



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Poddar International College</b>
• Name of the Head of the institution		<b>Dr. Praveen Goswami</b>
• Designation		<b>Professor and Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>01412781232</b>
• Mobile no		<b>9829922349</b>
• Registered e-mail		<b>iqac@poddarinstitute.org</b>
• Alternate e-mail		<b>principal_pic@poddarinstitute.org</b>
• Address		<b>Sector 7, Shipra Path, Mansarovar</b>
• City/Town		<b>Jaipur</b>
• State/UT		<b>Rajasthan</b>
• Pin Code		<b>302020</b>
<b>2.Institutional status</b>		
• Affiliated /Constituent		<b>Affiliated</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Urban</b>
• Financial Status		<b>Self-financing</b>

• Name of the Affiliating University		University of Rajasthan			
• Name of the IQAC Coordinator		Dr Utkarsh Kaushik			
• Phone No.		01412781232			
• Alternate phone No.		9214430541			
• Mobile		9829187861			
• IQAC e-mail address		iqac@poddarinstitute.org			
• Alternate Email address		principal_pic@poddarinstitute.org			
3.Website address (Web link of the AQAR (Previous Academic Year)		<a href="https://www.poddarinstitute.org/assets/naac/AQAR-2021-22.pdf">https://www.poddarinstitute.org/assets/naac/AQAR-2021-22.pdf</a>			
4.Whether Academic Calendar prepared during the year?		Yes			
• if yes, whether it is uploaded in the Institutional website Web link:		<a href="https://www.poddarinstitute.org/academic%20calendar21-22.pdf">https://www.poddarinstitute.org/academic%20calendar21-22.pdf</a>			
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.94	2016	16/09/2016	17/09/2021
6.Date of Establishment of IQAC			15/07/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Poddar International College	Unnat Bharat	HRD	2021-22	50,000/-
Poddar International College	Minor Project	ICSSR	2022-23	486000/-
Poddar International College	Craft Demonstration Programme	Office of the Development Commissioner	2022-23	240300/-
Dr. Anupam Jain	Minor Project	ICSSR	2022-23	486000/-

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>			

<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>
1. Student Centric- 1. Experiential learning through projects, training programmes, case studies. 2. Soft Skill learning 3.

Academia Industry activity- industrial visit 4. Student Council Development 5. Inculcation in academic and research – Conference, seminar, workshop, research, patent. 6. Motivating students to participate in various extra curricular activities	
2. Faculty Centric – Motivating faculty in participating and organizing seminar, conference and other academic enrichment programmes.	
3. Non-teaching Centric- Skill Development through hands on training.	
4. Entrepreneurship – Motivating students and faculty members towards innovation and research for product development, copyright, patents etc.	
5. Cultural Inheritance – Celebrating Indian values, culture, knowledge system and customs for imbibing moral and spiritualism among students and faculty members.	
<b>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</b>	
Plan of Action	Achievements/Outcomes
Promoting students for co and extra-curricular activities for holistic development	Students learned through various activities organized by college
Motivating faculty members to participate and organize academic endeavor	Faculty members participated and organized various academic endeavor
Non-Teaching Staff training	Number of training programmes were organized for non-teaching staff
Promoting Entrepreneurship	Various activities were organized to promote entrepreneurship. Number of prototypes were developed by faculty and students
Inculcation of Indian values and tradition for holistic development	Various activities were organized by college to imbibe culture, sense of pride and belongingness among faculty and students

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Governing Body (BOM)</td> <td>14/12/2022</td> </tr> </table>		Name	Date of meeting(s)	Governing Body (BOM)	14/12/2022
Name	Date of meeting(s)				
Governing Body (BOM)	14/12/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2023</td> <td>28/03/2024</td> </tr> </table>		Year	Date of Submission	2023	28/03/2024
Year	Date of Submission				
2023	28/03/2024				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>A. Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution. The institution has created a supportive learning atmosphere to develop healthy relations with the students. In order to provide exposure in various other aspects the Committee approves and endorses, multidisciplinary Value Added Programs (VAP) are formulated and implemented. B. Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations. The following steps have been taken by the institute for assimilating Humanities with Science: The college organizes programs to integrate Humanities and Science by arranging presentations, workshops, seminars, and lectures to inculcate basic scientific knowledge among the Humanities students. Further, their active participation in Science Exhibitions, Model Display, etc. is highly encouraged. C. Does the Institute offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education. Explain. As a matter of practice, the institute offers Curricula assimilating courses which provide credit to the students. This is exclusively ensured for involvement in community-based activities and services. Number of projects are organized to instill in students the values of a responsible citizen. The following activities and campaigns engaged the students in social interventions. NSS Day Celebrated National Seminar on Girls' Safety Health Awareness Camp Blood Donation Camps Road Safety Awareness Week Urban Sanitation and used Water Management D. What is the institutional plan for offering a Multidisciplinary Education? Explain. The college has taken the initiative of ensuring a minimum</p>					

desired level of multidisciplinary across all its programmes through awareness program amongst its faculty and students. A Seminar was organized by the institution for the students to raise the awareness on various investing schemes. E. What are the institutional plans to engage in more multidisciplinary research endeavors to find solutions to society's most pressing issues and challenges? To create an environment for ethical, cultural, and spiritual values among the students and staff in finding solutions to society's issues and challenges, a variety of activities were organized by the institution. An IT event "TechnoTrack" to created robots by their own, remote control cars. Students work on research projects like detoxification of waste effluents using kitchen waste. Students develop prototypes using waste material like organic fumes, plastoscope etc. Further, herbal soap, herbal colours, etc are prepared by students. F. Describe any good practices of the institution to promote Some of the good practices of the institute to promote multidisciplinary approach include: Development of leadership quality: As per the area of interests, irrespective of their domain, the college students are associated with various clubs/ cells. The nominated Presidents, Vice Presidents and members of the various clubs/ cells take a lead in organizing and managing various club activities. Such initiatives develop sense of responsibility and leadership skills amongst the students from a young age. Multifaceted development and Entrepreneurship: Number of activities for students across social, cultural, moral, and academic dimensions, preparing them for successful, balanced, and responsible lives in a globalized world

#### **16.Academic bank of credits (ABC):**

A. Describe the initiatives taken by the institution to fulfill the requirement of Academic Bank of Credits (ABC) as proposed in NEP 2020. Being affiliated college the institute follows the curriculum designed by University of Rajasthan, Jaipur and RISU, Jaipur. A core committee for Academic Bank of Credits, which has taken the meeting and sent the proposal to Board of Management (BoM). Thereafter, the given recommendations are published on the web site in the form of link for Academic Bank of Credit. Besides,the recommendations have also been shared with the concerned University. B. Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details. As the institute is an affiliated college, the curriculum designed by University of Rajasthan, Jaipur and Rajasthan ILD Skill University, Jaipur are being followed. C. Describe the efforts of the institution for seamless collaboration, internalization of education, joint degrees

between Indian and Foreign institutions, and to enable credit transfer. International collaborations play an important role in internationalizing the campus and the institute is designed to provide an opportunity to the students to get global exposure as well as facilitate foreign students to get acquainted with the rich culture of our country. ? Many MOUs have been signed for expanding employment opportunities, research Studies and Skill Development Programs. ? Moreover, the students are trained in digital marketing, c+ language, python, business analytics etc. The institute has signed MoUs with number of organizations: ? With Pearson for Reading, Speaking, Writing & Grammar, Vocabulary with Ten Level Course. ? With CADD Centre for Skill Training. ? With ICT Academy for Workshop ? With International Institute of Advanced Agriculture Skill Development (IIAASD) Inside Pinjara Goshala, for Workshop on Vermi Compost. ? With Heartfulness Education Trust for Seminar. D. How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc. The institute being an affiliated college, curriculum designed by University of Rajasthan, Jaipur is followed. However, the faculty recommends amendments in the same whenever required. The institute encourages faculty to organize and/or participate in the below listed academic endeavors: ? To prepare short training program, assignments, assessments, etc. ? To present papers in conference, seminar. ? Undertaking and completing Minor and major research projects ? Writing Research Papers and Book Chapters ? Participating in webinars and Online Certification Courses to get the interactive learning ecosystem. ? To develop innovative teaching pedagogies based on experiential learning, visits and tours to the relevant field. E. Describe any good practice/s of the institution pertaining to the implementation of Academic Bank of Credits (ABC) in the institution in view of NEP 2020. In view of ABC, under Good Practices, a Digilock has been created and the link of the same has been shared with the students. Under this, all E-documents of the students are stored and whenever they are required, they can access them through the link.

#### **17.Skill development:**

Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework. Various special certification courses are provided in various modules and programs trending in demand in the industry to improve their extra-curricular skills. This enhances their participation, boosts overall performance to compete in the corporate world and opens up prospects



for improved package and work opportunities. This is also evident from the placement packages, performance levels, selection in the competitive exams. In view of National Education Policy (NEP 2020), many initiatives were taken to enhance the skills of the students and make more career opportunities for them through vocational courses, project and field work, value added courses, internships, etc.

2. Provide details of the program offered to provide vocational education and its integration into mainstream education. Besides, in affiliation with Rajasthan Skill University, several skill development modules have been designed and integrated into the curriculum. Soft Skills and Workplace Communication training sessions are provided to the students to ensure to make them well prepared for their professional journey.

1. How the institution is providing Value-based education to inculcate positivity amongst the learner that includes the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), non-violence (ahimsa), scientific temper, citizenship values, and also life-skills, etc. The institution instills compassion among its students by making them participating in welfare activities like donation drive for the needy section where they share books, clothes, etc. Blood Donation Camps makes them a responsible and empathetic citizens of the nation. Observing days of National Importance like Independence Day, Republic Day, and Constitution Day develops a patriotism among the students. Celebration of major festivals like Holi, Christmas, Dusshera Diwali, Id, Raksha Badhan makes them understand unity in diversity. Thus important days and festivals are commemorated with delight and excitement regardless of caste, color, religion, ethnicity, sex, economic, social, linguistic and ethical principles.

D. Enlist the institution's efforts to: Design a credit structure to ensure that all students take at least one vocation course before graduating. A credit structure has been designed to ensure that all students take at least one vocational course before graduating. An economical and affordable integrated fee structure has been designed in affiliation with the Rajasthan Skill University and the NSDC. The students of the institute are provided with industry exposure to encourage them to explore their orientation and aptitude for preparing themselves for the professional world. In addition, NSDC association is to facilitate this by creating a unified platform to manage learner enrolment (students and workers), skill mapping and certification.

E. Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020. Many initiatives were taken to enhance the skills of the students and make them more aware and how to avail the various career opportunities through introducing Vocational Courses, Project and Field Work, Value Addition Courses,



Internships, etc. The following programs were initiated: The institution conducted ELSP program with Rajasthan Skills and Livelihood Development Corporation. The institute organized program with Rajasthan Mission on Livelihood. The institution conducts activities and program for women empowerment. A skill development project was carried with the Commissioner of Handicrafts, Ministry of Textiles.

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

Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc.) into the curriculum using both offline and online courses. The faculty of the institution ensures to follow a pedagogy which is a combination of acquiring academic knowledge, as well organizing many activities and programs to keep the students close to Indian culture. For ensuring that the students are well aware of the Indian culture festivals like Holi, Makar Sankranti, Eid, Dusshera Diwali, Christmas, etc., are celebrated in the college with great zeal. Besides the students are also made aware of the rich traditions of India along with rights and duties is ensured by observing days of national and cultural importance like Independence Day, Republic Day, Constitution Day, NSS Day Celebration, Youth Day, Hindi Diwas and many others. b) What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details. The students of the institute are encouraged to participate in soft skills training to enhance their communication abilities and learn the fundamentals of the language. Though the lessons are delivered bilingually, students who have trouble understanding the material due to language barriers are given extra attention by arranging extra classes for them and guiding them. Such students are also made to interact with their peers. Faculty members are encouraged to participate in faculty development programme, orientation programmes, other courses to keep themselves updated and upgraded. 1. Provide the details of degree courses taught in Indian languages and bilingually in the institution. The institute runs under undergraduate courses like B.Sc., B A and B.Com in bilingually mode i.e. both in English and Hindi medium as per the university norms. The institute ensures that every student is able to understand the course better. Furthermore, more interactive activities like debates, group discussions, presentations, and group projects are organized regularly to keep the students updated and more confident. Compulsory additional language papers, i.e., Hindi and English are added to the fundamental courses for undergraduate students to make them

competent in verbal and non-verbal communication of the languages.

1. Describe the efforts of the institution to preserve and promote the following: Large number of activities are carried by institute like: Competitions/seminar like Essay and Speech Contest on Hindi Divas are conducted on the promotion of languages and culture. The NSS volunteers contribute actively in activities like Plantation Drive, Cleanliness Campaign, Road Safety Awareness, Visit to Old Age Homes, Donation Drive, Blood Donation Camps, etc. Design students are encouraged to visit villages to learn handicrafts, artisans, interior décor and utility items making to keep the rich Indian tradition alive. All the National commemorative days and festivals are celebrated with joy to spread the message of unity and harmony. e) Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020. In consideration of the NEP 2020, courses are offered both in English and in Hindi. In order to help students, become fluent in both languages, general Hindi and English papers that are required have been introduced to the core curriculum. For keeping the students informed about the world, and state of affairs and to impart knowledge that is not included in the textbooks, students are taught beyond the traditional theoretical books, i.e., through expert lectures, Seminars and Conferences.

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

Describe the institutional initiatives to transform its curriculum towards Outcome based Education (OBE)? i. OBE has been adopted by the institution since its inception. The students of the college have actively participated in an Oral Presentation in an International Conference and have received awards and also published chapter of the book. • Fashion Shows and Ramp Walk are organized by the institute for the students of fashion to showcase their creative designed outfits. • Open Mic Contest helps student to display their talents. • The IT students used their theoretical knowledge to develop many functional Robots. • After completing Internships many students were absorbed by the institution or other recruiters. • The students present their business plan in front of the industry experts, which is supported and at times funded by them. • The students wishing to initiate their start-ups are encouraged and assisted with all possible help by the institution. Many students are running their own start-ups successfully. Moreover, the college has also given the students extensive exposure to the business world and given them the opportunity to pick up new skills in addition to their curriculum through partnerships with various industry professionals, businesses, and online organizations. ii. Explain the

efforts made by the institution to capture the Outcome-based Education in teaching and learning practices. ii. The institution has been consistently ensuring to include the OBE in its learning pedagogy. The institute ensures that theoretical knowledge accompanied with practical exposure is provided to the students. The theoretical classes are methodically planned, so that after theoretical learning the students are involved in presentations, group discussions, learning through case studies, market survey, etc. to express their knowledge based views. The students are given training to develop their skill sets by rendering soft skills and communication classes. They are encouraged to develop reasoning and analytical skills. The institute conducts internal assessment for every student and on the basis of the same, an action plan is formulated and executed. The students have created natural soap, medicines from herbs, floral colors, and dyes for fabrics. The impact analysis of the colorant, cost-effectiveness and viability makes it a promising candidate for textile industrial set-up. The students from different streams are successfully settled in their careers. iii. Describe any good practice/s of the institution pertaining to the Outcome-based Education (OBE) in view of NEP 2020. iii. OBE has been adopted by the institution right from its inception. Outcomes have been appropriately defined for each course and are properly mapped and assessed for calculating the attainment of the same every year and same is used to plan in enhancing academic processes of the college in the upcoming years. All measures have been adopted by the institute to maintain and raise the academic quality. The organization has signed many MoUs with various industries. Moreover experts and entrepreneurs share their knowledge through the institute's expert talk series. Providing employment-based and purposeful Education use of ICT in the classroom with guest lectures are ensured by providing industry exposure.

## 20.Distance education/online education:

Being affiliated to University of Rajasthan, Poddar International College does not offer any distance education course. Although during pandemic situation all the classes were conducted on online mode through Google meet. Activities like extra curricular and cultural were organized through online mode.

## Extended Profile

### 1.Programme

1.1

21

Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	632
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	916
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	352
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	86
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	86
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	38
4.2 Total expenditure excluding salary during the year (INR in lakhs)	28002817
4.3 Total number of computers on campus for academic purposes	180

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college considers effective delivery of the curriculum as the most vital curricular aspect. The institution has developed a well-structured and effective implementation of the curriculum. The institute executes the curriculum in the following ways: Planning Before the commencement of the academic session, a meeting takes place with the HODs of all Faculties, while in consultation with the curriculum planning and implementation board under the leadership of the Principal. In the meeting the various academic parameters are planned after rigorous brainstorming and discussion. ? The Faculty Requirement ? Subject Distribution ? The Academic Calendar ? Co-curricular Activities The Faculty members plan their lesson delivery applying various pedagogy tools inconultation with the respective HoDs. A Teachers Record Book is maintained encompassing comprehensive plan for effective lesson delivery, which is meticulouslyplanned and recorded.

To ensure effective curriculum delivery below given records are planned meticulouslyand maintained by the institute. ? Academic Calendar ? Teachers' Record Book ? Time Table ? Continuous Feedback from Teachers and Students ? Simultaneous Remedial Classes

Curriculum and Development ? Syllabus and curriculum pattern

prescribed by Rajasthan University is followed with utmost priority keeping in mind the goal of achieving institutional goals and objectives. ? Resource-wise preparation is ensured for both online classes as well as offline classes.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>

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

**CIE System** Throughout the academic year, the institution emphasizes upon student assessment. The Core Committee of the institution reviews and approves the assessment scheme after it has been created and presented by IQAC. The collection of official and informal inputs from diverse stakeholders' aids in internal assessment reform.

**Class Tests** ? Class tests are conducted by the institution, which are based on a section of the syllabus for ensuring regular student evaluation. ? Students are continuously assessed throughout the year to inculcate students with problem-solving and self-learning abilities.

**Pre-University Examination** The question Papers of the Pre University Examinations are prepared keeping into consideration to prepare the students for University Examinations. **Academic Flexibility** ? Various programs in which Choice Based Credit (CBCS)/Elective Course System(ECS) have been implemented by the institution. ? The institution offers numerous program options leading to different degrees, diplomas and certificates (UG/PG/PG Diploma/Diploma Certificate). ? Options are available to the students for additional/supplementary/enrichment courses like a UG degree + a certificate course + a diploma etc. along with their regular curricula. ? The institution follows an Annual Examination System.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

6



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 )	<a href="#">View File</a>

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

1068

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

### Professional Ethics

- Students develop strong natural familiarity with humanities and the proper understanding, thereby enabling them to eliminate conflict and strife in individuals and the society, as a whole. Students relate Philosophy to Literature, Culture, Society and Living Experience.
- Students develop a sound understanding of India's Constitution. Constitution Day is celebrated in the institution for making students aware of the Constitution, its significance and its salient features.

**Environmental Protection and Sustainability** The vibrant work ecosystem is based on a sustainable lifestyle that incorporates human values, education and healthcare, innovation and water quality. It incorporates Mandatory Anandam subject. There are annual celebrations of prominent days like Environment Day, Earth Day and Water Day take place. Research in multidisciplinary fields with an emphasis on renewable energy, environmental degradation, education, and healthcare is conducted. The college has taken initiatives in implementing campaigns like "Swachh Bharat Abhiyan",

Summer Internship (SBSI) and Plantation Drives. Gender ? Contents of the courses of the institution are designed to make students sensitiveto the dynamics of gender including exploring and addressing gender-basedconflicts and resolving them in different ideological contexts and cultures. Human Values ? The courses of the institution are designed to facilitate holistic development of thestudents applying to life, profession and happiness. This is based on a rightunderstanding of the human reality and the rest of existence. Such a holisticperspective forms the basis of value-based living naturally.The institutionorganizes many spiritual programs to make students realize the value of cultureand ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

6

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

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

129

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.poddarinstitute.org/">https://www.poddarinstitute.org/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

332

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

### Identification of Advanced and Slow Learners

From the commencement of the academic year, the institution applies the below mentioned assessment and learning methodologies:

- Grading system on the basis of students' previous academic record
- Classroom discussion, Unit Tests and Mid-term Examination to grade and Identify the advanced and slow learners.

The institution organizes orientation programs for the freshers.

### Programs for Advanced Learners

- Challenging assignments and projects are assigned to advanced learners.
- Pre-Placement training is provided for best placement.
- They are motivated to showcase the acquired skills and capabilities by participating in various activities organized at National and International levels like project work, contests, summer internships, research and oral presentations

## Programs for Slow Learners

- Remedial classes are conducted to boost students' confidence and making them more competent.
- Academic and personal counseling is provided to the slow learners by the trainers and mentors.
- Bilingual explanations are rendered to the slow learners in addition to personalized discussions after class hours ensuring their better understanding of the subject.
- The institution assures a provision of simple and standard lecture notes and course material.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1330	86

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

In order to mold students' behavior and thinking in the right way, the institution offers an excellent platform for students to acquire the trending skills, information, attitudes and values. Every department runs creative initiatives that encourage students' imaginations, provide them a forum to practice their problem-solving techniques and promote active learning.

### Experiential Learning

- Work projects
- Field Visits

- Industrial Visits

- Guest Lectures

#### Participative Learning

- Class presentations and discussions

- Teamwork

- Debates

#### Problem Solving Methodology

- Case studies

- Analysis and Reasoning

- Discussion

- Quizzes

- Research Activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

#### ICT Enabled Learning Pedagogy

In addition to traditional classroom teaching, the institution uses ICT-enabled teaching techniques and pedagogy.

IT-enabled learning resources like PPTs, Audio and Video systems and Internet sources are utilized in addition to conventional chalk-and-talk teaching techniques to expose students to practical learning and facilitate the simple understanding of challenging subjects.

#### Interactive Teaching

Several educators of the institutions also use interactive teaching techniques, which involve group discussions, debates, presentations of research papers, encouraging to attend seminars, assignments, quizzes, laboratory work and other forms of classroom involvement.

#### Online Methodology

- Teachers utilize a variety of online technologies to perform teaching and practical easy to understand
- Course-related information, such as learning materials, tests, lab submissions and evaluations, assignments, etc., is managed and posted using Google Classroom.

#### E-resources and Technologies

The institution ensures that the following E-resources are made available to the staff and students:

- Projectors
- Desktop
- Printers and Scanners
- Photocopy Machine
- Smart Boards
- Online Classes: via Zoom, Google Meet, Microsoft Team and Google Classroom

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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



File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

86

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

22

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

4

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

### Preparing Academic Calendar

The institution adheres to a disciplined academic program in order to run smoothly and facilitate the students' advancement. Before beginning of the academic session, the academic calendar is prepared by the faculty.

### Streamlining Assessment

The Principal of the institution organizes faculty meetings to provide essential instructions to ensure that the assessment process is carried out effectively. At the college, students of various disciplines are evaluated regularly using a variety of assessment mechanisms.

Consistent evaluation methods include group discussions, unit tests, mid-terms, pre-university examinations, assignment submissions, field trips, fieldwork, seminars, quizzes and oral and poster presentations.

Internal Examination Committees, among other procedures, ensure a transparent and thorough internal review which comprises the following activities:

1. Preparing the Question Paper
2. Examining Procedures
3. Display of Results, Copies of Unit Tests of Midterms and Pre-university

### Examinations.

1. Interaction with the students regarding their internal assessment.

## Display of Results

Moreover, the schedule for unit tests, presentations and internal assessment of the courses is displayed on the notice board.

Consequently, the process of internal assessment enables teachers in providing more accurate student evaluations and work accordingly.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The mechanism followed by the institution at the Departmental and College level:

### A. Before Examinations

Common grievances of students before the examination are communicated to the University Examination Section and resolved at the earliest. COE helps the students for filling the Application Forms.

### B. During Examinations

#### i. Internal Examination

If any student finds a discrepancy. The committee takes cognizance and resolves the grievance.

#### ii. External Examination

If there are any grievances. Assistance is provided to the students.

### C. After Result Declaration

After the result is declared, the students can approach to the College Exam Coordinator for any issue related to the exam result. College Exam Coordinator addresses their issues to the Internal examination committee and necessary action taken by committee to resolves the issue at the earliest.

## Mechanism Adopted

- The assessed Internal Test Papers are shown to the students for self-assessment.
- Rights
  - To apply for verification of answer books.
  - To challenge the evaluation of answer books.
  - The college takes special initiative for resolving group grievances, if any.
  - The evaluation is carried out at the college level, in a time-bound schedule.
  - Poddar International College has a policy of having the first response to the grievance within two working days of filing a complaint.
  - The filed complaint/grievance has to be resolved within 21 days of result declaration.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), and Course Outcomes (COs) are framed by the respective departments under the guidance of the Head of the Department offering the concerned program after rigorous consultation with all faculty and the stakeholders. After the attainment of consensus and final approval by the principal, the same is widely propagated and publicized through various means such as display and/or communication specified here under. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting. The students are also made aware of the same through: Website Classrooms Department Notice Boards Student Orientation Programs Meetings/ Interactions with Employers Library. While addressing the students, the HODs create awareness of POs and COs. The faculty members, class teachers, mentors, course coordinators, and program/ISO coordinators also inform the students and create awareness and emphasize the need to

attain the outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Distinct mechanisms are used to validate outcome-based education (OBE). Stage I: At the beginning of a new session the subject teacher conveys the program objectives (PO) and its specific outcomes (PSO) along with Course Objectives (CO). In addition to this, each subject's faculty member informs the students about the scope of the subject, evaluation format, marking scheme (internal as well as external), etc. Internal assessment includes direct and indirect measures to assess the attainment of objectives.

Stage II: Several direct and indirect methods are employed to internally evaluate attainment through unit tests, mid-term, preuniversity, multiple choice questions, open book tests, short answer questions, quizzes, oral tests, oral and poster presentations, assignments, and practical knowledge. External assessment is based on the result published by university examinations.

Stage III: To calculate the attainment levels of the courses, a threshold value of 49 percent is fixed. Students with 75 percent and above are categorized as A, 60 and above percent are categorized as B and students with 49 and above are categorized as C. Accordingly students are given extra classes and tutorial classes to advance and slow learners respectively. This is followed by re-evaluation.

Stage IV: Feedback is collected from stakeholders and necessary amendments, if required at the college level, were carried out, rest informed to the affiliating university.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

280

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://www.poddarinstitute.org/naac>

### 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)

1636700

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://icssr.org/sites/default/files/2022-23-minor-project.pdf">https://icssr.org/sites/default/files/2022-23-minor-project.pdf</a>

## 3.2 - Innovation Ecosystem

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



Various initiatives taken by the institution to produce and disseminate knowledge are listed below:

Encouraging Entrepreneurship

Students are assisted and encouraged to generate new ideas and work on developing prototypes. There are interesting Idea Pitching Programs giving the students a forum to present their ideas.

Human Resources

Faculty members with the best credentials are hired to guide and shape the young minds. They are encouraged to pursue their Ph.D. and also to take part in different government-sponsored programs like Faculty Development Programs, Faculty Induction Programme, in addition to value added conferences and Seminars.

Research Infrastructure

Faculties are encouraged to create research ideas and submit them to various funding organizations like DRDO, DST, DBT, etc. The Incubation center gives students a platform to explore their interests in scientific research and to foster startups focused on resource management, recycling, etc. Our students successfully created herbal sanitizers.

Signing of MoUs

The institution has connections with a number of well-known National and International organizations including Pearson, CADD Center, etc.

Students are encouraged to take up industry-based projects and participate in development activities,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

17

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	<a href="https://www.poddarinstitute.org/naac#">https://www.poddarinstitute.org/naac#</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

33

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in

## **national/ international conference proceedings year wise during year**

34

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### **3.4 - Extension Activities**

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

The institute celebrates various National and International Days like Republic Day, Independence Day, Yoga, National Science Day, Sport's Day, NSS Day, World Literacy Day, Environment Day, International Women's Day, etc. All these programs are observed in Institute with the perspective of developing the sense of responsibility, accountability and integrity among the students and faculty members.

Various academic activities like Seminars, Conferences, Workshops, Guest Lectures are organized by the institution.

#### **Celebrating Festivals**

On special days like Lohri, Makar Sankranti, Holi, Baisakhi, Raksha Bandan, Dussehra, Diwali, Christmas and others are solemnized, so that students understand and learn the basic humanity

#### **Participation in Community Awareness Program**

The students went to the adopted village where they are made to participate in community awareness program through IEC activities. They participated in plantation village for safe hygiene, practices, train villages to manage agriculture household and plastic waste into useful products. Some of the prominent social welfare activities and campaigns organized by the institution are given as following:

- Yoga Day Celebration
- Cleanliness Campaign
- Road Safety Campaign
- Health Check-up Camps

- Rural Awareness
- Mental Health Day
- Plantation Drive
- Blood Donation Camp

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

14

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

537

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

23

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

15

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

## 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.

#### Manpower and Resources

The institution has the essential intellectual and physical resources to carry out work smoothly. There are distinct blocks comprising the various departments for the Arts, Commerce and Science streams.

#### Infrastructural Changes

A need assessment for replacing, upgrading, or adding to the current infrastructure is carried out at the beginning of the academic year.

1. Well-furnished classrooms for UG and PG courses have whiteboards and green boards.
2. Classrooms include a projector, computer system, LAN, speakers, internet access.
3. CCTV cameras.
4. Laboratories for physics, chemistry, botany, zoology, geography, psychology, computer science, and design Construction lab, carpentry lab, textile lab, metal lab, etc.
5. ICT-equipped seminar room and auditorium.
6. Lectures that has been recorded is maintained in our YouTube E-poddar Shiksha.
7. Research and Development Laboratory

8. Digital Studio
  9. Incubation Center
  10. Library with the wide ranging collection of books (Text, references and general) .
- Wi-Fi Facility
  - Digital Library
  - Access to E-journals and E-books Reprographic

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The Institute has adequate facilities for sports, games (indoor and outdoor), a gymnasium, and Auditorium for academic and cultural activities.

#### Adequate Sports Facilities

Games and sports help students form positive interactions. Students have access to a variety of sporting facilities within the campus. The college is committed to creating a balanced atmosphere of academic, cultural, and sports activities for the holistic development of its students.

Inter-departmental, inter-collegiate, inter-university, and other sports events aid in the development of students' sense of teamwork. Students are awarded medals, prizes, and certificates to keep them encouraged.

#### Outdoor Games

- Kabaddi
- Handball
- Badminton
- Kho-Kho
- Cricket
- RC Gaming



## Indoor Games

- Carom board
- Gymnasium
- Yoga
- Chess
- Table-tennis
- Decoding Game

## Auditorium for Cultural Programs

The institution organizes many extracurricular and cultural activities throughout the year, which are listed below:

- Open Mic Day
- Wall Painting
- Essay Competition
- Speech Competition
- Debate Competition
- Poem Reciting
- Quiz Contest
- Solo Singing
- Solo Dance Competition
- Group Dance Competition
- Nukkad Natak
- Rangoli Making
- Wall Painting
- Fashion Runway
- Ramp Show
- Tech Exhibition
- Master Chef

## Gymnasium

The gym is an operational facility in college campus. Keeping in mind the importance of physical well-being college has well equipped gym facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

38

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

2106484

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

##### Central Library

The central library houses a sizable collection of academic books, periodicals, journals, research papers, and newspapers, etc. The students' academic performance is positively impacted by the ability to expand their knowledge and do research using the internet, e-books, e-journals, and other resources available in the digital library. The library is partially automated and contains reading room and digital section.

## ILMS Details

### Adopting ILMS

The Next Level Education and Technology (NLET) version 1.04 of the Integrated Library Management System (ILMS) was adopted by the Institute and is partially automated.

The program is used for the library's data input, book issuance, return, and renewal, member logins, etc. In addition to printed books, the library has access to a list of electronic resources, where users can learn about, access, browse, and download electronic books, e-journals, databases, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**      **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**299000**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

51

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution's IT infrastructure is upgraded with latest IT based facilities. The entire institute is Wi-Fi enabled, and the computer laboratories are connected via LAN and have Internet access. Additionally, staff members have a desktop with Internet access.

Institute has collaborated with Oracle and Apple for their advance IT lab, latest software and essential tools.

- NLET Software (ERP)
- LMS Software

The institution assures that the following facilities are provided to the staff and students:

##### LAN Facility

The computer lab is well-equipped with branded PCs with Internet access. Additionally, it has a large selection of licensed system and application software.

##### Wi-Fi Facility

Internet is available catering to the academic and research needs on the campus. The entire campus is Wi-Fi enabled. The activities in the institute are under video surveillance.

Students receive continuous assistance from the IT department. It is made accessible by setting up and implementing Wi-Fi zones in a number of places, including reading rooms, and the laboratory area.

#### Intercom Facility

With intercom facilities available, the campus is well connected by a well-designed communication network. There are landlines also available in the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

197

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)**

10978012.53

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 institution has implemented and adheres to a thoroughly planned and meticulously organized process for maintaining and using physical, academic and support facilities. In order to accomplish this, a supervisor has been recruited by the institution who is in charge of overseeing the housekeeping and maintenance as well as monitoring and maintaining an updated list through thorough physical verification.

**Laboratory**

Due to AMC's maintenance, a number of instruments and components of the equipment are completely operational.

- To avoid accidents, the laboratories are furnished with fire extinguishers, etc.
- The safety rules and regulations are also displayed in each laboratory.

**Library**

The central library is being maintained by a librarian and support staff.

**Sports Complex**

The Sports Committee of the institution is in charge of looking after and monitoring the sports facilities and equipment.

## Computers

Regular maintenance is carried out on both the hardware and the software and are all covered under an Annual Maintenance Contract (AMC). The institute's departments are all equipped with PCs, necessary software and peripherals. The IT infrastructure of the institute is maintained by the lab technicians and system administrators.

## Classroom Management

Classrooms are laced with the necessary ICT tools and CCTVs. Regular cleaning and maintenance are carried out in the classrooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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**

1070

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

635

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

635



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 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

54

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 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

5

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 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.**

41

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

The students demonstrate their participation and representation in a range of administrative, co-curricular, and extracurricular activities via student-run Cells and Committees in operation.

The college also keeps students in various Cells/Clubs through Student Development Councils as their President, Vice-president and Executive members and made them participate as volunteers in the activities related to the relevant Cell/ club.

Student Council work under the guidance of faculty members and different cells and clubs are listed below:

#### Cells

- Anti-Ragging Cell
- Students' Grievance Redressal Cell
- Women Grievance Redressal Cell
- Research and Development Cell
- Training and Placement Cell

#### Clubs

- Sports Club

- Cultural Club
- NSS Club
- Digital Marketing and Social Media Club
- Entrepreneurship Club
- Literary and Management Club
- Alumni Club
- Creative Club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

44

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

Each member contributes Rs 100 in the first year at the time of admission to the program towards the contribution of the Alumni Association. This fund is used to conduct activities of the Association. The institution has registered Alumni Association. The institution conducts number of activities for its Alumni.

The members of the association contribute in the below specified

manner :

- Alumni Meet
- Alumni Talk
- Feedback on Curriculum
- Learning pedagogy
- Bridging the gap between Industry and Academia
- Suggestions about changing trends in business and industry
- Guest lectures to the students of the current year batch
- Sharing of professional experiences
- Interaction and mentoring the students
- Book donation drive
- Placement and career guidance assistance
- Campus recruitment
- Summer Internship opportunities
- Entrepreneurship awareness

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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

The institution strongly adheres to the motto "Education with a purpose to shape a better future".

**Vision**

To conceptualize the ideology of what lies beyond academics, i.e., interpersonal skill development, entrepreneurship, eco-system nurturing, leading to a generation of self-sufficient youth, in light to the expansion of industrialization and an ever-increasing

demand for professionally trained and skilled youth.

### Mission

- Deliver high-quality, value-based education while keeping up with the technological change in order to generate knowledgeable, educated professionals prepared to take on global challenges.
- Uphold strong academic standards with ingenuity and effectiveness by providing educational techniques in a fun setting.
- Encourage students to achieve academic excellence and scientific proficiency.
- Train professionals who are competent, have good moral values and are socially conscious.

### Manifestation

The Principal of the institution develops action plan in consultation with the faculty members.

The five-year perspective plan includes cooperation for placement of students and higher education in addition to accreditation and affiliation with the University.

Through E-governance, policies and programs relating to academic, research, curriculum development, administration, financing, infrastructure development, extension, co-curricular, and extracurricular activities are developed, planned, and carried out with the participation of all relevant parties.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

### Committees for Streamlining the Functioning

The Principal of the institution has established many committees under a decentralized management system to guarantee effective and efficient functioning. The decision-making and implementation

processes involve the Principal, Faculty and Staff.

### Cells and Clubs' Conveners

The flexibility to organize and coordinate co-curricular and extracurricular activities for the students' growth is the responsibility of the Conveners of the different Cells and Clubs. However, these plans are shared with the administration to check and reschedule, according to the plans of the other faculties.

### Assigning Duties

The HoDs of the respective departments review and as per the requirement modify the teaching plan submitted by the faculty at the beginning of the session. They assign faculty members administrative responsibilities. They jointly decide on innovative teaching methods for the benefit of the students and organize parent-teacher meetings to discuss about the students' academic development. The unit tests, midterms, and pre-university exams are scheduled as per academic calendar.

### Development Activities

- To keep the Alumni engaged with their alma mater, alumni meet and interaction programmes are conducted.
- Such participative and decentralised administration promotes harmony and a welcoming environment for the development of the institution and the growth of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Admission of Students

To encourage overachieving students, merit scholarships are awarded by the institutions. A proper one-on-one counseling session is given to the students at the time of admissions.

### Curriculum Development

The institution follows the curriculum of the affiliated University. Despite this, the faculty is committed to develop and adopt innovative pedagogy to the students. In order to attain this, add-on programs are also made available.

### Teaching and Learning

The faculties are encouraged to participate in skill development programs like FIP, FDP, STC, etc. Training sessions are conducted by the institution for lesson planning based on CO and PO mapping, use of ICT resources, use of digital tools, etc.

### Examination and Evaluation

Regular internal tests are conducted for the students to evaluate their progress and identify their weaknesses. Remedial classes are scheduled for the underachieving students.

### Library, ICT and Physical Infrastructure/Instrumentation

Students and faculty are provided with exposure to DELNET resources. Writing research papers and review articles is required for PG students. The use of ICT has proven to be a highly effective method of teaching and learning.

### Research and Development

Research and Development projects, Pre-placement and Placement drives, industrial linkages are all facilitated by the institution. The institution has signed many MoU's with renowned International and National Organizations.

### Industry Interaction/Collaboration

The Central T&P Committee creates a variety of training programs for students. Several collaborations are in place for actual projects, campus placements and OJTs.



File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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.

Institutional management is produced in a clear and scientific approach with the management's practical competence to deliver the best results. Each level's functions, responsibilities, and authority are clearly defined within a hierarchical framework that extends from top management down to lower tiers. A governing Board exists to monitor and carry out the vision and objectives of the institution.

Academic and administrative divisions make up the institutional management's overall structure. A well-designed administrative system takes into account the requirements of all parties involved, especially the students. KRA of each employ and level is clearly defined during the appointment to ensure the effective and efficient working system in the organization The HR manual clearer depicts the service rules and working the procedures. Those employed work function are evaluated time to time to ensure proper functioning of the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### 1. Welfare measures for Teaching Staff

##### Financial Support

- Employees in the self-financed stream who successfully complete their Ph.Ds receive a raise in their salary.
- Research and Development facilities are provided for growth and advancement. .
- The institution encourages its faculty to attend National and International Seminars and Conferences for value addition.

##### Maternity Leaves

Maternity leaves for the female employees are provided

##### Employees State Insurance as per the ESI rules

- Encouraging and supporting faculty for completing their Ph.D/Research Projects and assignments.
- Faculty members are given financial assistance, which meant that the college paid their tuition for three years for ensuring that they complete their Ph.D. work part-time.
- Employees Provident Fund as per the PF rules.

##### Faculty Development Program (FDP) for the Faculty Members

#### 2. Welfare Measures for Non-teaching Members

- Employees' Provident Fund in accordance with PF rules

- Women's Maternity Leave
- ESI offers socioeconomic protection to employees making less than 00 per month in income.
- Class IV employees receive free uniforms.
- Joint celebration of festivals.
- Recreational and Sports activities.
- Financial Support
  - For the non-teaching staff's children's education
- Material Benefits
  - Domestic servants are accommodated in college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

76

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

6

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **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**

76

File Description	Documents
IQAC report summary	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

At Poddar International College performance of each faculty & staff member is assessed annually after the completion of one year of service. Detailed Performance Appraisal Form (PAF) is designed to not only empirically evaluate the performance as per established norms but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee

as well as the organization. The Director and Head of Departments of respective departments award marks and analyze the performance of faculty and staff members based on given elements. Appraisal Process: Implementation and effectiveness. The appraisal forms are filled by every faculty member and submitted to their respective HODs. Faculty member submits their credentials, achievements, and participation for the year of assessment. HODs are required to cross-verify all the submitted details documents by the concerned. Management reevaluates the marks against each parameter during the appraisal discussion and takes final decisions on the appraisal form. All non-teaching staff is also assessed through annual performance appraisal with various parameters i.e. Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

### Audit Cell

The institution has set up an Audit Cell for carrying out internal audit. The external audit is also carried out.

The Audit Council encompasses a large number of highly competent and experienced experts whose role it is to investigate and provide expert assistance at the administrative level in order to enhance the efficiency of operations. It conducts investigations and reports to the appropriate higher authorities.

### Role of Experts

The experts are assigned with the following tasks and obligations:

- To evaluate and audit the buying department's budget in advance.
- The Accounts Section pre-audits the bills before initiating payment.

- Any objections that arise throughout the audit process would be handled quickly, combined with any relevant supporting paperwork, and within the given time framework.
- The administration and the higher authorities acquire the Audit Council's certified reports through section incharge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

400000

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution is a private funded organization and has a clear framework in place.

##### Mobilization of Funds

1. Donors, non-governmental organizations and philanthropists are all sources of support for us.
2. Government Scholarships.
3. Renting the college's infrastructure to hold government and other exams.
4. Working on projects, consulting to organizations.

##### Fees

The primary source of revenue is tuition fees, alumni money, research grants from various government and non-government organizations, and consulting engagements are among more ways to fundraise.

Utilization of Funds

The finance and procurement committees review the quotes before making a final decision based on considerations such as cost, value, service conditions, and so on.

Resource Mobilization Policy and Procedure

Prior to the start of the academic year, the principal and department heads establish the college budget.

It covers recurring expenses such as payroll, power and internet bills, stationery, and other maintenance charges.

Optimal Utilization of Resources

The management has framework and auditors for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5 - Internal Quality Assurance System

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

IQAC is actively working towards preserving and improving the institution's standard of excellence and recommends meeting high quality standards and following activities have shown significant quality enhancement as a result of institutionalization:

- Academic Results
- Technical Training
- Soft Skills Training
- Placement Support
- Faculty Development Programs
- Research and Development
- Interaction with Industry

Academic inspections are held to:

- Review of healthy academic practices
- Mechanisms for recognizing and changing scholarly activities
- Review of departmental facilities
- Encourage the departments to adopt new strategies.
- Self-development of faculty members

The practices institutionalized as a result of IQAC initiatives are:

1. Student-centric

- Mentor-mentee program
- Notes from various study resources to enhance research skills of students
- Entrepreneurship programs and workshops to enlighten the students in broadening their perspective towards the development of the society.
- Development of the Student Council

2. Society-centric Welfare Programs

- Blood Donation Camp
- Health-check-up Camps
- Plantation Drive
- Road Safety Campaign
- Rural Awareness
- Plastic-free Campaign

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**IQAC frequently supervises and assesses the teaching-learning process. In response to the feedback, numerous unique projects and changes were made. The following alterations were executed as a consequence of the feedback:**



A) The IQAC regularly evaluates the structures, protocols and teaching-learning process.

### Results of Learning

Traditional techniques of instruction, learning and assessment have withstood the test of time and are being scrutinized.

### Academic Timetable

- The academic calendar of the University governs the Institution's timetables.
- The academic schedule is well in advance at the beginning of the year.
- Provides room for other academic activities, such as seminars, guest lectures, workshops, FDPs, hands-on series, etc.
- The college includes a feedback system for the students. Students' frequent evaluations of instructors and inputs on instructional methods, course delivery, attitude, strengths and weaknesses and problem solving is taken into consideration.

### Student Learning Outcomes

The institute keeps track of the student' progress. In this way, the institute adheres to the following principles:

- Internal tests, assignments, group discussions, and seminar presentations are examples of midterm and continuous evaluation procedures.
- Class discussions and assessments are held on a regular basis.
- In each semester, a minimum of 75% attendance is required.
- Providing extra lessons to assist slow learners in addition to solving their problems.
- Analysis of students' outcomes is supplied by the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**A. All of the above**

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

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

One of the institution's primary concerns is the students' safety and well-being, as well as gender equality and a welcoming environment. Regardless of their differences, everyone has equal access to opportunity.

The institute is dedicated to preserving gender sensitivity as an inherent virtue.

#### **Safety and Security**

- Security and discipline related duties are delegated to the faculty.
- To eliminate ragging in campus, rigorous anti-ragging policies have been put in place.
- CCTV has been installed throughout the campus to ensure safety and order.
- For longer activities, the campus has enough light arrangement and rooms during the night.
- It is normal for female staff workers to accompany female students outside the premises.

- To handle student complaints, a complaint box is put up in collaboration with the relevant department.

### Counselling

- Counseling sessions and mentor-mentee relationships are set up for the students.
- Psychological counseling and discussions on eve ragging, harassment and constitutional duties are held on a regular basis.

### Common Rooms

- The majority of departments have distinct male and female common areas, making it easier to organize meetings and conversations.

### Other Initiatives

- Female students are encouraged to pursue their studies by granting them scholarships and additional aid and mentoring.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
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	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our institution is devoted to the maxim "Reduce-Reuse-Recycle" and is committed to being "waste-free." The college has been following a recycling program that includes furniture, electronics, office supplies, and lab equipment. Solid Waste: The waste is appropriately collected, separated, and disposed of by the Municipal Corporation at their dumping yards. Liquid waste: A proper drainage system is available in the college for efficient disposal of liquid waste. Biomedical Waste Management: Due to the nature of the courses taught, no biomedical waste material is produced in the institute. E-waste: Since our computer engineers have reassembled, modified, and upgraded them, no idle systems and printers are lying around the campus. Hazardous chemicals and radioactive waste management: Hazardous chemicals are kept separately in the laboratory. Students are made aware of the hazardous chemicals and safety aspects when they are given. As per the curriculum, few hazardous chemicals are involved in laboratory work. A separate container is kept to dispose of hazardous liquid waste, to which the plant powder is added to decrease toxicity.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage

B. Any 3 of the above

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

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

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

All of the campus festivals and activities are eagerly attended by faculty, staff, and students. All the major festivals like Lohri, Makar Sankranti, Holi, Raksha Bandhan, Dusshera, Diwali and Christmas are celebrated with great zeal. Birth anniversaries and memorials of notable Indians like Mahatma Gandhi, Swami Vivekananda, Dr. Sarvpali Radhakrishna, Jawahar Lal Nehru, and many others are honoured. The goal of these programs is to instil in students the national ideals of social and communal peace, as well as national integration.

College truly believes in equality in all aspects, ensures that students from more divided segments of society are able to pursue their study without the fear of discrimination. The institution, however, has no intolerance for any form of diverse socio-cultural background, linguistics, communal customs, etc. The institution organizes cultural activities in annual festival Mahamanthan comprising activities reflecting local and national traditions.

A variety of activities are organized to foster an environment for ethical, cultural, and spiritual values among the students and staff of various racial and cultural backgrounds. Nukkad Natak are enacted on sensitive societal topics. The NSS team visits to nearby

villages/slums, orphanages and old age homes for conducting welfare activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

India is a diverse nation, with variances in caste, colour, religion, ethnicity, sex, economic, social, linguistic, and ethical principles all of which are managed and overseen by the Constitution. Students and instructors at the institution are educated about the principles, rights, duties, and obligations of citizenship in order for them to serve as responsible citizens.

Ethical values, citizen rights, obligations, and responsibilities are among the topics discussed in debates, group discussions and class presentations. The following activities were conducted in the year inviting students' participation in national, cultural and social welfare programs.

The institution also undertakes active student involvement awareness campaigns on themes like Environment Awareness, Cleanliness Campaign, Plastic-free Campaign, Plantation Drive, Donation Drive, Blood Donation Camps, Health Check-up Camps, Road Safety Awareness and many more. The curriculum of the affiliated university is designed with mandatory courses, such as Anandam and human values as a first step in teaching students about their constitutional duties.

#### Celebration National Days

- Independence Day
- Republic Day
- Constitution Day

#### Organizing Cultural Programs

- Solo Singing
- Solo Dance Competition
- Group Dance Competition
- Open Mic Day
- Rangoli Making
- Wall Painting
- Fashion Runway
- Ramp Show
- Bollywood Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
Any other relevant information	Nil

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

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**National and international days, events, and festivals are gladly**



commemorated to instil a sense of nationalism and patriotism in pupils and teachers. Teachers, staff and students gather under one roof to celebrate and observe the prominent national anniversaries to promote the message of harmony, peace, love and happiness among the students. The institution ensures paying tribute to our great national leaders on national days while imparting patriotic values.

1. Various events were held to continue teaching values and solidarity among students in addition to their academic advancement. The various national, cultural and social welfare activities conducted by the institution are as following:

- Independence Day
- Constitution Day
- Republic Day
- Hindi Diwas
- Blood Donation Camp
- Plantation of Trees
- Swatchhta Abhiyan
- World Environment Day
- Donation Drive
- International Yoga Day
- Hindi Diwas
- Gandhi Jayanti
- Mental Health Day
- Manthan - Cultural Fest
- TechnoTrack - IT Fest
- Altius - Management Fest

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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. Multifaceted Progression of Students Objective To holistically develop students across social, cultural, moral, and academic

dimensions, preparing them for successful, balanced, and responsible lives in a globalized world. Context Students need to be prepared not just academically but also socially, culturally, and ethically.

**Practice** Incorporate a variety of subjects that connect different fields of study to enhance critical thinking and problem-solving skills. **Evidence of Success** Success is measured through improved academic performance, higher student satisfaction rates, and enhanced employability skills. **Problems Encountered** Challenge in ensuring all students are equally engaged and benefiting from these programs. **Balancing a broad set of learning outcomes without overloading the curriculum can be difficult.**

**2. Entrepreneurship and Innovation: Sustainable Products** **Objective** To foster entrepreneurship and innovation in creating sustainable products **Context** With increasing environmental concerns products like herbal soaps, floral waste dyes, and recycled plastic garments cater issues of waste reduction and resource conservation. **Practice** Encourage the use of local, natural, and recycled materials in the development of new products such as herbal candles, sanitizers, and organic dyes. **Evidence of Success** Success can be measured by the uptake of products in the market, customer satisfaction, reduction in waste materials, and profitability of ventures.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

#### Distinctiveness in Holistic Development

The institute attempts to improve students' holistic development focusing on enhancing students' skill sets and preparing them for research technologies. The college provides a variety of worldwide certifications based on analytical, interpersonal, logical, and writing skills.

#### Research and Development

Students are encouraged to do research and to register patents and copyrights based on their findings, as well as to publish research articles and reviews that contribute to their overall development and career.

#### Academic Trainings

They are also encouraged to participate in workshops, seminars, and conferences with a variety of industrial professionals, companies, and research labs.

#### Skill Enhancement

Various specific certification courses are offered in collaboration with various Industries and Universities that are in high demand in the market to help students improve their extracurricular abilities.

This improves their participation, excitement, confidence, and overall performance in the business sector. Entrepreneurship skills are also developed with the Ideation and pitching activities.

#### Professional Growth

#### Value Added Courses

Student skill development opens the door to better pay and job options. The Training and Placement Cell works throughout the year to train students in soft skills, professional skills and other skills.

#### Placements

There Pre-placement and Placement Drives in the college where renowned companies come and recruit students. This way the students are assured best Return of Investment.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college considers effective delivery of the curriculum as the most vital curricular aspect. The institution has developed a well-structured and effective implementation of the curriculum. The institute executes the curriculum in the following ways: Planning Before the commencement of the academic session, a meeting takes place with the HODs of all Faculties, while in consultation with the curriculum planning and implementation board under the leadership of the Principal. In the meeting the various academic parameters are planned after rigorous brainstorming and discussion. ? The Faculty Requirement ? Subject Distribution ? The Academic Calendar ? Co-curricular Activities The Faculty members plan their lesson delivery applying various pedagogy tools in consultation with the respective HoDs. A Teachers Record Book is maintained encompassing comprehensive plan for effective lesson delivery, which is meticulously planned and recorded.

To ensure effective curriculum delivery below given records are planned meticulously and maintained by the institute. ? Academic Calendar ? Teachers' Record Book ? Time Table ? Continuous Feedback from Teachers and Students ? Simultaneous Remedial Classes

Curriculum and Development ? Syllabus and curriculum pattern prescribed by Rajasthan University is followed with utmost priority keeping in mind the goal of achieving institutional goals and objectives. ? Resource-wise preparation is ensured for both online classes as well as offline classes.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>

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

CIE System Throughout the academic year, the institution emphasizes upon student assessment. The Core Committee of the institution reviews and approves the assessment scheme after it has been created and presented by IQAC. The collection of official and informal inputs from diverse stakeholders' aids in internal assessment reform.

**Class Tests ?** Class tests are conducted by the institution, which are based on a section of the syllabus for ensuring regular student evaluation. ? Students are continuously assessed throughout the year to inculcate students with problem-solving and self-learning abilities.

**Pre-University Examination** The question Papers of the Pre University Examinations are prepared keeping into consideration to prepare the students for University Examinations. **Academic Flexibility ?** Various programs in which Choice Based Credit (CBCS)/Elective Course System(ECS) have been implemented by the institution. ? The institution offers numerous program options leading to different degrees, diplomas and certificates (UG/PG/PG Diploma/Diploma Certificate). ? Options are available to the students for additional/supplementary/enrichment courses like a UG degree + a certificate course + a diploma etc. along with their regular curricula. ? The institution follows an Annual Examination System.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

6

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 )	<a href="#">View File</a>

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

1068

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

#### Professional Ethics

- Students develop strong natural familiarity with humanities and the proper understanding, thereby enabling them to eliminate conflict and strife in individuals and the society, as a whole. Students relate Philosophy to Literature, Culture, Society and Living Experience.
- Students develop a sound understanding of India's Constitution. Constitution Day is celebrated in the institution for making students aware of the Constitution, its significance and its salient features.

**Environmental Protection and Sustainability** The vibrant work ecosystem is based on a sustainable lifestyle that incorporates human values, education and healthcare, innovation and water quality. It incorporates Mandatory Anandam subject. There are annual celebrations of prominent days like Environment Day, Earth Day and Water Day take place. Research in multidisciplinary fields with an emphasis on renewable energy, environmental degradation, education, and healthcare is conducted. The college has taken initiatives in implementing campaigns like "Swachh Bharat Abhiyan", Summer Internship (SBSI) and Plantation Drives.

**Gender ?** Contents of the courses of the institution are designed to make students sensitive to the dynamics of gender including exploring and addressing gender-based conflicts and resolving them in different ideological contexts and cultures.

**Human Values ?** The courses of the institution are designed to facilitate holistic development of the students applying to life, profession and happiness. This is based on a right understanding of the human reality and the rest of existence. Such a holistic perspective forms the basis of value-based living naturally. The institution organizes many spiritual programs to make students realize the value of culture and ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

6

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

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

129

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above
---	---------------------



<b>from the following stakeholders Students Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	<b>Nil</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.poddarinstitute.org/">https://www.poddarinstitute.org/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>632</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>332</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

### Identification of Advanced and Slow Learners

From the commencement of the academic year, the institution applies the below mentioned assessment and learning methodologies:

- Grading system on the basis of students' previous academic record
- Classroom discussion, Unit Tests and Mid-term Examination to grade and Identify the advanced and slow learners.

The institution organizes orientation programs for the freshers.

### Programs for Advanced Learners

- Challenging assignments and projects are assigned to advanced learners.
- Pre-Placement training is provided for best placement.
- They are motivated to showcase the acquired skills and capabilities by participating in various activities organized at National and International levels like project work, contests, summer internships, research and oral presentations

### Programs for Slow Learners

- Remedial classes are conducted to boost students' confidence and making them more competent.
- Academic and personal counseling is provided to the slow learners by the trainers and mentors.
- Bilingual explanations are rendered to the slow learners in addition to personalized discussions after class hours ensuring their better understanding of the subject.
- The institution assures a provision of simple and standard lecture notes and course material.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
<b>1330</b>	<b>86</b>

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

In order to mold students' behavior and thinking in the right way, the institution offers an excellent platform for students to acquire the trending skills, information, attitudes and values. Every department runs creative initiatives that encourage students' imaginations, provide them a forum to practice their problem-solving techniques and promote active learning.

### Experiential Learning

- Work projects
- Field Visits
- Industrial Visits
- Guest Lectures

### Participative Learning

- Class presentations and discussions
- Teamwork
- Debates

## Problem Solving Methodology

- Case studies
- Analysis and Reasoning
- Discussion
- Quizzes
- Research Activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

### ICT Enabled Learning Pedagogy

In addition to traditional classroom teaching, the institution uses ICT-enabled teaching techniques and pedagogy.

IT-enabled learning resources like PPTs, Audio and Video systems and Internet sources are utilized in addition to conventional chalk-and-talk teaching techniques to expose students to practical learning and facilitate the simple understanding of challenging subjects.

### Interactive Teaching

Several educators of the institutions also use interactive teaching techniques, which involve group discussions, debates, presentations of research papers, encouraging to attend seminars, assignments, quizzes, laboratory work and other forms of classroom involvement.

### Online Methodology

- Teachers utilize a variety of online technologies to perform teaching and practical easy to understand
- Course-related information, such as learning materials,

tests, lab submissions and evaluations, assignments, etc., is managed and posted using Google Classroom.

## E-resources and Technologies

The institution ensures that the following E-resources are made available to the staff and students:

- Projectors
- Desktop
- Printers and Scanners
- Photocopy Machine
- Smart Boards
- Online Classes: via Zoom, Google Meet, Microsoft Team and Google Classroom

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

86

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **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**

22

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

##### **2.4.3.1 - Total experience of full-time teachers**

4

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **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.

## Preparing Academic Calendar

The institution adheres to a disciplined academic program in order to run smoothly and facilitate the students' advancement. Before beginning of the academic session, the academic calendar is prepared by the faculty.

## Streamlining Assessment

The Principal of the institution organizes faculty meetings to provide essential instructions to ensure that the assessment process is carried out effectively. At the college, students of various disciplines are evaluated regularly using a variety of assessment mechanisms.

Consistent evaluation methods include group discussions, unit tests, mid-terms, pre-university examinations, assignment submissions, field trips, fieldwork, seminars, quizzes and oral and poster presentations.

Internal Examination Committees, among other procedures, ensure a transparent and thorough internal review which comprises the following activities:

1. Preparing the Question Paper
2. Examining Procedures
3. Display of Results, Copies of Unit Tests of Midterms and Pre-university

## Examinations.

1. Interaction with the students regarding their internal assessment.

## Display of Results

Moreover, the schedule for unit tests, presentations and internal assessment of the courses is displayed on the notice board.

Consequently, the process of internal assessment enables teachers in providing more accurate student evaluations and work accordingly.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The mechanism followed by the institution at the Departmental and College level:

#### A. Before Examinations

Common grievances of students before the examination are communicated to the University Examination Section and resolved at the earliest. COE helps the students for filling the Application Forms.

#### B. During Examinations

##### i. Internal Examination

If any student finds a discrepancy. The committee takes cognizance and resolves the grievance.

##### ii. External Examination

If there are any grievances. Assistance is provided to the students.

#### C. After Result Declaration

After the result is declared, the students can approach to the College Exam Coordinator for any issue related to the exam result. College Exam Coordinator addresses their issues to the Internal examination committee and necessary action taken by committee to resolves the issue at the earliest.

#### Mechanism Adopted

- The assessed Internal Test Papers are shown to the students for self-assessment.
- Rights
  - To apply for verification of answer books.
  - To challenge the evaluation of answer books.



- The college takes special initiative for resolving group grievances, if any.
- The evaluation is carried out at the college level, in a time-bound schedule.
- Poddar International College has a policy of having the first response to the grievance within two working days of filing a complaint.
- The filed complaint/grievance has to be resolved within 21 days of result declaration.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), and Course Outcomes (COs) are framed by the respective departments under the guidance of the Head of the Department offering the concerned program after rigorous consultation with all faculty and the stakeholders. After the attainment of consensus and final approval by the principal, the same is widely propagated and publicized through various means such as display and/or communication specified here under. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting. The students are also made aware of the same through: Website Classrooms Department Notice Boards Student Orientation Programs Meetings/ Interactions with Employers Library. While addressing the students, the HODs create awareness of POs and COs. The faculty members, class teachers, mentors, course coordinators, and program/ISO coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Distinct mechanisms are used to validate outcome-based education (OBE). Stage I: At the beginning of a new session the subject teacher conveys the program objectives (PO) and its specific outcomes (PSO) along with Course Objectives (CO). In addition to this, each subject's faculty member informs the students about the scope of the subject, evaluation format, marking scheme (internal as well as external), etc. Internal assessment includes direct and indirect measures to assess the attainment of objectives.

Stage II: Several direct and indirect methods are employed to internally evaluate attainment through unit tests, mid-term, preuniversity, multiple choice questions, open book tests, short answer questions, quizzes, oral tests, oral and poster presentations, assignments, and practical knowledge. External assessment is based on the result published by university examinations.

Stage III: To calculate the attainment levels of the courses, a threshold value of 49 percent is fixed. Students with 75 percent and above are categorized as A, 60 and above percent are categorized as B and students with 49 and above are categorized as C. Accordingly students are given extra classes and tutorial classes to advance and slow learners respectively. This is followed by re-evaluation.

Stage IV: Feedback is collected from stakeholders and necessary amendments, if required at the college level, were carried out, rest informed to the affiliating university.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

280

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://www.poddarinstitute.org/naac>

### 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)

1636700

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://icssr.org/sites/default/files/2022-23-minor-project.pdf">https://icssr.org/sites/default/files/2022-23-minor-project.pdf</a>

### 3.2 - Innovation Ecosystem

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

Various initiatives taken by the institution to produce and disseminate knowledge are listed below:

#### Encouraging Entrepreneurship

Students are assisted and encouraged to generate new ideas and work on developing prototypes. There are interesting Idea Pitching Programs giving the students a forum to present their ideas.

#### Human Resources

Faculty members with the best credentials are hired to guide and shape the young minds. They are encouraged to pursue their Ph.D. and also to take part in different government-sponsored programs like Faculty Development Programs, Faculty Induction Programme, in addition to value added conferences and Seminars.

#### Research Infrastructure

Faculties are encouraged to create research ideas and submit them to various funding organizations like DRDO, DST, DBT, etc. The Incubation center gives students a platform to explore their interests in scientific research and to foster startups focused on resource management, recycling, etc. Our students successfully created herbal sanitizers.

#### Signing of MoUs

The institution has connections with a number of well-known National and International organizations including Pearson, CADD Center, etc.

Students are encouraged to take up industry-based projects and participate in development activities,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

17

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	<a href="https://www.poddarinstitute.org/naac#">https://www.poddarinstitute.org/naac#</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

33

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

34

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The institute celebrates various National and International Days like Republic Day, Independence Day, Yoga, National Science Day, Sport's Day, NSS Day, World Literacy Day, Environment Day, International Women's Day, etc. All these programs are observed in Institute with the perspective of developing the sense of responsibility, accountability and integrity among the students and faculty members.

Various academic activities like Seminars, Conferences, Workshops, Guest Lectures are organized by the institution.

#### Celebrating Festivals

On special days like Lohri, Makar Sankranti, Holi, Baisakhi, Raksha Bandan, Dussehra, Diwali, Christmas and others are solemnized, so that students understand and learn the basic humanity

#### Participation in Community Awareness Program

The students went to the adopted village where they are made to participate in community awareness program through IEC activities. They participated in plantation village for safe hygiene, practices, train villages to manage agriculture household and plastic waste into useful products. Some of the prominent social welfare activities and campaigns organized by the institution are given as following:

- Yoga Day Celebration
- Cleanliness Campaign
- Road Safety Campaign
- Health Check-up Camps
- Rural Awareness
- Mental Health Day
- Plantation Drive
- Blood Donation Camp

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

14



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

537

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

#### 3.5 - Collaboration

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

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

23

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

15

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

## 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.

#### Manpower and Resources

The institution has the essential intellectual and physical resources to carry out work smoothly. There are distinct blocks comprising the various departments for the Arts, Commerce and Science streams.

#### Infrastructural Changes

A need assessment for replacing, upgrading, or adding to the current infrastructure is carried out at the beginning of the academic year.

1. Well-furnished classrooms for UG and PG courses have whiteboards and green boards.
2. Classrooms include a projector, computer system, LAN, speakers, internet access.
3. CCTV cameras.
4. Laboratories for physics, chemistry, botany, zoology, geography, psychology, computer science, and design  
Construction lab, carpentry lab, textile lab, metal lab,

etc.

5. ICT-equipped seminar room and auditorium.
  6. Lectures that has been recorded is maintained in our YouTube E-poddar Shiksha.
  7. Research and Development Laboratory
  8. Digital Studio
  9. Incubation Center
  10. Library with the wide ranging collection of books (Text, references and general) .
- Wi-Fi Facility
  - Digital Library
  - Access to E-journals and E-books Reprographic

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The Institute has adequate facilities for sports, games (indoor and outdoor), a gymnasium, and Auditorium for academic and cultural activities.

#### Adequate Sports Facilities

Games and sports help students form positive interactions. Students have access to a variety of sporting facilities within the campus. The college is committed to creating a balanced atmosphere of academic, cultural, and sports activities for the holistic development of its students.

Inter-departmental, inter-collegiate, inter-university, and other sports events aid in the development of students' sense of teamwork. Students are awarded medals, prizes, and certificates to keep them encouraged.

#### Outdoor Games

- Kabaddi
- Handball
- Badminton

- Kho-Kho
- Cricket
- RC Gaming

#### Indoor Games

- Carom board
- Gymnasium
- Yoga
- Chess
- Table-tennis
- Decoding Game

#### Auditorium for Cultural Programs

The institution organizes many extracurricular and cultural activities throughout the year, which are listed below:

- Open Mic Day
- Wall Painting
- Essay Competition
- Speech Competition
- Debate Competition
- Poem Reciting
- Quiz Contest
- Solo Singing
- Solo Dance Competition
- Group Dance Competition
- Nukkad Natak
- Rangoli Making
- Wall Painting
- Fashion Runway
- Ramp Show
- Tech Exhibition
- Master Chef

#### Gymnasium

The gym is an operational facility in college campus. Keeping in mind the importance of physical well-being college has well equipped gym facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

38

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

2106484

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Central Library

The central library houses a sizable collection of academic books, periodicals, journals, research papers, and newspapers, etc. The students' academic performance is positively impacted by the ability to expand their knowledge and do research using the internet, e-books, e-journals, and other resources available in the digital library. The library is partially automated and contains reading room and digital section.

#### ILMS Details

#### Adopting ILMS

The Next Level Education and Technology (NLET) version 1.04 of the Integrated Library Management System (ILMS) was adopted by the Institute and is partially automated.

The program is used for the library's data input, book issuance, return, and renewal, member logins, etc. In addition to printed books, the library has access to a list of electronic resources, where users can learn about, access, browse, and download electronic books, e-journals, databases, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)

299000

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

51

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution's IT infrastructure is upgraded with latest IT based facilities. The entire institute is Wi-Fi enabled, and the computer laboratories are connected via LAN and have Internet access. Additionally, staff members have a desktop with Internet access.

Institute has collaborated with Oracle and Apple for their advance IT lab, latest software and essential tools.

- NLET Software (ERP)
- LMS Software

The institution assures that the following facilities are provided to the staff and students:

LAN Facility

The computer lab is well-equipped with branded PCs with Internet access. Additionally, it has a large selection of licensed system and application software.

Wi-Fi Facility

Internet is available catering to the academic and research needs on the campus. The entire campus is Wi-Fi enabled. The activities in the institute are under video surveillance.

Students receive continuous assistance from the IT department. It is made accessible by setting up and implementing Wi-Fi zones in a number of places, including reading rooms, and the laboratory area.

Intercom Facility

With intercom facilities available, the campus is well connected by a well-designed communication network. There are landlines also available in the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.3.2 - Number of Computers

197

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS



File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

10978012.53

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 institution has implemented and adheres to a thoroughly planned and meticulously organized process for maintaining and using physical, academic and support facilities. In order to accomplish this, a supervisor has been recruited by the institution who is in charge of overseeing the housekeeping and maintenance as well as monitoring and maintaining an updated list through thorough physical verification.

#### Laboratory

Due to AMC's maintenance, a number of instruments and components of the equipment are completely operational.

- To avoid accidents, the laboratories are furnished with fire extinguishers, etc.
- The safety rules and regulations are also displayed in each

laboratory.

## Library

The central library is being maintained by a librarian and support staff.

## Sports Complex

The Sports Committee of the institution is in charge of looking after and monitoring the sports facilities and equipment.

## Computers

Regular maintenance is carried out on both the hardware and the software and are all covered under an Annual Maintenance Contract (AMC). The institute's departments are all equipped with PCs, necessary software and peripherals. The IT infrastructure of the institute is maintained by the lab technicians and system administrators.

## Classroom Management

Classrooms are laced with the necessary ICT tools and CCTVs. Regular cleaning and maintenance are carried out in the classrooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

1070

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
635	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
635	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

23

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

54

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

5

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.**

41

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

The students demonstrate their participation and representation in a range of administrative, co-curricular, and extracurricular activities via student-run Cells and Committees in operation.

The college also keeps students in various Cells/Clubs through Student Development Councils as their President, Vice-president and Executive members and made them participate as volunteers in the activities related to the relevant Cell/ club.

Student Council work under the guidance of faculty members and different cells and clubs are listed below:

#### Cells

- Anti-Ragging Cell
- Students' Grievance Redressal Cell
- Women Grievance Redressal Cell
- Research and Development Cell
- Training and Placement Cell

#### Clubs

- Sports Club
- Cultural Club
- NSS Club
- Digital Marketing and Social Media Club
- Entrepreneurship Club
- Literary and Management Club
- Alumni Club
- Creative Club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

44

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

Each member contributes Rs 100 in the first year at the time of admission to the program towards the contribution of the Alumni Association. This fund is used to conduct activities of the Association. The institution has registered Alumni Association. The institution conducts number of activities for its Alumni.

The members of the association contribute in the below specified manner:

- Alumni Meet
- Alumni Talk
- Feedback on Curriculum
- Learning pedagogy
- Bridging the gap between Industry and Academia
- Suggestions about changing trends in business and industry
- Guest lectures to the students of the current year batch
- Sharing of professional experiences
- Interaction and mentoring the students
- Book donation drive
- Placement and career guidance assistance
- Campus recruitment
- Summer Internship opportunities
- Entrepreneurship awareness

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **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

The institution strongly adheres to the motto "Education with a purpose to shape a better future".

#### **Vision**

To conceptualize the ideology of what lies beyond academics, i.e., interpersonal skill development, entrepreneurship, eco-system nurturing, leading to a generation of self-sufficient



youth, in light to the expansion of industrialization and an ever-increasing demand for professionally trained and skilled youth.

### Mission

- Deliver high-quality, value-based education while keeping up with the technological change in order to generate knowledgeable, educated professionals prepared to take on global challenges.
- Uphold strong academic standards with ingenuity and effectiveness by providing educational techniques in a fun setting.
- Encourage students to achieve academic excellence and scientific proficiency.
- Train professionals who are competent, have good moral values and are socially conscious.

### Manifestation

The Principal of the institution develops action plan in consultation with the faculty members.

The five-year perspective plan includes cooperation for placement of students and higher education in addition to accreditation and affiliation with the University.

Through E-governance, policies and programs relating to academic, research, curriculum development, administration, financing, infrastructure development, extension, co-curricular, and extracurricular activities are developed, planned, and carried out with the participation of all relevant parties.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

### Committees for Streamlining the Functioning

The Principal of the institution has established many committees under a decentralized management system to guarantee effective

and efficient functioning. The decision-making and implementation processes involve the Principal, Faculty and Staff.

#### Cells and Clubs' Conveners

The flexibility to organize and coordinate co-curricular and extracurricular activities for the students' growth is the responsibility of the Conveners of the different Cells and Clubs. However, these plans are shared with the administration to check and reschedule, according to the plans of the other faculties.

#### Assigning Duties

The HoDs of the respective departments review and as per the requirement modify the teaching plan submitted by the faculty at the beginning of the session. They assign faculty members administrative responsibilities. They jointly decide on innovative teaching methods for the benefit of the students and organize parent-teacher meetings to discuss about the students' academic development. The unit tests, midterms, and pre-university exams are scheduled as per academic calendar.

#### Development Activities

- To keep the Alumni engaged with their alma mater, alumni meets and interaction programmes are conducted.
- Such participative and decentralised administration promotes harmony and a welcoming environment for the development of the institution and the growth of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Admission of Students

To encourage overachieving students, merit scholarships are awarded by the institutions. A proper one-on-one counseling session is given to the students at the time of admissions.

## Curriculum Development

The institution follows the curriculum of the affiliated University. Despite this, the faculty is committed to develop and adopt innovative pedagogy to the students. In order to attain this, add-on programs are also made available.

## Teaching and Learning

The faculties are encouraged to participate in skill development programs like FIP, FDP, STC, etc. Training sessions are conducted by the institution for lesson planning based on CO and PO mapping, use of ICT resources, use of digital tools, etc.

## Examination and Evaluation

Regular internal tests are conducted for the students to evaluate their progress and identify their weaknesses. Remedial classes are scheduled for the underachieving students.

## Library, ICT and Physical Infrastructure/Instrumentation

Students and faculty are provided with exposure to DELNET resources. Writing research papers and review articles is required for PG students. The use of ICT has proven to be a highly effective method of teaching and learning.

## Research and Development

Research and Development projects, Pre-placement and Placement drives, industrial linkages are all facilitated by the institution. The institution has signed many MoU's with renowned International and National Organizations.

## Industry Interaction/Collaboration

The Central T&P Committee creates a variety of training programs for students. Several collaborations are in place for actual projects, campus placements and OJTs.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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.

Institutional management is produced in a clear and scientific approach with the management's practical competence to deliver the best results. Each level's functions, responsibilities, and authority are clearly defined within a hierarchical framework that extends from top management down to lower tiers. A governing Board exists to monitor and carry out the vision and objectives of the institution.

Academic and administrative divisions make up the institutional management's overall structure. A well-designed administrative system takes into account the requirements of all parties involved, especially the students. KRA of each employ and level is clearly defined during the appointment to ensure the effective and efficient working system in the organization The HR manual clearer depicts the service rules and working the procedures. Those employedwork function are evaluated time to time to ensure proper functioning of the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### 1. Welfare measures for Teaching Staff

##### Financial Support

- Employees in the self-financed stream who successfully complete their Ph.Ds receive a raise in their salary.
- Research and Development facilities are provided for growth and advancement. .
- The institution encourages its faculty to attend National and International Seminars and Conferences for value addition.

##### Maternity Leaves

Maternity leaves for the female employees are provided

##### Employees State Insurance as per the ESI rules

- Encouraging and supporting faculty for completing their Ph.D/Research Projects and assignments.
- Faculty members are given financial assistance, which meant that the college paid their tuition for three years for ensuring that they complete their Ph.D. work part-time.
- Employees Provident Fund as per the PF rules.

##### Faculty Development Program (FDP) for the Faculty Members

#### 2. Welfare Measures for Non-teaching Members

- Employees' Provident Fund in accordance with PF rules
- Women's Maternity Leave
- ESI offers socioeconomic protection to employees making less than 00 per month in income.
- Class IV employees receive free uniforms.
- Joint celebration of festivals.
- Recreational and Sports activities.
- Financial Support
  - For the non-teaching staff's children's education
- Material Benefits
  - Domestic servants are accommodated in college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

76

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

6

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **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**

**76**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**At Poddar International College performance of each faculty & staff member is assessed annually after the completion of one year of service. Detailed Performance Appraisal Form (PAF) is designed to not only empirically evaluate the performance as**

perestablished norms but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee as well as the organization. The Director and Head of Departments of respective departments award marks and analyze the performance of faculty and staff members based on given elements. Appraisal Process: Implementation and effectiveness. The appraisal forms are filled by every faculty member and submitted to their respective HODs. Faculty member submits their credentials, achievements, and participation for the year of assessment. HODs are required to cross-verify all the submitted details documents by the concerned. Management reevaluates the marks against each parameter during the appraisal discussion and takes final decisions on the appraisal form. All non-teaching staff is also assessed through annual performance appraisal with various parameters i.e. Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

##### Audit Cell

The institution has set up an Audit Cell for carrying out internal audit. The external audit is also carried out.

The Audit Council encompasses a large number of highly competent and experienced experts whose role it is to investigate and provide expert assistance at the administrative level in order to enhance the efficiency of operations. It conducts investigations and reports to the appropriate higher authorities.

##### Role of Experts

The experts are assigned with the following tasks and obligations:



- To evaluate and audit the buying department's budget in advance.
- The Accounts Section pre-audits the bills before initiating payment.
- Any objections that arise throughout the audit process would be handled quickly, combined with any relevant supporting paperwork, and within the given time framework.
- The administration and the higher authorities acquire the Audit Council's certified reports through section incharge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

400000

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution is a private funded organization and has a clear framework in place.

##### Mobilization of Funds

1. Donors, non-governmental organizations and philanthropists are all sources of support for us.
2. Government Scholarships.
3. Renting the college's infrastructure to hold government and other exams.

#### 4. Working on projects, consulting to organizations.

##### Fees

The primary source of revenue is tuition fees, alumni money, research grants from various government and non-government organizations, and consulting engagements are among more ways to fundraise.

##### Utilization of Funds

The finance and procurement committees review the quotes before making a final decision based on considerations such as cost, value, service conditions, and so on.

##### Resource Mobilization Policy and Procedure

Prior to the start of the academic year, the principal and department heads establish the college budget.

It covers recurring expenses such as payroll, power and internet bills, stationery, and other maintenance charges.

##### Optimal Utilization of Resources

The management has framework and auditors for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

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

IQAC is actively working towards preserving and improving the institution's standard of excellence and recommends meeting high quality standards and following activities have shown significant quality enhancement as a result of institutionalization:

- Academic Results
- Technical Training
- Soft Skills Training

- Placement Support
- Faculty Development Programs
- Research and Development
- Interaction with Industry

Academic inspections are held to:

- Review of healthy academic practices
- Mechanisms for recognizing and changing scholarly activities
- Review of departmental facilities
- Encourage the departments to adopt new strategies.
- Self-development of faculty members

The practices institutionalized as a result of IQAC initiatives are:

#### 1. Student-centric

- Mentor-mentee program
- Notes from various study resources to enhance research skills of students
- Entrepreneurship programs and workshops to enlighten the students in broadening their perspective towards the development of the society.
- Development of the Student Council

#### 2. Society-centric Welfare Programs

- Blood Donation Camp
- Health-check-up Camps
- Plantation Drive
- Road Safety Campaign
- Rural Awareness
- Plastic-free Campaign

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC frequently supervises and assesses the teaching-learning process. In response to the feedback, numerous unique projects and changes were made. The following alterations were executed as a consequence of the feedback:

A) The IQAC regularly evaluates the structures, protocols and teaching-learning process.

### Results of Learning

Traditional techniques of instruction, learning and assessment have withstood the test of time and are being scrutinized.

### Academic Timetable

- The academic calendar of the University governs the Institution's timetables.
- The academic schedule is well in advance at the beginning of the year.
- Provides room for other academic activities, such as seminars, guest lectures, workshops, FDPs, hands-on series, etc.
- The college includes a feedback system for the students. Students' frequent evaluations of instructors and inputs on instructional methods, course delivery, attitude, strengths and weaknesses and problem solving is taken into consideration.

### Student Learning Outcomes

The institute keeps track of the student' progress. In this way, the institute adheres to the following principles:

- Internal tests, assignments, group discussions, and seminar presentations are examples of midterm and continuous evaluation procedures.
- Class discussions and assessments are held on a regular basis.
- In each semester, a minimum of 75% attendance is required.
- Providing extra lessons to assist slow learners in addition to solving their problems.
- Analysis of students' outcomes is supplied by the

**institution.**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<b>Nil</b>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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**

**One of the institution's primary concerns is the students' safety and well-being, as well as gender equality and a welcoming environment. Regardless of their differences, everyone has equal access to opportunity.**

**The institute is dedicated to preserving gender sensitivity as an inherent virtue.**

## Safety and Security

- Security and discipline related duties are delegated to the faculty.
- To eliminate ragging in campus, rigorous anti-ragging policies have been put in place.
- CCTV has been installed throughout the campus to ensure safety and order.
- For longer activities, the campus has enough light arrangement and rooms during the night.
- It is normal for female staff workers to accompany female students outside the premises.
- To handle student complaints, a complaint box is put up in collaboration with the relevant department.

## Counselling

- Counseling sessions and mentor-mentee relationships are set up for the students.
- Psychological counseling and discussions on eve ragging, harassment and constitutional duties are held on a regular basis.

## Common Rooms

- The majority of departments have distinct male and female common areas, making it easier to organize meetings and conversations.

## Other Initiatives

- Female students are encouraged to pursue their studies by granting them scholarships and additional aid and mentoring.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
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	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>

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	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our institution is devoted to the maxim "Reduce-Reuse-Recycle" and is committed to being "waste-free." The college has been following a recycling program that includes furniture, electronics, office supplies, and lab equipment. Solid Waste: The waste is appropriately collected, separated, and disposed of by the Municipal Corporation at their dumping yards. Liquid waste: A proper drainage system is available in the college for efficient disposal of liquid waste. Biomedical Waste Management: Due to the nature of the courses taught, no biomedical waste material is produced in the institute. E-waste: Since our computer engineers have reassembled, modified, and upgraded them, no idle systems and printers are lying around the campus. Hazardous chemicals and radioactive waste management: Hazardous chemicals are kept separately in the laboratory. Students are made aware of the hazardous chemicals and safety aspects when they are given. As per the curriculum, few hazardous chemicals are involved in laboratory work. A separate container is kept to dispose of hazardous liquid waste, to which the plant powder is added to decrease toxicity.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>		<b>B. Any 3 of the above</b>	
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

<b>7.1.5 - Green campus initiatives include</b>			
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>		<b>C. Any 2 of the above</b>	
<b>1.Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping</b>			

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>			
<b>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</b>			



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

**B. Any 3 of the above**

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

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

**All of the campus festivals and activities are eagerly attended by faculty, staff, and students. All the major festivals like Lohri, Makar Sankranti, Holi, Raksha Bandhan, Dusshera, Diwali and Christmas are celebrated with great zeal. Birth anniversaries and memorials of notable Indians like Mahatma Gandhi, Swami**

Vivekananda, Dr. Sarvpali Radhakrisnana, Jawahar Lal Nehru, and many others are honoured. The goal of these programs is to instil in students the national ideals of social and communal peace, as well as national integration.

College truly believes in equality in all aspects, ensures that students from more divided segments of society are able to pursue their study without the fear of discrimination. The institution, however, has no intolerance for any form of diverse socio-cultural background, linguistics, communal customs, etc. The institution organizes cultural activities in annual festival Mahamanthan comprising activities reflecting local and national traditions.

A variety of activities are organized to foster an environment for ethical, cultural, and spiritual values among the students and staff of various racial and cultural backgrounds. Nukkad Natak are enacted on sensitive societal topics. The NSS team visits to nearby villages/slums, orphanages and old age homes for conducting welfare activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

India is a diverse nation, with variances in caste, colour, religion, ethnicity, sex, economic, social, linguistic, and ethical principles all of which are managed and overseen by the Constitution. Students and instructors at the institution are educated about the principles, rights, duties, and obligations of citizenship in order for them to serve as responsible citizens.

Ethical values, citizen rights, obligations, and responsibilities are among the topics discussed in debates, group discussions and class presentations. The following activities were conducted in the year inviting students' participation in national, cultural and social welfare programs.

The institution also undertakes active student involvement awareness campaigns on themes like Environment Awareness, Cleanliness Campaign, Plastic-free Campaign, Plantation Drive, Donation Drive, Blood Donation Camps, Health Check-up Camps, Road Safety Awareness and many more. The curriculum of the affiliated university is designed with mandatory courses, such as Anandam and human values as a first step in teaching students about their constitutional duties.

#### Celebration National Days

- Independence Day
- Republic Day
- Constitution Day

#### Organizing Cultural Programs

- Solo Singing
- Solo Dance Competition
- Group Dance Competition
- Open Mic Day
- Rangoli Making
- Wall Painting
- Fashion Runway
- Ramp Show
- Bollywood Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
Any other relevant information	Nil

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

**A. All of the above**

and other staff      **4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

National and international days, events, and festivals are gladly commemorated to instil a sense of nationalism and patriotism in pupils and teachers. Teachers, staff and students gather under one roof to celebrate and observe the prominent national anniversaries to promote the message of harmony, peace, love and happiness among the students. The institution ensures paying tribute to our great national leaders on national days while imparting patriotic values.

1. Various events were held to continue teaching values and solidarity among students in addition to their academic advancement. The various national, cultural and social welfare activities conducted by the institution are as following:

- Independence Day
- Constitution Day
- Republic Day
- Hindi Diwas
- Blood Donation Camp
- Plantation of Trees
- Swatchhta Abhiyan
- World Environment Day
- Donation Drive
- International Yoga Day
- Hindi Diwas

- Gandhi Jayanti
- Mental Health Day
- Manthan - Cultural Fest
- TechnoTrack - IT Fest
- Altius - Management Fest

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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. Multifaceted Progression of Students Objective** To holistically develop students across social, cultural, moral, and academic dimensions, preparing them for successful, balanced, and responsible lives in a globalized world. Context Students need to be prepared not just academically but also socially, culturally, and ethically.

**Practice** Incorporate a variety of subjects that connect different fields of study to enhance critical thinking and problem-solving skills. Evidence of Success Success is measured through improved academic performance, higher student satisfaction rates, and enhanced employability skills. Problems Encountered Challenge in ensuring all students are equally engaged and benefiting from these programs. Balancing a broad set of learning outcomes without overloading the curriculum can be difficult.

**2. Entrepreneurship and Innovation: Sustainable Products Objective** To foster entrepreneurship and innovation in creating sustainable products Context With increasing environmental concerns products like herbal soaps, floral waste dyes, and recycled plastic garments cater issues of waste reduction and resource conservation. Practice Encourage the use of local, natural, and recycled materials in the development of new products such as herbal candles, sanitizers, and organic dyes. Evidence of Success Success can be measured by the uptake of products in the market,

customer satisfaction, reduction in waste materials, and profitability of ventures.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.poddarinstitute.org/naac">https://www.poddarinstitute.org/naac</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

#### Distinctiveness in Holistic Development

The institute attempts to improve students' holistic development focusing on enhancing students' skill sets and preparing them for research technologies. The college provides a variety of worldwide certifications based on analytical, interpersonal, logical, and writing skills.

#### Research and Development

Students are encouraged to do research and to register patents and copyrights based on their findings, as well as to publish research articles and reviews that contribute to their overall development and career.

#### Academic Trainings

They are also encouraged to participate in workshops, seminars, and conferences with a variety of industrial professionals, companies, and research labs.

#### Skill Enhancement

Various specific certification courses are offered in collaboration with various Industries and Universities that are in high demand in the market to help students improve their extracurricular abilities.

This improves their participation, excitement, confidence, and overall performance in the business sector. Entrepreneurship skills are also developed with the Ideation and pitching

activities.

### Professional Growth

### Value Added Courses

Student skill development opens the door to better pay and job options. The Training and Placement Cell works throughout the year to train students in soft skills, professional skills and other skills.

### Placements

There Pre-placement and Placement Drives in the college where renowned companies come and recruit students. This way the students are assured best Return of Investment.

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

### 7.3.2 - Plan of action for the next academic year

Even though our institution has achieved some significant accomplishments to date, it still perceives room for advancement and modernization in this rapidly changing global scenario. The following is a list of the future plan of action:

- To promote and resolute more participation of students and faculties in innovative and research practices, including copyrighting, patent filing, publishing research papers and review articles, etc.
- To encourage and inspire students to use their knowledge and creative ideas through basic projects and fundamental research techniques in the incubation center located on the college campus. As a result, they will also become progressive and qualified to create jobs rather than seek them out, encouraging entrepreneurship.
- To actively encourage students' participation in various career-enhancing programmes including internships, apprenticeships, and on-the-job training by collaborating with numerous industries and sectors.
- To make arrangements to conduct international

collaborations and sign foreign MoUs in order to provide students with current exposure requirements and to conduct student exchange programmes.

- To expand health care and social upliftment activities in association with the neighbourhood, NGOs, Government entities, with our NSS team.
- To upgrade the ICT infrastructure on campus
- To transform the old syllabus into multidisciplinary curriculum as per the New Education policy and implement NEP guidelines.