



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		ROHTAS MAHILA COLLEGE
• Name of the Head of the institution	Dr. Sudhir Kumar Singh	
• Designation	Principal In-charge	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	06184221170	
• Mobile No:	9431839557	
• Registered e-mail	rmciqac1975@gmail.com	
• Alternate e-mail	sudhirkumarsingh2017@gmail.com	
• Address	CIVIL LINE, NEAR KALI ASTHAN, OLD GT ROAD	
• City/Town	Sasaram	
• State/UT	Bihar	
• Pin Code	821115	
2.Institutional status		
• Affiliated / Constitution Colleges	Constituent	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Self-financing				
• Name of the Affiliating University	Veer Kunwar Singh University, Ara				
• Name of the IQAC Coordinator	Mr. AMARJEET KUMAR				
• Phone No.	06184221170				
• Alternate phone No.	06184221170				
• Mobile	9738176201				
• IQAC e-mail address	rmciqac1975@gmail.com				
• Alternate e-mail address	amarjeetkumar011@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.rohtasmahilacollegessm.ac.in/naac/a-q-a-r/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rohtasmahilacollegessm.ac.in/academics/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.16	2018	27/09/2018	26/09/2023
6.Date of Establishment of IQAC			04/08/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Nil
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Prepared College Academic Calendar 2021 2022. 2. Teachers have done amazingly well in conducting online classes. 3. Review of online webinar/ workshop Seminars conducted and teacher participation on programme. 4.College NSS unit organised awareness programme regarding prevention in adopted village. 5. Feedback committee was formed for proper functioning of feedback system.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
SWAYAM LAB CUM ICT CLASSROOM	Successfully Develop class with Swayam lab cum ICT classroom.
Website	Upgrade college official website fully dynamic. http://rohtasmahilacollegessm.ac.in
College IQAC Portal	Renew IQAC Portal session 2021-22 http://rmciqac.org .
College Cims ERP Portal	Renew College Cims ERP Portal session 2021-22 http://rmc.autocims.in .
13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	05/02/2023

15. Multidisciplinary / interdisciplinary

In view of the NEP, university has initiated new interdisciplinary centres integrating different departments in addition to the existing inter/multidisciplinary research and academics. Academic programmes are redesigned to include Multidisciplinary / Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. The University is proactively working towards implementation of the suggestions given in the NEP and Rohtas Mahila College, Rohtas is implementing these with full vigour.

16. Academic bank of credits (ABC):

Rohtas Mahila College, Rohtas is constituent unit of V.K.S.U, Ara, Bihar. The institute is running regular programmes and courses in the curriculum scheme are delivered. In the direction of Academic Bank of Credits the guidelines issued by the constituent university is being implemented by the institute and the registration process.

17. Skill development:

institutin having also work on how to give skill development our students such as follow :

1. Language Lab
2. ICT Training programme for teaching, non-teaching anf student.
3. Swayam Lab
4. Digital Learning

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

Rohtas Mahila College, Rohtas encourages learning of national language Hindi by organising various Programmes including webinars and seminars on culture heritage & law and celebration of Hindi Diwas. Further, Subjects like Corporate Governance, Ethics and Social Responsibility of Business, Human Rights and Value Education etc. in the curriculum of various programmes inculcates cultural values in Indian tradition so that students imbibe value orientation.

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

Rohtas Mahila College, Rohtas offers various programmes. All these programmes are offered as outcome-based education (OBE) which is designed keeping in mind the national and global requirements. The Institute has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creating. Apart from the domainspecific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so those students contribute proactively to economic, environmental and social wellbeing of the nation. All course syllabi have been designed with due consideration to social needs at large so as to apply the spirit of NEP.

20.Distance education/online education:

Since 2019, educational institutions in the country have employed digital platforms for engaging classes, conducting conferences, meetings etc. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant locations. Opening up of the educational institutions after pandemic has paved the way of adopting hybrid mode of education combining online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during the closure period of Covid-19, access to online resources by educators and students will not be a constraint anymore. As a part of course curriculum.

Extended Profile**1.Programme**

1.1	1
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	2717
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	1358
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	979
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	15
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	21
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	91
4.3 Total number of computers on campus for academic purposes	12

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

- Students are apprised of their syllabus on the very first day in the brief introduction of the course for the sake of their convenience.
- The syllabus is segregated into several part with a time frame fixed to cover each and every section of the syllabus.
- Students are also advised to adept to modern technology and enrich their knowledge.
- Attending library isalso a part of their curriculum of studies which helps them prepare themselves for the examinations and develop concept about the topic covered by them.
- Equal emphasis is given on the subjective as well objective aspects of the syllabus.
- Group study is also encouraged among the students which paid dividend in the long run.
- Tutorial classes are also arranged to help the students overcome the challengesin the course of their study.
- Seminars and guest lectures too are arranged to widen their horizon of their perception.
- The result is positive and the student have been benefitted .
- The faculties actively take up the subjective grievances and problems of the student and its resolution at the same time.

- They are also encouraged to go through the popular books and journals beyond syllabus to enhance their knowledge.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.rohtasmahilacollegessm.ac.in/

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

- Examinations were not held on time and sessions got delayed.
- Despite all odds, the institution tried its best possible to adhere to academic calendar by holding online tests in various subjects.
- The college within the scope of the university guidelines tried its best to be accountable to it.
- The evaluation process comprises of two tier systems. (i) Continuous Internal Evaluation/Assessment (CIE/CIA) by the departments and (ii) University examinations and evaluation by external examiners.
- The marks obtained in continuous Internal Assessment are based on internal exams, regularity/punctuality, seminars/quiz and conduct of students and are sent to the university and marks obtained in CIA/ CIE and external examination form the basis for evaluation of the student's performance.
- Similarly, college conducts internal tests, class tests, oral examination.
- the process of internal evaluation continued unabated.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.rohtasmahilacollegessm.ac.in/

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above 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	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NIL

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

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

of students during the year

00

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

00

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

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

- Rohtas Mahila College, Sasaram inculcates among students Cross-cutting diverse values like Human Values, Professional Ethics, Gender Equality, Environmental Awareness as integral part of the curriculum. Swachha Bharat Abhiyan Activities, to enable students learn about sustainable environment and cleanliness in society.
- The College offers Undergraduate courses in various ArtsStreams which addresses Gender, Environment and Sustainability, Human Values and Professional ethics.
- At the Undergraduate level, the above issues are covered in the following course syllabus - Gender related Issues B.A Hon's (Hindi) - One full paper related to gender i.e., Dalit Sahitya aur Stree Vimarsh In the IIIrd year. B.A. Hon's (Urdu) - A chapter (i.e, Grahani) addresses women's problems in society.
- Human Values: B.A. Hon's (philosophy) IInd Year 'Moral and Social Philosophy'.
- College celebrates National and International events of importance.

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

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.rohtasmahilacollegesm.ac.in/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3780

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

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

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

1358

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

2.2 - Catering to Student Diversity

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

- The College is located in the district headquarter of Rohtas, which is semi-urban area.
- Most of the girls are slow learners because of socio-economic condition and poor schooling. Only few advance learner girls are admitted here. Following criterion to differentiate between the slow and advance learners are used.

1. Marks of Intermediate examination.

2. Class room Discussion & Test.

3. Responsiveness and activeness in the classrooms.

4. Girl's behavior & Body language inside and outside the classrooms.

5. Analyzing their Creativity in Extra-curricular activities & problem solving capacity etc.

- Programs for the Advance learners: Though the numbers are few, 1. Organising Group Discussion, Debate, Essay, Painting and other competitions 2. Special lectures on current and burning issues, Seminars.
- Special Programs for the Slow Learners: More attention to slow learners are given.

1. Safe environment for the girls to weed out hesitation to attend the college.

2. Raising curiosity and Remedial classes.

3. Empathy in teaching the basics of Subject.

4. Interacting with parents and boosting confidence.

5. Giving importance and providing counselling for their personal

problems.

6. Conducting Motivational classes time to time by the Teachers in the classroom.

7. Re-explaining of critical topics. Through conducting bridge courses, if required.

File Description	Documents
Link for additional Information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2717	15

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- In teaching all the teachers follows student centric approach while delivering subject content in the classroom and they act as a facilitator and guides, and encourages students to interact and contribute through various regular participative activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures etc. Which are organized in the college. Students are given individual projects and class assignments for focusing on self-study and to encourage them independent learning.
- College Library, Computer Lab, Reading Room supports the academic activities of the students.
- ICT based classrooms (Smart Classrooms).
- Extension to classroom, college encourages all-round development of students through extra-curricular, co-curricular and field-based activities.
- To develop interest in various activities, the collegemany committees have been formed viz the Cultural Committee, Sports

Committee, Canteen Committee, Career counselling cell, the Debate Committee etc.

- Inter-college sports competitions are organized, where students exhibit talent in variety of games.
- In order to inculcate human values, ethics and social responsibility, students are encouraged and promoted to participate in such activities. The sole object of education is to equip students to face the global challenges and life scenario.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

The college has traditionally followed the chalk and talk method of teaching, where more emphasis is given to classroom interaction but during the previous two years, there have been various changes that have been brought to the traditional teaching style of the college. The college now has 05 classrooms where projectors have now been placed for smart classes and the faculty members are very technofriendly. Many of the faculty members bring their own personal laptops to help the students visualise some concepts, which are difficult to understand. The institute premises are Wi-Fi enabled, which has been provided to promote independent learning. Well security is provided to the Wi-Fi users and its access is controlled by the college officials. Now, the teachers also encourage the students to attend various online courses, webinars and also ask them to just contact them during the evening if they are stuck at some problem.

So, the teachers are also in a way, available for the students 24x7.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.rohtasmahilacollegessm.ac.in/

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

15

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

311

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.

Write description within 200 words.

- Assessment is an integral part of teaching and learning process.
- The academic progression of student is continuously monitored by this mechanism.
- Assignments are given to the students to assess their level of understanding.
- Class test and Terminal examinations are also conducted properly.
- Sent-up examination is conducted on the pattern of final examinations. This includes both practical and viva-voce examinations.
- Date sheets and notifications of Internal assessment is circulated in departments and also displayed on the notice boards of the college.
- Result are displayed on the notice board and are discussed (need based) with the parents in departmental Parent-Teacher Meetings. During this meeting feedback is taken from the parents.
- The IQAC members analyzing the input from feedback system and use the suggestion for holistic improvement of students and institution as well.
- Outcomes are also communicated to Faculty members in the meetings. Student securing highest marks in class test and sent-up examination and the highest attendance percentage are felicitated by the college on Independence Day & Republic Day.
- Meetings of the departmental council are conducted on monthly basis to review and assess the completion of syllabus, result

of examinations and to discuss the overall development of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

- Redressal of grievances related to evaluation are well established.
- A student can apply for the redressal in case of dissatisfaction with the marks obtained. The university has provision for retotaling.
- For this the relevant documents along with application is submitted by the student to the Controller of Examination through proper channel for speedy remedial measure.
- The university looks into the grievance and after retotaling takes a final decision.
- If error exist in the marksheet regarding marks or any personal details, the student has to again submits an application with relevant document which is forwarded by the college.
- The Controller of Examination after scrutinizing the marksheet makes necessary correction.
- A close and continuous communication is maintained by the Controller of Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any.
- In case of internal assessment, redressal of student grievance is executed by the concerned department with the help of subject teacher and Head of the department.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.rohtasmahilacollegessm.ac.in/

2.6 - Student Performance and Learning Outcomes

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

- The College do have a well-defined learning outcomes

incorporating vision and mission of the institute emphasizing and promoting value education through motivated trained faculties who helps the students to accept the challenges of globalization.

-
- The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses.
- Teachers verbally explain the course outcomes to the students during classroom teaching.
- Feedback mechanism is the key of all academic activities.
- It enables students to acknowledge the academic value of the education.
- Therefore, it becomes moral responsibility of faculty members to understand and communicate the programme outcome. Programme specific outcomes and course outcomes to the students.
- Hard Copy of syllabi and course/programme are available in the respective departments for ready reference to the teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

- Objectives of the academic value addition is very very important for the student to understand.
- Therefore, it becomes the moral responsibility of faculty members to understand and explain the seriousness of this important information through course outcome, program outcome and program specific outcome to the students.
- Course Outcome: Course outcome for undergraduate program.
-
- The process of course outcome assessment is based on 1. Mid-term and sent up examination carried out in all the programs keeping the course outcome in mind. 2. Assignment: Each and every student is assigned with Course related tasks during every course work and
- Assessment is done based on their performance. Grades/Marks are assigned depending on their innovation in solving/deriving the problems.

- Added to this, assignments are given and presentations are also conducted.
- Attainment of Program Outcomes and Program Specific
- Outcomes: Indirect assessment: The feedback is collected through feedback form from the students at the end of each session.

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

2.6.3 - Pass percentage of Students during the year

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

917

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.rohtasmahilacollegessm.ac.in/

2.7 - Student Satisfaction Survey

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

<https://www.rohtasmahilacollegessm.ac.in/>

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)

NIL

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://www.rohtasmahilacollegessm.ac.in/

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

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

0

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

0

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

3.3 - Extension Activities

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

- Rohtas Mahila college is actively and aggressively organizing and participating in various extension activities and outreach program to promote the Institute in neighborhood community to sensitize the students towards community needs.
- The Institute believes not only in sensitizing students in societal and community activities but also infuse quality of responsible citizens of the nation among students and faculties for all round development.
- NSS and NCC volunteers are the usual organizers to promote and create awareness through program like Cleanliness, Green environment & tree plantation, Gender sensitization, Cloths & stationary donation camp, Campaign - Say no to crackers,

Hygiene and Environment Awareness, Plantation drive, Mental health awareness, Feed animal drive for stray cows, National Youth Day celebration, Road safety awareness campaign, NSS Day celebrations, Blood donation camps, Eco Club activities, Women Development and Empowerment activities, International Disability day activities etc.

- All these mentioned activities have a positive impact on the student's leadership skills, and self-confidence and developing holistic personality.
- Blood donation camps strengthen empathy and compassion among donors. Program on women empowerment create awareness among girl students of their condition and their rights and among boys' sensitivity towards problems of women, leading to a lessening of gender bias and patriarchal prejudices.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

0

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

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

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

3

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

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

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

3

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

3.4 - Collaboration

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

3

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- The institute possesses adequate availability and optimal utilization of physical infrastructure as it is vital component to the vision of the college.
- All the departments and laboratories including library have computers and printer with Wi-Fi facilities.
- These are accessible to students through proper permission of the authorities.
- Most of the department have projector cum computer which enables ICT teaching and learning process.
- College has Seminar Hall and conference room with ICT facilities. The College has Central library along with library in most of the departments.
- Students of the College can avail the facilities by showing Identity Card.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

SPORTS FACILITY

- College has a spacious playground which is used by students to practice and play various outdoor games and sports such as football, Cricket, Kho-Kho etc.
- Several sporting equipment are available in college.

SEMINAR HALL/CONFERENCE HALL

- Seminar Hall with a seating capacity of 100 people, equipped with audio-visual system facilities as well as recording facilities and an excellent sound system.
- It also has projector screen, white board, green board and a podium. The Seminar Hall is used for holding seminars, symposia, workshops, group discussions, lectures etc.
- Fully equipped Conference Hall for meeting and presentations are available in the premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

42

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

4.2 - Library as a Learning Resource

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

- The college has exhaustive library with a comfortable seating arrangements.
- The library is automated by software Auto-Lib <http://rmc.autolib.org> and well maintained by qualified and experienced librarian and staff members.
- The software generates all the essential documentation and maintain data base of all books and easing the task of the librarian and users. To avail the services of library, students have to register themselves by filling a registration form and unique number is generated for users.
- Library users can take advantages of library like issue, reissue of books / journals, return and other facilities.
- The records of students and teachers who visit the library have been well maintained by the library staff.
- To enhance and improve the library services the library committee takes regular feedback from users according to laid down procedures, so that each and every user can take optimum utilization of available resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://rmc.autolib.org

4.2.2 - The institution has subscription for the following e-resources e-journals e- C. Any 2 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

15000

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

90

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

- All the departments and laboratories including the library, administrative office etc. have computers and printers.

- As the computers are Wi-Fi enabled, therefore internet facility is accessible.
- The laboratories, administrative offices etc. have on-line UPS to provide un-interrupted power back-up.
- College has clear policy regarding Information technology.
- All the Departments and library has computer & Printer with Wi-fi facilities and these are accessible to students through proper permission of authorities.
- The policy provides a certain procedure for the use of IT infrastructure and also lays down vision and mission of the college in making all its task IT enabled.
- It also outlines a mechanism for establishing and maintaining the IT infrastructure at college campus.
- Under the policy of 'Saat Nishchay' the Government of Bihar has provided IT and Wi-fi facility in the college.
- To ensure safety of students, staff and college infrastructure CCTV Camera has been installed.
- College has appropriate budgetary provision for expansion and updating its IT facilities including Wi-fi.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

4.3.2 - Number of Computers

19

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

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

40

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meeting of various Committees constituted for the purpose and using the grants received by the college as per the requirements.

BUILDING INFRASTRUCTURE:

- The Building Committee looks after the maintenance, repair and constructional works inside the campus.
- Construction, repair and maintenance of the building and physical infrastructure like water supply & power supply are looked after by this committee.

MAINTENANCE OF FURNITURE:

- As per the requirement of departments and office, carpenter has been hired to look after the maintenance and repair work of furniture, fixtures and other physical infrastructure.

MAINTENANCE OF LABORATORY EQUIPMENT:

- Each lab maintains a stock register of all the laboratory

items.

- A committee is formed by the college administration which inspects and evaluates the current working condition and status of equipment.

Library:

- The requirement and list of books is taken from the concerned Departments.
- HOD's are involved in the process and subsequently approval by the principal.
- All the issues regarding Library maintenance & Purchasing and other facilities are done by Library Committee.

MAINTENANCE OF SPORTS COMPLEX & ITS RELATED EQUIPMENTS:

- Sports committee looks after the requirement and facility related to sports and gives requisition to the college administration for purchase and maintenance of sports items and maintenance of Indoor Complex.

MAINTENANCE OF DIGITAL DEVICES:

- Trouble is short out by called on Computer Network Engineers / Technicians.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

200

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

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

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

2717

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://www.rohtasmahilacollegessm.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

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

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

20

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

8

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

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

- The college do have Students Association for Undergraduate programme. They are actively engaged in the academic and administrative functions as the college strongly believes in democratic values.
- The College provides opportunity to students and encourages in their co-curricular and extracurricular activities conducted in the college. Concept of democratic inclusiveness i.e., students' participation in administration and governance is fully emphasized and practiced in the premises.
- Students actively participate in various academic and administrative works by becoming the elected members of body like-IQAC, Sports Committee, Common Room Committee, Students 'Central Society, Science and IT Society, Green .Earth Brigade Cell, Students' Grievance Redressal Cell, Sexual Harassment Cell, Anti-Ragging Cell, Environment Cell of the college.
- Their voluntarily participation can be witnessed at the time of seminar and admission serving from Helpdesk to help the admission seekers and guests.

Students' Central Society:

-
- The Students' Central Society is an elected body of students' representatives.
- This is an integral part of college administration which is also known as Students' Cabinet.
- Election for different posts like, General Secretary, Assistant General Secretary, Cultural Secretary, Sports

Secretary, Sanitation Secretary, Science and IT Secretary, Green Earth Brigade Secretary, Environment Secretary and Treasurer is held every year in the month of January.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

80

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

- The College has an active Alumni Association.
- It meets periodically to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education.
- Alumni of the College contribute both financially and non-financially over the years in growth and development of the College.
- In association with NSS Units, the association regularly conducts Blood Donation and Health Check-up Camps.
- All the departments have a Database of the final year

students, which is updated from time to time.

- Annual Alumni Meetings bring a rich interaction between old and younger generations, which also upholds our cherished customs and traditions.
- It also deliberates upon the role of the Alumni in positive interaction with the society through participation of young students under the guidance of senior teachers.
- The Alumni Association has largely contributed the College through institution of awards, development / creation of certain facilities, curricular support through occasional interactions with the students within the campus.
- The Alumni of the college are contributing immensely for the development of the college through their guidance and support.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

- To see the college among top 20 educational institutes of Bihar by 2030.

Mission:

- To motivate individuals of Marginalized sections of society by spreading education to make them morally upright, intellectually well - informed socially concerned emotionally balanced and culturally accomplished.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

- The Principal being the academic and administrative Head of the institution heads all the committees of the college as chairperson.
- The Principal, IQAC and College Development Committee prepares the road map of development of the college and articulate guidelines to manifest qualitative improvement in teaching and learning environment with ethos to achieve academic excellence.
- The Principal is the Chairperson of IQAC, which plays a pivotal role in ensuring effective communication and requisite coordinating with various stake holders.
- Various committees like College Development Committee, Building Committee, Purchase Committee" Vocational Committee" Heads Committee" etc comprises of the faculty members are actively involved in decision making process.
- College Development and Building Committee approves development projects.
- Purchase Committee approves the proposals pertaining topurchase of various items like equipment, instruments, furniture etc.
- The Heads Committee and Vocational Committee are entrusted the responsibilities of devising logistics for successful implementation of academic activity plan.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The policy and action plans of the stated mission: The College is

led by the principal.

- The policies and action plans commiserative with the mission of the college are crafted by the principal along with IQAC through continuous deliberations with Head of the departments, senior teachers, staffs and other stake holders.
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.
- Since the college is primarily led by the principal, therefore, action plans formulated under her leadership with the help of IQAC become the institutional strategic plan.
- Under the direction of the principal, action plans are executed and implemented by the Department Committees.
- The respective Head is responsible for successful implementation of the plan.
- The qualitative aspect of the execution of the plan is monitored by IQAC of the college.

Interaction with the stakeholders:

- The principal of the college interacts with the various stakeholders, alumni, parents, community, corporate leaders, NGOs, social activities etc. and communicates to them, the Vision and Mission of the college. He solicits suggestions from them and the valuable feedback supplied by them are used for further improvement.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

- The Administrative set up of the college is the backbone for proper functioning of the college.
- The administrative flow chart of the college comprises of the Principal, Income and Expenditure Bursar, Proctorial board, information officer.
- This administration setup of the college is also aided with

cells and committees for the development of the college and its student.

- There is a departmental council under the chairmanship of the head of department of every subject.
- Along with this, there are multiple committees like sports committee, NSS, Admission committee, Controller of examination, Placement cell, Anti-harassment cell, Anti-ragging cell, Event committee and Academic Committee etc.
- The meetings of these committees and cells are held frequently with the principal and suggestions and consensus are made accordingly by each of these committees.
- They work very efficiently in their respective fields and strive to bring about holistic development in the student and chalk to innovate to set this college in the category of the best college of the state. The appointments are made by the rules of the Veer Kunwar Singh University, Arrah since this college is affiliated to the university, it does not have the power to make regular appointments.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

- In accordance to it the Teachers get their promotion and the college is always ready to cooperate with them.
- In the event of any emergency, the college provides some funds from the contingency fund to the aggrieved person.
- The Non-teaching staff of the college has their own contingency fund for the problems faced by them.
- The Teachers Union is very active in our college. All the teachers contribute some amount regularly and are always ready to help whenever anyone is in need.
- All the teachers get farewell on their retirement. This is a great opportunity for the teachers to discuss their problems.
- Many welfare schemes are available at university end for teaching and non-teaching staff such as Employment Provident Fund, Group Insurance scheme, Gratuity, Casual Leave, Maternity Leave etc.
- Basic Medical Aids are available but they all are provided by the government in the hours of need and during festivals.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

0

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

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

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

3

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

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

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

4

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

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

- The performance appraisal system is an important tool for

assessment of employee's skill, adeptness, knowledge, ability and job performance. As the college is an affiliated unit of Veer Kunwar Singh College, Arrah it follows the appraisal system as per the guidelines and mandated by the university.

- The faculty members get promotion after satisfactory performance appraisal.
- Appraisals are made on a number of parameters.
- Non-teaching employee's performance appraisals are also done as per the university guidelines.
- Promotion of teaching staff is followed according to UGC guidelines of CAS.
- The Appraisal system of teaching staff depends on teaching learning and evaluation related activities.
- Administrative support Contribution to extra and co-curricular.
- The appraisal system of non-teaching staff is framed by University and they are promoted according to the guidelines of the university.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

- The College internal audit is conducted annually by a registered Chartered Accountant appointed by the Management.
- The CA is responsible for the entire Financial account. This helps in the review of funds, planning and preparing budget for the next financial year.
- External Financial Audit is conducted by the State Government as and when required.
- The CA also helps finalization of the Utilization report for the grants received from Government bodies such as UGC, State Government, etc.
- All the process in the college is strictly monitored by the principal. The copies of the audit are also preserved in the college for records.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

0

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

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

- Rohtas Mahila College, Sasaram is able to implement various quality enhancement activities with its ability to mobilize resources with integrity in its functioning since its inception.

Mobilization of Grants:

- Government/UGC Grants.
- Student fees.

Utilization of Fund:

- At the beginning of every financial year, requirements of the College Office, all the departments, Library and various cells are submitted to the Principal.
- The principal then calls a meeting of HODs, Librarian, Office Superintendent, coordinators of various cells and IQAC to decide and judicious allocation of the funds.
- A budget is prepared and presented before the College

Development Council (CDC).

- Once the budget is approved, the funds are disbursed.
- Funds received for conducting examination is handed over to the controller of examination or an official at his recommendation. Accounts of the examinations are submitted as per norms.
- The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency.
- The grants received from various sources are used towards infrastructure augmentation.
- Funds specified for conducting Seminars/Endowments lectures, Workshops, extension activities, maintenance of the campus and improving the infrastructure facility.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

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

The following initiatives were undertaken in the past year for quality enhancement:

- Updating the college website with all college faculty profiles. The website has also updated profiles of different departments and various activities of our college.
- Enhancing e-management in college administration by uploading teacher related and students related application forms on college website.
- Establishing a policy of annual submission of AQAR by teachers every year.
- Establishing the Parent Teachers Association, in each department. Establishing Alumni Association in the college.
- Alumni association has also held interaction meetings with achiever alumni.
- Initiating Student Satisfaction Survey and Parents Feed Back

mechanism.

- The forms were designed and made available on college
- IQAC event calendar for each department was prepared and was put on college website.
- A large number of events including webinars (during lockdown), talks on relevant topics like IPR, Faculty Development Programs were organized under the aegis of IQAC.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

- IQAC has initiated formation of mentor-mentee committees.
- All the departments in the college have functional groups where student related problems, carrier counselling, any grievances are handled.
- This helps in improving structures and learning outcomes. The mentor mentee groups regularly meet for interactions. Academic audit is regularly being carried out by IQAC.
- This again helps in recording the incremental improvement in various academic activities.
- Various webinars related to faculty development, overall development of students and their wellbeing are organized by the IQAC.
- These webinars help regular updating of knowledge and improve the teaching learning process.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives

D. Any 1 of the above

**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	https://www.rohtasmahilacollegessm.ac.in/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Gender equity is the process of being fair to women and men. It further leads to gender equality. Gender equality requires equal enjoyment by women and men of socially-valued goods, opportunities, resources and rewards.
- Where gender inequality exists, women are excluded or disadvantaged in relation to decision-making and access to economic and social resources.
- Therefore, in order to promote gender equality and gendersensitization, programs and activities were conducted in the college.
- Rohtas Mahila College is fortunate enough to cater to the various needs and inequalities done to them.
- The objective of these programs were to make the students realize their worth to manage their own lives.
- Essay competition, discourse on gender sensitization etc were held to make the students realize the importance of Women's empowerment and their active participation in private and public spheres of life.
- For the safety and security of the students guards and CCTV camera are available all round the clock within and outside the campus.
- Many facilities are being provided within the campus such as stationary shop, canteens are made available from the security

point of view.

- They are also trained in "Martial Arts" under the "Nirbhaya Brigade" team.
- Safety and security, Counseling Common rooms

File Description	Documents
Annual gender sensitization action plan	https://www.rohtasmahilacollegessm.ac.in/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

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

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

- The College takes all effort to be environment friendly.
- In tune with nature the College has evolved a Green policy of: "KEEP GREEN, KEEP CLEAN".
- The College observes World Environment Day and other initiatives to enrich love for nature and a desire to conserve energy.
- As green and clean environment plays a vital role in keeping healthy living and healthy mind and bringing prosperity in all the spheres of human life, several environmental projects are initiated by the teachers and students' cooperation such as encouraging plant saplings, distributing plants among the students, planting saplings in the locality, prohibiting the use of plastics, know more about medicinal plants etc and its

uses to make the students nature friendly.

- With increasing students' involvement in the environmental program, they have become more sensitive to environmental issues.
- The programs undertaken by NSS has helped to bring awareness regarding burning environmental issues such as global warming, deforestation,
- flood, soil erosion different kinds of pollution along with the protection and preservation of the environment.
- Different types of dustbins meant to segregate different types of solid waste like blue dustbins for disposal of plastic wrappers and non-biodegradable wastes, Green colored dustbins for wet and biodegradable wastes are kept.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.rohtasmahilacollegessm.ac.in/
Any other relevant information	No File Uploaded

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 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 with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

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

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

C. Any 2 of the above

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

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

- Rohtas Mahila college is playing an effective role of catalyst in the town to maintain peace and national integration.
- The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities.
- Rohtas being District Hq and the college belongs to not so urban background. Its activities have a very positive impact on the society's cultural & communal thoughts Directly.
- The socio-economic conditions are somehow different than the other developed regions of Bihar.
- The Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities.
- Different sports and cultural activities organized inside the college to promote harmony towards each other.
- Commemorative days like Women's Day, Yoga day also promote tolerance and harmony.
- Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socio economic and other diversities.

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

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

- Institution always encourages the students to participate in different programs organized by the college.
- Inter college, university and other Government or non-government organization to make them sensitize towards cultural, regional, linguistic, communal and socio-economic diversities.
- Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.
- With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities are celebrated.
- Students from various regional and cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances.
- Both Independence Day and Republic Day was celebrated to realize the importance of India's freedom and its struggle from the Britishers and need and objective of Constitution respectively.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional C. Any 2 of the above

ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

- Rohtas Mahila college, Sasaram celebrates and organises various national and international commemorative days, events and festivals to inculcate the spirit and essence of the day among the students like Saraswati Puja, Holi, Dipawali Republic Day, Independence Day.
- National flag is hoisted with full honour and anthem is sung by all the attendee.
-
- The volunteers of NSS also participate in parade during this event. A formal email and announcement are made before conducting these events for mass awareness.
- Students take an active part in organizing the Independence Day and Republic Day celebrations.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Title of the Practice: Environment Friendly Campus Initiatives

Objectives of the Practice:

- The Institute identifies the following objectives which are in tune with the practice
- To promote awareness of environmental issues among the students, staff and society.
- To achieve better sustainability on the campus and improve the quality of life of all the stakeholders.
- To conserve water resources through rainwater harvesting.
- To plant rare and medicinal/herbal plants on the college campus to support and implement "Swachh Bharat Abhiyan".
- To organize seminars/workshops etc. on environment-related issues.

Best Practice-II:

Empowered Women by Quality Education Goals.

- The college engages in women's empowerment through education practices with the following objectives:
- To enable students to appreciate and understand the essential role played by women in society and the work force.
- To assess the needs of economically challenged students and first generation learners and help them to achieve their academic goals.
- To understand and address through counseling both academic and psychological problems faced by the students.
- To create a friendly and conducive learning environment for the students.
- To provide moral support to students from repressed and emotionally unstable environments.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

- Rohtas Mahila College is committed for all round development of its students.
- The institution focuses on the vision and mission to achieve academic excellence and promoting quality education using latest innovation in teaching and learning.
- The institution has taken utmost care for the personal growth of the students by providing value based, quality based and skill-based education.
- Since the beginning 1st year students are motivated to get involved in various cells, clubs, societies and co-curricular activities to achieve the vision and mission.

1) Value Based: - Through different cells and clubs students are made aware about moral values, social values and by celebrating national days they have been made national conscious also.

2) Quality Based: - Students are encouraged to use ICT for classroom and research presentations.

- Students are mentored from time to time.
- Regular feedback and discussion from students and faculty members about the strong and weak points of the curriculum and communicating the same to the Head of the department for further improvements.
- Students are felicitated for their good performances through prizes.

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

- Students are apprised of their syllabus on the very first day in the brief introduction of the course for the sake of their convenience.
- The syllabus is segregated into several part with a time frame fixed to cover each and every section of the syllabus.
- Students are also advised to adept to modern technology and enrich their knowledge.
- Attending library isalso a part of their curriculum of studies which helps them prepare themselves for the examinations and develop concept about the topic covered by them.
- Equal emphasis is given on the subjective as well objective aspects of the syllabus.
- Group study is also encouraged among the students which paid dividend in the long run.
- Tutorial classes are also arranged to help the students overcome the challengesin the course of their study.
- Seminars and guest lectures too are arranged to widen their horizon of their perception.
- The result is positive and the student have been benefitted .
- The faculties actively take up the subjective grievances and problems of the student and its resolution at the same time.
- They are also encouraged to go through the popular books and journals beyond syllabus to enhance their knowledge.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.rohtasmahilacollegessm.ac.in/

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

- Examinations were not held on time and sessions got delayed.
- Despite all odds, the institution tried its best possible to adhere to academic calendar by holding online tests in various subjects.
- The college within the scope of the university guidelines tried its best to be accountable to it.
- The evaluation process comprises of two tier systems. (i) Continuous Internal Evaluation/Assessment (CIE/CIA) by the departments and (ii) University examinations and evaluation by external examiners.
- The marks obtained in continuous Internal Assessment are based on internal exams, regularity/punctuality, seminars/quiz and conduct of students and are sent to the university and marks obtained in CIA/ CIE and external examination form the basis for evaluation of the student's performance.
- Similarly, college conducts internal tests, class tests, oral examination.
- the process of internal evaluation continued unabated.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.rohtasmahilacollegessm.ac.in/

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NIL

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

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

00

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

00

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

1.3 - Curriculum Enrichment

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

- Rohtas Mahila College, Sasaram inculcates among students Cross-cutting diverse values like Human Values, Professional Ethics, Gender Equality, Environmental Awareness as integral part of the curriculum. Swachha Bharat Abhiyan Activities, to enable students learn about sustainable environment and cleanliness in society.
- The College offers Undergraduate courses in various ArtsStreams which addressesGender, Environment and Sustainability, Human Values and Professional ethics.
- At the Undergraduate level, the above issues arecovered in the following course syllabus - Gender relatedIssues B.A Hon's (Hindi) - One full paper related to gender i.e., Dalit Sahitya aur Stree Vimarsh In the IIIrd year. B.A. Hon's (Urdu) - A chapter (i.e, Grahana) addresses women's problems in society.
- Human Values: B.A. Hon's (philosophy) IInd Year 'Moral and Social Philosophy'.
- College celebrates National and International events of importance.

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

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

0	
File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded
1.3.3 - Number of students undertaking project work/field work/ internships	
0	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.rohtasmahilacollegessm.ac.in/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3780

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

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

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

1358

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

2.2 - Catering to Student Diversity

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

- The College is located in the district headquarter of Rohtas, which is semi- urban area.
- Most of the girls are slow learners because of socio-economic condition and poor Schooling. Only few advance learner girls are admitted here. Following criterion to differentiate between the slow and advance learners are used.

1.Marks of Intermediate examination.

2.Class room Discussion &Test.

3.Responsiveness and activeness in the classrooms.

4. Girl's behavior & Body languageinside and outside the classrooms.

5. Analyzing their Creativityin Extra- curricular activities & problem solving capacity etc.

- Programs for the Advance learners: Though the numbers are few, 1. Organising Group Discussion ,Debate, Essay, Painting and other competitions 2. Special lectures on current and burning issues ,Seminars.
- Special Programs for the Slow Learners:More attention to slow learners are given.

1. Safe environment for the girls to weed out hesitationto attend the college.

2. Raising curiosity andRemedial classes.

3. Empathy inteaching the basics of Subject.

4. Interacting with parents andboosting confidence.

5. Giving importance and providing counselling for their personal problems.

6. Conducting Motivational classes time to time by the Teachers in the classroom.

7. Re-explaining of critical topics. Through conducting bridge courses, if required.

File Description	Documents
Link for additional Information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2717	15

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- In teaching all the teachers follows student centric approach while delivering subject content in the classroom and they act as a facilitator and guides, and encourages students to interact and contribute through various regular participative activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures etc. Which are organized in the college. Students are given individual projects and class assignments for focusing on self-study and to encourage them independent learning.
- College Library, Computer Lab, Reading Room supports the academic activities of the students.
- ICT based classrooms (Smart Classrooms).
- Extension to classroom, college encourages all-round development of students through extra-curricular, co-curricular and field-based activities.

- To develop interest in various activities, the collegemany committees have been formed viz the CulturalCommittee, Sports Committee, Canteen Committee, Career counselling cell, the Debate Committee etc.
- Inter-college sports competitions are organized, where students exhibit talent in variety of games.
- In order to inculcate human values, ethics andsocial responsibility, students are encouraged andpromoted to participate in such activities. The sole object of education is to equip students to face the global challenges and life scenario.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

The college has traditionally followed the chalk and talk method of teaching, where more emphasis is given to classroom interaction but during the previous two years, there have been various changes that have been brought to the traditional teaching style of the college. The college now has 05 classrooms where projectors have now been placed for smart classes and the faculty members are very technofriendly. Many of the faculty members bring their own personal laptopsto help the students visualise some concepts, which are difficult to understand. The institute premises are Wi-Fi enabled, which has been provided to promote independent learning. Well security is provided to the Wi-Fi users and its access is controlled by the college officials. Now, the teachers also encourage the students to attend various online courses, webinars and also ask them to just contact them during the evening if they are stuck at some problem.

So, the teachers are also in a way, available for the students 24x7.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.rohtasmahilacollegessm.ac.in/

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

15

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

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

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

11	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
311	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<ul style="list-style-type: none"> • Assessment is an integral part of teaching and learning process. • The academic progression of student is continuously monitored by this mechanism. • Assignments are given to the students to assess their level of understanding. • Class test and Terminal examinations are also conducted properly. • Sent-up examination is conducted on the pattern of final examinations. This includes both practical and viva-voce examinations. • Date sheets and notifications of Internal assessment is circulated in departments and also displayed on the notice boards of the college. • Result are displayed on the notice board and are discussed (need based) with the parents in departmental Parent- 	

Teacher Meetings. During this meeting feedback is taken from the parents.

- The IQAC members analyzing the input from feedback system and use the suggestion for holistic improvement of students and institution as well.
- Outcomes are also communicated to Faculty members in the meetings. Student securing highest marks in class test and sent-up examination and the highest attendance percentage are felicitated by the college on Independence Day & Republic Day.
- Meetings of the departmental council are conducted on monthly basis to review and assess the completion of syllabus, result of examinations and to discuss the overall development of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

- Redressal of grievances related to evaluation are well established.
- A student can apply for the redressal in case of dissatisfaction with the marks obtained. The university has provision for retotaling.
- For this the relevant documents along with application is submitted by the student to the Controller of Examination through proper channel for speedy remedial measure.
- The university looks into the grievance and after retotaling takes a final decision.
- If error exist in the marksheet regarding marks or any personal details, the student has to again submits an application with relevant document which is forwarded by the college.
- The Controller of Examination after scrutinizing the marksheet makes necessary correction.
- A close and continuous communication is maintained by the Controller of Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any.
- In case of internal assessment, redressal of student grievance is executed by the concerned department with the

help of subject teacher and Head of the department.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.rohtasmahilacollegessm.ac.in/

2.6 - Student Performance and Learning Outcomes

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

- The College do have a well-defined learning outcomes incorporating vision and mission of the institute emphasizing and promoting value education through motivated trained faculties who helps the students to accept the challenges of globalization.
-
- The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses.
- Teachers verbally explains the course outcomes to the students during classroom teaching.
- Feedback mechanism is the key of all academic activities.
- It enables students to acknowledge the academic value of the education.
- Therefore, it becomes moral responsibility of faculty members to understand and communicate the programme outcome. Programme specific outcomes and course outcomes to the students.
- Hard Copy of syllabi and course/programme are available in the respective departments for ready reference to the teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

- Objectives of the academic value addition is very very important for the student to understand.

- Therefore, it becomes the moral responsibility of faculty members to understand and explain the seriousness of this important information through course outcome, program outcome and program specific outcome to the students.
- Course Outcome: Course outcome for undergraduate program.
-
- The process of course outcome assessment is based on 1. Mid-term and sent up examination carried out in all the programs keeping the course outcome in mind. 2. Assignment: Each and every student is assigned with Course related tasks during every course work and
- Assessment is done based on their performance. Grades/Marks are assigned depending on their innovation in solving/deriving the problems.
- Added to this, assignments are given and presentations are also conducted.
- Attainment of Program Outcomes and Program Specific
- Outcomes: Indirect assessment: The feedback is collected through feedback form from the students at the end of each session.

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

2.6.3 - Pass percentage of Students during the year

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

917

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.rohtasmahilacollegessm.ac.in/

2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://www.rohtasmahilacollegessm.ac.in/	
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)	
NIL	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://www.rohtasmahilacollegessm.ac.in/
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the	

year

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

0

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

0

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

3.3 - Extension Activities

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

- Rohtas Mahila college is actively and aggressively organizing and participating in various extension activities and outreach program to promote the Institute in neighborhood community to sensitize the students towards community needs.
- The Institute believes not only in sensitizing students in societal and community activities but also infuse quality of responsible citizens of the nation among students and faculties for all round development.
- NSS and NCC volunteers are the usual organizers to promote and create awareness through program like Cleanliness, Green environment & tree plantation, Gender sensitization, Cloths & stationary donation camp, Campaign - Say no to crackers, Hygiene and Environment Awareness, Plantation drive, Mental health awareness, Feed animal drive for stray cows, National Youth Day celebration, Road safety awareness campaign, NSS Day celebrations, Blood donation camps, Eco Club activities, Women Development and Empowerment activities, International Disability day activities etc.
- All these mentioned activities have a positive impact on the student's leadership skills, and self-confidence and developing holistic personality.
- Blood donation camps strengthen empathy and compassion among donors. Program on women empowerment create awareness among girl students of their condition and their rights and among boys' sensitivity towards problems of women, leading to a lessening of gender bias and patriarchal prejudices.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

0

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

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

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

3

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

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

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

3

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

3.4 - Collaboration

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

3

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

- The institute possesses adequate availability and optimal utilization of physical infrastructure as it is vital component to the vision of the college.
- All the departments and laboratories including library have computers and printer with Wi-Fi facilities.
- These are accessible to students through proper permission

of the authorities.

- Most of the department have projector cum computer which enables ICT teaching and learning process.
- College has Seminar Hall and conference room with ICT facilities. The College has Central library along with library in most of the departments.
- Students of the College can avail the facilities by showing Identity Card.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

SPORTS FACILITY

- College has a spacious playground which is used by students to practice and play various outdoor games and sports such as football, Cricket, Kho-Kho etc.
- Several sporting equipment are available in college.

SEMINAR HALL/CONFERENCE HALL

- Seminar Hall with a seating capacity of 100 people, equipped with audio-visual system facilities as well as recording facilities and an excellent sound system.
- It also has projector screen, white board, green board and a podium. The Seminar Hall is used for holding seminars, symposia, workshops, group discussions, lectures etc.
- Fully equipped Conference Hall for meeting and presentations are available in the premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

42

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- The college has exhaustive library with a comfortable seating arrangements.
- The library is automated by software Auto-Lib <http://rmc.autolib.org> and well maintained by qualified and experienced librarian and staff members.
- The software generates all the essential documentation and maintain data base of all books and easing the task of the librarian and users. To avail the services of library,

students have to register themselves by filling a registration form and unique number is generated for users.

- Library users can take advantages of library like issue, reissue of books / journals, return and other facilities.
- The records of students and teachers who visit the library have been well maintained by the library staff.
- To enhance and improve the library services the library committee takes regular feedback from users according to laid down procedures, so that each and every user can take optimum utilization of available resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://rmc.autolib.org

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

C. Any 2 of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

15000

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

90

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

- All the departments and laboratories including the library, administrative office etc. have computers and printers.
- As the computers are Wi-Fi enabled, therefore internet facility is accessible.
- The laboratories, administrative offices etc. have on-line UPS to provide un-interrupted power back-up.
- College has clear policy regarding Information technology.
- All the Departments and library has computer & Printer with Wi-fi facilities and these are accessible to students through proper permission of authorities.
- The policy provides a certain procedure for the use of IT infrastructure and also lays down vision and mission of the college in making all its task IT enabled.
- It also outlines a mechanism for establishing and maintaining the IT infrastructure at college campus.
- Under the policy of 'Saat Nishchay' the Government of Bihar has provided IT and Wi-fi facility in the college.
- To ensure safety of students, staff and college infrastructure CCTV Camera has been installed.
- College has appropriate budgetary provision for expansion and updating its IT facilities including Wi-fi.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
4.3.2 - Number of Computers	
19	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
40	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meeting of various Committees constituted for the purpose and using the grants received by the college as per the requirements.

BUILDING INFRASTRUCTURE:

- The Building Committee looks after the maintenance, repair and constructional works inside the campus.
- Construction, repair and maintenance of the building and physical infrastructure like water supply & power supply are looked after by this committee.

MAINTENANCE OF FURNITURE:

- As per the requirement of departments and office, carpenter has been hired to look after the maintenance and repair work of furniture, fixtures and other physical infrastructure.

MAINTENANCE OF LABORATORY EQUIPMENT:

- Each lab maintains a stock register of all the laboratory items.
- A committee is formed by the college administration which inspects and evaluates the current working condition and status of equipment.

Library:

- The requirement and list of books is taken from the concerned Departments.
- HOD's are involved in the process and subsequently approval by the principal.
- All the issues regarding Library maintenance & Purchasing and other facilities are done by Library Committee.

MAINTENANCE OF SPORTS COMPLEX & ITS RELATED EQUIPMENTS:

- Sports committee looks after the requirement and facility related to sports and gives requisition to the college

administration for purchase and maintenance of sports items and maintenance of Indoor Complex.

MAINTENANCE OF DIGITAL DEVICES:

- Trouble is short out by called on Computer Network Engineers / Technicians.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

200

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

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

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

2717

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to institutional website	https://www.rohtasmahilacollegessm.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	D. Any 1 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

20

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

8

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

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

- The college do have Students Association for Undergraduate programme. They are actively engaged in the academic and administrative functions as the college strongly believes in democratic values.
- The College provides opportunity to students and encourages in their co-curricular and extracurricular activities conducted in the college. Concept of democratic inclusiveness i.e., students' participation in administration and governance is fully emphasized and practiced in the premises.
- Students actively participate in various academic and administrative works by becoming the elected members of body like-IQAC, Sports Committee, Common Room Committee, Students 'Central Society, Science and IT Society, Green .Earth Brigade Cell, Students' Grievance Redressal Cell, Sexual Harassment Cell, Anti-Ragging Cell, Environment Cell of the college.
- Their voluntarily participation can be witnessed at the time of seminar and admission serving from Helpdesk to help the admission seekers and guests.

Students' Central Society:

-
- The Students' Central Society is an elected body of students' representatives.
- This is an integral part of college administration which is also known as Students' Cabinet.
- Election for different posts like, General Secretary, Assistant General Secretary, Cultural Secretary, Sports Secretary, Sanitation Secretary, Science and IT Secretary, Green Earth Brigade Secretary, Environment Secretary and Treasurer is held every year in the month of January.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

80

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

- The College has an active Alumni Association.
- It meets periodically to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education.
- Alumni of the College contribute both financially and non-financially over the years in growth and development of the College.
- In association with NSS Units, the association regularly conducts Blood Donation and Health Check-up Camps.
- All the departments have a Database of the final year students, which is updated from time to time.
- Annual Alumni Meetings bring a rich interaction between old and younger generations, which also upholds our cherished customs and traditions.
- It also deliberates upon the role of the Alumni in positive interaction with the society through participation of young students under the guidance of senior teachers.
- The Alumni Association has largely contributed the College through institution of awards, development / creation of certain facilities, curricular support through occasional interactions with the students within the campus.

- The Alumni of the college are contributing immensely for the development of the college through their guidance and support.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

- To see the college among top 20 educational institutes of Bihar by 2030.

Mission:

- To motivate individuals of Marginized sections of society by spreading education to mark them morally upright, intellectually well - informed socially concerned emotionally balanced and culturally accomplished.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

- The Principal being the academic and administrative Head of the institution heads all the committees of the college as chairperson.
- The Principal, IQAC and College Development Committee prepares the road map of development of the college and articulate guidelines to manifest qualitative improvement in teaching and learning environment with ethos to achieve academic excellence.
- The Principal is the Chairperson of IQAC, which plays a pivotal role in ensuring effective communication and requisite coordinating with various stake holders.
- Various committees like College Development Committee, Building Committee, Purchase Committee" Vocational Committee" Heads Committee" etc comprises of the faculty members are actively involved in decision making process.
- College Development and Building Committee approves development projects.
- Purchase Committee approves the proposals pertaining to purchase of various items like equipment, instruments, furniture etc.
- The Heads Committee and Vocational Committee are entrusted the responsibilities of devising logistics for successful implementation of academic activity plan.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The policy and action plans of the stated mission: The College is led by the principal.

- The policies and action plans commiserative with the mission of the college are crafted by the principal along with IQAC through continuous deliberations with Head of the departments, senior teachers, staffs and other stake holders.
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.

- Since the college is primarily led by the principal, therefore, action plans formulated under her leadership with the help of IQAC become the institutional strategic plan.
- Under the direction of the principal, action plans are executed and implemented by the Department Committees.
- The respective Head is responsible for successful implementation of the plan.
- The qualitative aspect of the execution of the plan is monitored by IQAC of the college.

Interaction with the stakeholders:

- The principal of the college interacts with the various stakeholders, alumni, parents, community, corporate leaders, NGOs, social activities etc. and communicates to them, the Vision and Mission of the college. He solicits suggestions from them and the valuable feedback supplied by them are used for further improvement.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

- The Administrative set up of the college is the backbone for proper functioning of the college.
- The administrative flow chart of the college comprises of the Principal, Income and Expenditure Bursar, Proctorial board, information officer.
- This administration setup of the college is also aided with cells and committees for the development of the college and its student.
- There is a departmental council under the chairmanship of the head of department of every subject.
- Along with this, there are multiple committees like sports committee, NSS, Admission committee, Controller of examination, Placement cell, Anti-harassment cell, Anti-ragging cell, Event committee and Academic Committee etc.

- The meetings of these committees and cells are held frequently with the principal and suggestions and consensus are made accordingly by each of these committees.
- They work very efficiently in their respective fields and strive to bring about holistic development in the student and chalk to innovate to set this college in the category of the best college of the state. The appointments are made by the rules of the Veer Kunwar Singh University, Arrah since this college is affiliated to the university, it does not have the power to make regular appointments.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

- In accordance to it the Teachers get their promotion and the college is always ready to cooperate with them.
- In the event of any emergency, the college provides some funds from the contingency fund to the aggrieved person.
- The Non-teaching staff of the college has their

owncontingency fund for the problems faced by them.

- The Teachers Union is very active in our college. All the teachers contribute some amount regularly and are always ready to help whenever anyone is in need.
- All the teachers get farewell on their retirement. This is a great opportunity for the teachers to discuss their problems.
- Many welfare schemes are available at university end for teaching and non-teaching staff such as Employment Provident Fund, Group Insurance scheme, Gratuity, Casual Leave, Maternity Leave etc.
- Basic Medical Aids are available but they all are provided by the government in the hours of need and during festivals.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

0

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

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

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

3

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

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

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

4

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

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

- The performance appraisal system is an important tool for assessment of employee's skill, adeptness, knowledge, ability and job performance. As the college is an affiliated unit of Veer Kunwar Singh College, Arrah it

follows the appraisal system as per the guidelines and mandated by the university.

- The faculty members get promotion after satisfactory performance appraisal.
- Appraisals are made on a number of parameters.
- Non-teaching employee's performance appraisals are also done as per the university guidelines.
- Promotion of teaching staff is followed according to UGC guidelines of CAS.
- The Appraisal system of teaching staff depends on teaching learning and evaluation related activities.
- Administrative support Contribution to extra and co-curricular.
- The appraisal system of non-teaching staff is framed by University and they are promoted according to the guidelines of the university.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

- The College internal audit is conducted annually by a registered Chartered Accountant appointed by the Management.
- The CA is responsible for the entire Financial account. This helps in the review of funds, planning and preparing budget for the next financial year.
- External Financial Audit is conducted by the State Government as and when required.
- The CA also helps finalization of the Utilization report for the grants received from Government bodies such as UGC, State Government, etc.
- All the process in the college is strictly monitored by the principal. The copies of the audit are also preserved in the college for records.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

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

0

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

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

- Rohtas Mahila College, Sasaram is able to implement various quality enhancement activities with its ability to mobilize resources with integrity in its functioning since its inception.

Mobilization of Grants:

- Government/UGC Grants.
- Student fees.

Utilization of Fund:

- At the beginning of every financial year, requirements of the College Office, all the departments, Library and various cells are submitted to the Principal.
- The principal then calls a meeting of HODs, Librarian, Office Superintendent, coordinators of various cells and IQAC to decide and judicious allocation of the funds.
- A budget is prepared and presented before the College

Development Council (CDC).

- Once the budget is approved, the funds are disbursed.
- Funds received for conducting examination is handed over to the controller of examination or an official at his recommendation. Accounts of the examinations are submitted as per norms.
- The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency.
- The grants received from various sources are used towards infrastructure augmentation.
- Funds specified for conducting Seminars/Endowments lectures, Workshops, extension activities, maintenance of the campus and improving the infrastructure facility.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

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

The following initiatives were undertaken in the past year for quality enhancement:

- Updating the college website with all college faculty profiles. The website has also updated profiles of different departments and various activities of our college.
- Enhancing e-management in college administration by uploading teacher related and students related application forms on college website.
- Establishing a policy of annual submission of AQAR by teachers every year.
- Establishing the Parent Teachers Association, in each department. Establishing Alumni Association in the college.
- Alumni association has also held interaction meetings with achiever alumni.

- Initiating Student Satisfaction Survey and Parents Feed Back mechanism.
- The forms were designed and made available on college
- IQAC event calendar for each department was prepared and was put on college website.
- A large number of events including webinars (during lockdown), talks on relevant topics like IPR, Faculty Development Programs were organized under the aegis of IQAC.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

- IQAC has initiated formation of mentor-mentee committees.
- All the departments in the college have functional groups where student related problems, carrier counselling, any grievances are handled.
- This helps in improving structures and learning outcomes. The mentor mentee groups regularly meet for interactions. Academic audit is regularly being carried out by IQAC.
- This again helps in recording the incremental improvement in various academic activities.
- Various webinars related to faculty development, overall development of students and their wellbeing are organized by the IQAC.
- These webinars help regular updating of knowledge and improve the teaching learning process.

File Description	Documents
Paste link for additional information	https://www.rohtasmahilacollegessm.ac.in/
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Gender equity is the process of being fair to women and men. It further leads to gender equality. Gender equality requires equal enjoyment by women and men of socially-valued goods, opportunities, resources and rewards.
- Where gender inequality exists, women are excluded or disadvantaged in relation to decision-making and access to economic and social resources.
- Therefore, in order to promote gender equality and gendersensitization, programs and activities were conducted in the college.
- Rohtas Mahila College is fortunate enough to cater to the various needs and inequalities done to them.
- The objective of these programs were to make the students realize their worth to manage their own lives.
- Essay competition, discourse on gender sensitization etc were held to make the students realize the importance of Women's empowerment and their active participation in private and public spheres of life.
- For the safety and security of the students guards and CCTV camera are available all round the clock within and outside

the campus.

- Many facilities are being provided within the campus such as stationary shop, canteens are made available from the security point of view.
- They are also trained in "Martial Arts" under the "Nirbhaya Brigade" team.
- Safety and security, Counseling Common rooms

File Description	Documents
Annual gender sensitization action plan	https://www.rohtasmahilacollegessm.ac.in/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

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

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

- The College takes all effort to be environment friendly.
- In tune with nature the College has evolved a Green policy of: "KEEP GREEN, KEEP CLEAN".
- The College observes World Environment Day and other initiatives to enrich love for nature and a desire to conserve energy.
- As green and clean environment plays a vital role in keeping healthy living and healthy mind and bringing prosperity in all the spheres of human life, several environmental projects are initiated by the teachers and

students' cooperation such as encouraging plant saplings, distributing plants among the students, planting saplings in the locality, prohibiting the use of plastics, know more about medicinal plants etc and its uses to make the students nature friendly.

- With increasing students' involvement in the environmental program, they have become more sensitive to environmental issues.
- The programs undertaken by NSS has helped to bring awareness regarding burning environmental issues such as global warming, deforestation,
- flood, soil erosion different kinds of pollution along with the protection and preservation of the environment.
- Different types of dustbins meant to segregate different types of solid waste like blue dustbins for disposal of plastic wrappers and non-biodegradable wastes, Green colored dustbins for wet and biodegradable wastes are kept.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.rohtasmahilacollegessm.ac.in/
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 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 with trees and plants	
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File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

- Rohtas Mahila college is playing an effective role of catalyst in the town to maintain peace and national integration.
- The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities.
- Rohtas being District Hq and the college belongs to not so urban background. Its activities have a very positive impact on the society's cultural & communal thoughts Directly.
- The socio-economic conditions are somehow different than the other developed regions of Bihar.
- The Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities.
- Different sports and cultural activities organized inside the college to promote harmony towards each other.
- Commemorative days like Women's Day, Yoga day also promote tolerance and harmony.
- Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socio economic and other diversities.

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

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

- Institution always encourages the students to participate in different programs organized by the college.
- Inter college, university and other Government or non-government organization to make them sensitize towards cultural, regional, linguistic, communal and socio-economic diversities.
- Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.
- With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities are celebrated.
- Students from various regional and cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances.
- Both Independence Day and Republic Day was celebrated to realize the importance of India's freedom and its struggle from the Britishers and need and objective of Constitution respectively.

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

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

C. Any 2 of the above

to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

- Rohtas Mahila college, Sasaram celebrates and organises various national and international commemorative days, events and festivals to inculcate the spirit and essence of the day among the students like Saraswati Puja, Holi, Dipawali Republic Day, Independence Day.
- National flag is hoisted with full honour and anthem is sung by all the attendee.
-
- The volunteers of NSS also participate in parade during this event. A formal email and announcement are made before conducting these events for mass awareness.
- Students take an active part in organizing the Independence Day and Republic Day celebrations.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title of the Practice: Environment Friendly Campus Initiatives

Objectives of the Practice:

- The Institute identifies the following objectives which are in tune with the practice
- To promote awareness of environmental issues among the students, staff and society.
- To achieve better sustainability on the campus and improve the quality of life of all the stakeholders.
- To conserve water resources through rainwater harvesting.
- To plant rare and medicinal/herbal plants on the college campus to support and implement "Swachh Bharat Abhiyan".
- To organize seminars/workshops etc. on environment-related issues.

Best Practice-II:

Empowered Women by Quality Education Goals.

- The college engages in women's empowerment through education practices with the following objectives:
- To enable students to appreciate and understand the essential role played by women in society and the work force.
- To assess the needs of economically challenged students and first generation learners and help them to achieve their academic goals.
- To understand and address through counseling both academic and psychological problems faced by the students.
- To create a friendly and conducive learning environment for the students.
- To provide moral support to students from repressed and emotionally unstable environments.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

- Rohtas Mahila College is committed for all round development of its students.
- The institution focuses on the vision and mission to achieve academic excellence and promoting quality education using latest innovation in teaching and learning.
- The institution has taken utmost care for the personal growth of the students by providing value based, quality based and skill-based education.
- Since the beginning 1st year students are motivated to get involved in various cells, clubs, societies and co-curricular activities to achieve the vision and mission.

1) Value Based: - Through different cells and clubs students are made aware about moral values, social values and by celebrating national days they have been made national conscious also.

2) Quality Based: - Students are encouraged to use ICT for classroom and research presentations.

- Students are mentored from time to time.
- Regular feedback and discussion from students and faculty members about the strong and weak points of the curriculum and communicating the same to the Head of the department for further improvements.
- Students are felicitated for their good performances through prizes.

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

Our College through its persistent efforts continue to make inexorable march towards attainment of its goals to provide quality education, develop requisite infrastructures, equip students with essential scruples and skill to compete in diverse global environment and to achieve excellence in higher education. The College is striving hard to provide holistic education to its students and is assiduously working for

providing conducive academic ambience with adequate support structures for curricular, cocurricular and extra curricular activities. Alongwith teaching and learning, the College is grooming and nurturing Research, Innovation and Extension to make substantial contribution to societal progress, amelioration and benevolence. We intend to ensure fairaccessibility and affordability of quality education to our students.

Future plan for next academic year outlining actions is as follows:

1. To strengthen and augment digital infrastructures and to expedite the process of automation.
2. To involve and encourage more and more students to enroll for MOOC and certificate courses like Coursera, IIRSISRO, Spoken Tutorials, NPTEL- SWAYAM, etc.
3. To facilitate more FDPs and SDPs, on cutting edge technologies and contemporary issues to teachers and students respectively.
4. To organise workshops, seminar, conferences, debates, quizzes, poster exhibitions etc.
5. To intensify Extension activities to reach large masses