literary and Arts Committee 6. Cultural Program Committee 7. Art and Craft Committee 8. Social Awareness Committee 9.Employment Supplementary Committee 10. Nomination Committee 11. Anti Ragging Committee 12.First Aid Committee 13. Building Committee 14. Sports Committee 15. Alumni Committee 16. Media Cell

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1.Library- There is a library in the college in which there are 11926 books. Id card is given to the students in the college through which books are allotted to them. In 2021, the college also registered with N-list (INFLIBNET) for e-library. 2. ICT facility - The college has one smart classroom and 10 computers. Work is done online in the Examination Department and Accounts Department. Internet and Wi-Fi facility is available in the college for the teachers and students. 3. Research work and Workshop- Teachers are encouraged to participate in research work and workshop. Students participate in internal subject-wise seminars. 4. Teaching and Learning - Bokaro Mahila College has its own academic calendar based on the academic calendar of the university. Based on this, the syllabus, examinations, and other programs are conducted throughout the year. 5. Curriculum Development - The syllabus of courses is sent to the college by BBMK University. This syllabus is given to the heads of

departments of all the subjects of the college. The head of the department discusses and distributes the syllabus among the teachers. CBCS system is implemented in the college. There is a routine in-charge committee in the college which prepares the master routine. Classes are conducted on the basis of this routine. Project work and field work are also conducted according to the curriculum. Students' satisfaction survey is also conducted so that the teaching learning process can be improved further. 6. Examination and Evaluation- Two internal examinations are taken in every semester. The answer sheets are evaluated within a month of taking the test. Efforts are made to redress the grievances of the students who are dissatisfied with the evaluation by the Grievance Cell as soon as possible. There are internal and external examiners in practical, internal and annual examinations, who are appointed by the university. 7. Enrolment of students - There is an enrolment committee which guides the enrolment of the students. In the interest of the backward, economically backward, scheduled caste, scheduled tribe students in the college, many welfare work schemes are sent to the government so that their studies continue despite financial adversities.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
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.

In Bokaro Mahila College, the Principal is assisted in administration of the college by various committees. There are 16 such committees in the college which give advice to the principal in different areas. The principal keeps the suggestions of these committees with the management committee. The decisions which are taken in the Management Committee are implemented in the college. Any administrative work on behalf of the university is done through the principal. All correspondence is through email. Whatever email is received from the university, the principal provides its notice in a register and the teachers get this notice through the register. The students get this notice from the teachers. In addition to the notice

register, email and WhatsApp are also used. All the teachers of the college are on posts approved by the government. Posts are advertised for the appointment of any post in the college and appointments are made based on merit only after due process and interview. The rules of reservation are also followed. Service rules are also followed. Service book of all teachers has been prepared in which the complete record of their service is recorded.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

Bokaro Mahila College implements welfare schemes for its teachers and non-teaching staff. 1. Houses have been allotted to teachers and non-teaching staff in the college. 2. ESIC scheme has been implemented as health insurance.

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

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

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

3

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**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

12

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

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

Teachers and non-teaching staff are encouraged for excellence in the college. Select staff are honored every year on Republic Day for their excellence in work. This year, Dr. S. D. Pandey, Dr.

Ganesh Kumar Singh and Mr. Sudhir Pandey were honoured. A student Laxmi Shukla was also honored for her excellent performance in NSS.

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

6.4 - Financial Management and Resource Mobilization

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

One of the sources of income for the college is the enrolment fee charged. Enrolment fee is collected in each semester. The Government of Jharkhand also gives sixty lakh annual grants in salary to the college. The salary of the college staff and the maintenance of the infrastructure of the college is met through the enrolment fee and the grant amount. The college has its own account section, which keeps the account of the income and expenditure of the college. All the transactions are done through online mode. The details of income expenditure are entered in the register. On the recommendation of the Accountant and the bursar, any withdrawal is made with the joint signature of the Principal and the Secretary. Income expenditure is audited every year and the audit report is sent to the university and the government. Utilization Certificate of Grant Amount Audit Report with Certificate of C.A. is also sent to the University and the government.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In Bokaro Mahila College, all transactions are done online. Accountants maintain the details of income and expenditure. Any withdrawal is done on the recommendation of the accountant and the bursar, on the joint signature of the principal and the secretary. To get any major work done, tender is published and based on decision of the building committee, the work is allotted. There is a purchase committee for the purchase of goods for daily work in the college. The committee invites quotations and selects an agency for the purchases based on quality and quoted price. Every year the income and expenditure are audited by the CA and the audit utilization certificate is sent to the university and the government. LED bulbs are used in the college so that electricity consumption can be reduced. For optimum utilization of resources, AC coolers are used in a limited manner. Online mode of communication and administration is encouraged to reduce paper usage. Routine distribution and departmental syllabus distribution, examination department work etc. are all being done in online mode.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Former members of IQAC continued as members. As student representatives, two students, Varsha Kumari and Sivani

Kumari were made members.

2. Many new committees were formed in the college.
3. All the Heads of Departments submitted the reports of the available resources and new requirements in the laboratory to the RUSA coordinator.
4. All the heads of departments provided estimates of future outlay for their respective departments to the RUSA coordinator.
5. Classes were conducted in both online and offline mode following the rules of covid-19.
6. There was a small increase in the salary of teachers and non-teaching staff.
7. The process of promotion of class IV employees is going on.
8. International Tarang Seminar was successfully organized on 19.12.2021.
9. Successful registration was done in N-List (INFLIBNET) e-library for the benefit of teachers and students.
10. To convert Bokaro Mahila College into a model college, the college got four crore aid through RUSA.
11. College Foundation Day celebrations were organized following the rules of covid-19.
12. The college has been registered with NIRF.

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

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

At the beginning of the year, a meeting of all the teachers is held with the Principal IQAC Coordinator on how to improve the teaching learning outcomes, and the views of all the teachers are invited on this. The annual calendar is prepared in the college according to the academic calendar of the university. According to this annual calendar, the Routine Incharge Committee makes the routine, and the master routine is placed on the notice board. A copy of the routine is provided to each head of the department. All the heads of departments distribute the routine and syllabus received from the university in consultation with other teachers of their department and enter

it in the register. Classes are taken as per routine. Teachers teach the syllabus in a simple and easy manner through blackboard, map, and other tools so that the students can understand well. Those students who are confused in some way in the syllabus can understand it with the teachers of the department through phone or after the class. Due to the Covid-19 disaster, the college remained closed for a long time in 2020-21, but even during this period, our teachers did not allow the studies of the students to be hampered. Classes were conducted on Google Meet, Zoom Classes and WhatsApp. Field work is necessarily included in the syllabus in some subjects, so following the rules of Covid-19, field work was also done. Many committees have been formed for the all-round development of girl students. For the overall development of the students in the college, there is a cultural committee, which organizes cultural programs. Sports Committee organizes Cricket and Volleyball games at the university level. Internal examinations and practical examinations are taken as per the annual calendar in the college and according to the syllabus of the university. The internal assessment is completed within a month and the result is published in the notice board. Students dissatisfied with the result submit their application to the examination committee. The result is sent to the university through online mode. The IQAC team constantly monitors the working of other committees. The IQAC holds a meeting every three months and its report is given to the principal. The team observes the condition of the laboratory and monitors the up-to-date status of the library. It invites feedback from the teachers and students, as also the alumni and the management committee so that the necessary improvements can be made in the college accordingly. The principal and all the teachers and committees meet every semester with the IQAC coordinator, in which the teaching learning process is reviewed. The subject in which syllabus is not completed is instructed to complete the syllabus by taking special classes.

File Description	Documents
Paste link for additional information	https://bokaromahilacollege.com
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	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

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

In Bokaro Mahila College, any post or promotion is done on the basis of merit without any gender discrimination. Applications are invited for any administrative post in the college without any gender discrimination. Management committee considers the candidature and the appointment letter is given on the basis of merit. The administrative posts in the college are bursar, Prof. in-charge, Examination Controller, Enrolment in-charge, who are appointed on the basis of merit without any gender discrimination.

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	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

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

Bokaro Mahila College has Solid Waste Management and Liquid Waste Management system. Large dustbins are kept in both the campuses of the college, in which dry dustbin and wet dustbin are written for waste segregation. The cleaning staff of the college cleans daily, and the wet and dry waste is dumped in separate bins. These garbage bins are cleared daily by the public health department of the city. Waste Recycling System is present in Sector 5 Campus of our college. It is used to make manure by putting it in the pits of the campus. It is used by the Department of Botany for its medicinal plants. All the staff and students try to keep the campus clean. Our NSS girl students run cleanliness campaigns from time to time so that the spirit of cleanliness is inculcated among the girl students. The college conducts cleanliness campaign on Gandhi Jayanti. Awareness is created about maintaining a clean campus.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	C. Any 2 of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
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	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 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	[View File](#)

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).

In Bokaro Mahila College, there is a student counselling committee for promoting mutual harmony and culture appreciation. The college is constantly trying to educate the girl students without any community discrimination, caste discrimination,

cultural discrimination, and helping the student appreciate the diversity of Indian culture. For the awareness of equality and cultural harmony in the college, the committee organizes cultural programs on the occasion of Independence Day, Republic Day, Gandhi Jayanti, Teacher's Day, Parakram Day etc. Through such programs, the college attempts to teach the lessons of equality, peace, democracy and cultural harmony among the girl students.

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	View File

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

In order to make students aware of constitutional, fundamental rights and duties, important national days are celebrated in the college. 1. Independence Day and Republic Day - Independence Day celebrations are organized on 15th August and Republic Day celebrations on 26th January in the College. On these occasions, flag hoisting is done by Principal and cultural programs are organized, which includes songs and speeches. This ceremony kindles the national spirit among the teachers and students. Girls give speech about their constitutional rights and duties. This creates awareness about constitutional rights and duties. 2. Parakram Day - On 23 January, the birth anniversary of Subhash Chandra Bose, Parakram Day is celebrated, to promote the spirit of self-respect. 3. Yoga Day June 21 - Healthy mind develops in a healthy body. Yoga Day is celebrated with this concept, so that there can be awareness among teachers and students about physical fitness. 4. World Environment Day June 5 - Environment Day is organized with the aim of emphasizing on the importance of keeping our environment green and pollution free. On this day, tree plantation is done by the students and the importance of a green and healthy environment is highlighted. Due to this, consciousness is developed among the students towards environmental protection. 5. Teacher's Day – On 5 September, Teacher's Day celebration is organized. On this day, Sarvepalli Radhakrishnan's contribution to the nation is highlighted to the students. On this day, the focus is on appreciation, assessment and changes required for teachers. 6.

Ambedkar Jayanti: Babasaheb Ambedkar Jayanti is organized on 14 April - 14 April. His contributions to the constitution, constitutional rights and duties are discussed so that students are aware about their constitutional rights and duties. 7. Gandhi Jayanti - Gandhi Jayanti is celebrated on October 2 in the college. On this occasion, cleanliness campaign is organized with involvement from the students. The importance of cleanliness is explained to the students. In this way, from all these events, students are given education outside of the classrooms about national pride, constitution, their rights and duties, importance of environment, and a good health.

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

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	**C. Any 2 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	View File
Any other relevant information	**No File Uploaded**

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

In order to make students aware of constitutional, fundamental rights and duties, important national days are celebrated in the college. 1. Independence Day and Republic Day - Independence Day celebrations are organized on 15th August and Republic Day celebrations on 26th January in the College. On these occasions, flag hoisting is done by Principal and cultural programs are organized, which includes songs and speeches. This ceremony kindles the national spirit among the teachers and students. Girls give speech about their constitutional rights and duties. This creates awareness about constitutional rights and duties. 2. Parakram Day - On 23 January, the birth anniversary of Subhash Chandra Bose, Parakram Day is celebrated, to promote the spirit of self-respect. 3. Yoga Day June 21 - Healthy mind develops in a healthy body. Yoga Day is celebrated with this concept, so that there can be awareness among teachers and students about physical fitness. 4. World Environment Day June 5 - Environment Day is organized with the aim of emphasizing on the importance of keeping our environment green and pollution free. On this day, tree plantation is done by the students and the importance of a green and healthy environment is highlighted. Due to this, consciousness is developed among the students towards environmental protection. 5. Teacher's Day – On 5 September, Teacher's Day celebration is organized. On this day, Sarvepalli Radhakrishnan's contribution to the nation is highlighted to the students. On this day, the focus is on appreciation, assessment and changes required for teachers. 6. Ambedkar Jayanti: Babasaheb Ambedkar Jayanti is organized on 14 April - 14 April. His contributions to the constitution, constitutional rights and duties are discussed so that students are aware about their constitutional rights and duties. 7. Gandhi Jayanti - Gandhi Jayanti is celebrated on October 2 in the college. On this occasion, cleanliness campaign is organized with involvement from the students. The importance of cleanliness is explained to the students. In this way, from all these events, students are given education outside of the classrooms about national pride, constitution, their rights and duties, importance of environment, and a good health.

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	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. Women's Empowerment- Bokaro Mahila College is promoting higher education among women in rural and urban areas of Bokaro district. In addition to education for women empowerment, cultural and sports events and NSS programs are also helping in the personality development of the women. The college is encouraging all-round development of its students through its committees. a. Cultural Committee - Through support from the cultural committee, our students have emerged as winners in the university-level competitions. A student, Karishma, has brought laurels to the college by securing first place in the youth festival. b. Sports Committee - Under the guidance of this committee, our students have won twice in cricket matches at the university level. The captain of our cricket team has been selected at the state-level in Jharkhand Under 19 team. Such achievements are examples of women empowerment. c.Our students have been leaders in NSS. Our NSS student Lakshmi Shukla of Political Science has been selected not only at the university level but also at the state level. d. Exam Results - The result of our students remains top in the university. The pass percentage of women from our college is 90 percent. The students are moving into different areas of the society after getting educated from the Bokaro Mahila College. 2. Beti Bachao Beti Padhao – In true spirit of the slogan of Beti Bachao Beti Padhao, the college is constantly trying to educate the women from all sections of the society, caste and community. The college has many schemes which ensure that women do not miss their studies due to any financial problems. a. Scholarship Scheme - Scholarship scheme has been made available for the students of the college from economically backward, backward class, scheduled caste and scheduled tribe. Under this scheme, the names of students are sent to the Welfare Department of the

Government of Jharkhand, from where they get financial assistance. This ensures that no student drops out due to lack of money. b. Baby Feeding and Baby Care Room - In Bokaro Mahila College, the women students can continue their studies even after motherhood. Baby feeding and baby care room have been made available. It was established with the thought that there should be no interruption in studies even after motherhood. c. Online Classes - Teachers are taking online classes during Covid-19 to ensure that students continue to get educated despite lockdown and social distancing norms. Teachers are taking classes from Google Meet, Zoom and WhatsApp. d. Counselling Committee - The counselling committee of the college remained in touch with the students over the phone even during covid-19. It tried to solve the psychological problems and mental distress of the students. This was done to ensure that there is no hindrance in their studies due to the psychological impact of Covid-19. e.Registered in N-list - During Covid-19, students were not able to take advantage of the library. Therefore, keeping in mind the interest of the students, the e-library facility was started. This has greatly expanded the field of research and study. In this way, progress have been made on the fronts of women empowerment and Beti Bachao Beti Padhao objectives.

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

7.3 - Institutional Distinctiveness

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

Bokaro Mahila College was established with the objective of promoting women's education. The aim of the Women's College is not only to educate women, but also to develop their all-round personality. There are two initiatives which ensure that women continue their studies inspite of challenges. 1.Baby Feeding and Baby Care Room - Bokaro Mahila College has established Baby Feeding and Baby Care Room so that studies can continue along with motherhood. 2. Scholarship Scheme - Scholarship scheme has been introduced for the students who are from economically backward sections, backward class, most backward class, scheduled caste and scheduled tribe. Under this scheme, the names of the above students are sent to the Welfare Department of the Government of Jharkhand, from where they get financial

assistance. The main objective of the scheme is to ensure that education can continue despite financial difficulties.

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

7.3.2 - Plan of action for the next academic year

1. It has been our goal to see Bokaro Mahila College as a model college. For the fulfilment of this goal, an amount of four crore rupees has been recommended to the cabinet from RUSA in the first cycle. 2. Our second goal is to enable the teachers and non-teaching staff of Bokaro Mahila College to get the benefit of the seventh pay scale and for this we are in touch with the Jharkhand government. 3.NCC is planned to be set up. 4. Green Campus - Our goal is to make the college a green campus.