

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ROHTAS MAHILA COLLEGE

KALI ASTHAN, G. T. ROAD, SASARAM
821115

www.rohtasmahilacollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rohtas Mahila College, Sasaram is the brain child of the then DM Mr. S.N. P. N. Sinha who made herculean effort to mobilize the educationists, businessman, beaurourrats, intellectuals and prominent citizens of the locality to a single platform to deal with the issues emerging out of the alarming rate illiteracy among the girls of the region. During the deliberation a consensus was emerged among them that the only remedy to this growing menace is to set up an institution catering to their interest who are largely marginalized and no longer contribute significantly for the betterment of society for want of formal education. His dream soon a acquired a concrete shape and Rohtas Mahila College Came into existence in the year 1975 on the 2nd of October to mark the birth anniversary of the father of the nation, Mahatma Gandhi who himself championed the cause of women and ensured their active participation

Vision

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

Mission

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:(S)

98% of faculty members are Ph.D.

Good results in University Exam.

Noteworthy research publications and books

d)Offering different courses catering to diverse needs.

ICT enabled few class rooms, Wi-Fi networking with internet connectivity, computer labs, language labs, E-Library etc.

Institutional Weakness

Institutional Weaknesses:(W)

Large number of faculty positions vacant

Institutional Opportunity

Institutional Opportunities: (O)

Location advantage

b)Scope for initiating outreach programme

Potential for collaboration with National research institutes and industry.

Scope for college with potential for excellence .

Automation process going on

Institutional Challenge

Institutional Challenges: (C)

Inculcating studentcentric approach
Trying to pace with technological
scenario.

Establishment of Industry-Institute linkage.

Brand -buliding in a competitive environment.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The syllabus in each department is divided into small units and unit wise lesson plans are created.

The curriculum prepared by the Veer Kunwar. Singh University, Ara, to which the college is affiliated, is well transacted to the students after serious preparation as well as critical thought by the teachers concerned. The college receives regular circulars, letters and e-mails from the university, regarding the changes or modifications in the curriculum & seminars or workshop organized on certain topics. The principal informs the concerned teachers about the information's received from the university.

The offline and online **OPAC** enabled library is also used by the teaching faculties that provide information access on any time basis. The college provides **Wi-Fi** Connectivity for information gathering and references.

The rallies and stage shows are organized during NSS Camps in the nearby villages and Community and also we cover gender cross cutting issued in the subject of sociology.

Through the active participation in NSS and NCC activities.

We try to Covered Special efforts for creating awareness about Climate Change & Environmental Education during NSS camps organized by the Institutions at various villages. Awareness about importance of plantation, water conservation, cleanliness etc.

ICT: So far ICT is not a mandatory or elective part of the University's curriculum, however, the awareness, use and benefits of ICT is prevailing in the college.

We adopt and implement the basics of human right in the college and also spread the information regarding human right.

Teaching-learning and Evaluation

The academic calendar is released by the affiliating university and is to be followed in totality by our college. The same academic calendar is published in the College prospectus and college website before the beginning of the session of every academic year.

College arranges Part – time and Guest Teachers to run the course successfully in accordance with the lesson plan designed. We also provide opportunity for the local scholar to provide special lectures for the students.

It also imparts knowledge through team work at relentless efforts. It promotes the research and consultancy and develops state of art infrastructure. It also ensures timely, efficient and progressive performance of academic, administrative and financial tasks.

Continuous improvement of innovations in Curriculum, Co-curricular and Extra-curricular activities of the institution. The IQAC works towards the enhancement of the learner's knowledge, capacity and personality.

The College provides the learning facilities like energy efficient classrooms, smart classrooms, well-equipped laboratories with lab assistants, well-stocked library with reading room and internet connection to make learning effective. The examination committee conducts unit tests.

Critical Thinking, Creativity and Scientific Temper is developed by constant encouragement and participation of the students in various activities such as seminars, projects, exhibitions, competitions, debates, quizzes, Annual function, NSS camps, awareness programs/camps, Anti-Dowry, Water Conservation, Forest Conservation, health camps, Pulse Polio, HIV aids, blood donation camps and educational tours inculcates critical thinking as well as scientific temper. Rallies etc.

Research, Innovations and Extension

College encourages students and faculty to involve in research activities. If any project is sanctioned by UGC than full support is provided to the principal investigator to implement the research scheme within the time frame work. To create the zeal among students and teachers, college has procured latest equipments, updated the library facility and subscribed the research journals.

Teachers should write more books and get them published with ISBN Numbers.

Teacher should Organize Seminars/workshops/conferences at Departmental, College, University, State, National level to foster research.

Personal guidance by the faculty (recognized research guide) is provided to the ex-students and staff who are working for their M.Phil & Ph.D. degree.

- Integrated research laboratory for science departments is equipped with advanced instruments
- Wi-Fi internet connection in library
- Broadband BSNL internet connection in different segments of the college
- Library with reading room both for students and teachers
- Smart class rooms
- Seminar hall

The college library has INFLIBNET subscription which gives access to about

- Parent Teachers meets
- Alumni Meet
- The community members are invited to important functions of the Institution.
 - Neighboring Community members, News Reporters, Police Official, Local Politicians, Social Workers and Parents are invited during Day, Republic Day etc. The NSS camp various activities such as Blood Donation, Adult Literacy Program, Tree Plantation, Eye Donation Registration, AIDS awareness, Pulse Polio Vaccination, Importance of Sanitation, Anti Dowry Campaigns, and College Campus Cleanliness etc are conducted which creates a sense of Social Responsibility and awareness among the students.

Infrastructure and Learning Resources

A master plan has been prepared for the campus. Our College has spacious seminar/conference halls, adequate number of classrooms, well equipped laboratories, chambers for the faculty and discussion room to facilitate the academic programs.

The Central Library, with adequate space, large number of books and journals, Internet, and other support facilities, is located at the central place.

Technology Enabled Learning facility :

- Two Classroom with LCD Projector
- Two Smart Class Rooms
- Online Offline OPAC enabled Library
- BSNL WIFI Internet Connectivity
- Excellent Canteen Facility.
- Generator Room with 5 KVA generator.
- Printers, Scanners, Xerox Machines and Computers.
- CCTV Cameras for Security & Surveillance Purpose.

College is used AutoLIB Software that software is based on Bar Coded Technologies and every Library Students have a Bar-Coded smart card.

That is integrated with Library Software. That is very rich software because fulfill the all requirement of Library. Library software is integrated with Library Website (<http://www.lib.in/>) and that website is fully web OPAC. Through the web OPAC facility everyone can easily access the Library website and also send the requisition for any book. If that is available in library.

Some of the deployed ICT tools and other technological learning resources are listed here:

- LCD Projectors.
- Curriculum based DVD
- Internet connectivity throughout college.
- Automated library with OPAC system.
- Printing and copier services.
- External storage devices in each department, library and administrative office.
- Softcopy study materials Science
- Well Furnished one Smart Class

Student Support and Progression

The institution is committed to provide the students every possible help and support they need in their pursuit to become civilized and worthy citizens. The college, as stated earlier, was set up with a mission of imparting holistic education. The institution for this purpose provides the following support facilities to its students:

Reservation policy as per the govt. norms is followed by the college.

- Financial assistantships from State Govt.
- Provision of freeships for extremely poor students.

Students with physical disabilities

- Reservation available for physically disabled students in admission.
- Financial assistance
- Wheel chair is available for physically handicapped.
- Hearing aid is also available for partially deaf student.

The students, at the time of the admission, are helped by the faculty present in choosing right stream.. They are given right kind of counseling which helps them shape their career.

The College has a committee to prevent sexual harassment. A complaint box has been set up by the committee.

Continuous vigilance of college authority and strict punishment provisions prevent sexual harassment of women student.

The Institution is constantly engaged in encouraging the students towards successful completion of their courses and progression to higher level of education.

Governance, Leadership and Management

We produce the bunch of students physically, mentally, morally & academically sound so that they may stand on their both feet in favorable as well as in against circumstances. Not only that we are also producing a reservoir of young leaders through enrolling in NCC & NSS propagating the ideals of Secularism National Integration and Selfless Service which are imperative for our country in the present day context.

We teach them management of money & time; how in minimum time with least money maximum output is possible. House hold management is, no doubt, the basic tip of good health along with family planning, child care, girl's education, adult marriage etc.

First Aid & Home Nursing training is provided periodically by expert Doctors so that they can serve the family & society in any causality.

Sports are the backbone of the leadership. The training of Leadership is provided by sports around the year as Volley Ball, Badminton, Kabaddi, and Table-Tennis & Athletics. We all know that if we are winner it is good. But if we are runner it is very good, because we may prepare ourselves with double efforts to fly in the sky.

Institutional Values and Best Practices

There is no formal conducting of green audit in the institution but the institution is eco friendly. However, NSS unit and departmental effort keep the campus clean, green and eco-friendly by adopting various cleanliness and plantation programs inside campus.

College turn on the electrical, electronic and computing resources only while they are in use. Rest of the time these machines/equipment's are kept turned off.

E-Waste Management:

Computing resources such as RAM, motherboards, I/O devices and printing cartridges are reused.

- Science and Arts labs are equipped with instruments.
- Establishment of internet connectivity in different segments of the College.
- AutoLIB Library Barcoded Library Automation is completed.
- All Blackboards are replaced by white boards, green glass boards and computer with LCD projectors.
- Setting up smart classrooms.
- Organizing/participating in-campus and off-campus extension and outreach programmes through the NSS unit, NCC units and Science Forum of the college.
- Alumni Association has been formed to maintain the good relationship between the college and old students.
- Installation of CCTV throughout the campus for security purposes.
- Computerization of Central Library with WEB (Online/offline) OPAC system.
- Installation of RO based water purifier in all departments for safe drinking water.
- Renovation of laboratories for better teaching – learning environment.
- Registered with INLIBNET NLIST programme for accessing e-resources.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ROHTAS MAHILA COLLEGE
Address	KALI ASTHAN, G. T. ROAD, SASARAM
City	Sasaram
State	Bihar
Pin	821115
Website	www.rohtasmahilacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. Sudhir Kumar Singh	06184-9431839557	9431839557	06184-221170	rmciqac1975@gmail.com
Associate Professor	Vimla Singh	06184-8271511332	8271511332	06184-221171	vsingh53@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	02-10-1975

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Bihar	Veer Kunwar Singh University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	13-07-1984
12B of UGC	13-07-1984

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KALI ASTHAN, G. T. ROAD, SASARAM	Semi-urban	0.93	1141.4

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Hindi	36	I.A or I.Sc.	English + Hindi	50	29
UG	BA,English	36	I.A. or I.Sc.	English + Hindi	50	10
UG	BA,Urdu	36	I.A or I.Sc.	English + Urdu	50	18
UG	BA,Sanskrit	36	I.A or I.Sc.	English + Hindi	20	2
UG	BA,Philosophy	36	I.A or I.Sc.	English + Hindi	30	1
UG	BA,Economics	36	I.A or I.Sc.	English + Hindi	80	12
UG	BA,History	36	I.A or I.Sc.	English + Hindi	200	109
UG	BA,Political Science	36	I.A or I.Sc.	English + Hindi	200	48
UG	BA,Psychology	36	I.A or I.Sc.	English + Hindi	200	114
UG	BA,Music	36	I.A or I.Sc.	English + Hindi	20	2
UG	BA,Home Science	36	I.A or I.Sc.	English + Hindi	160	82
UG	BA,Sociology	36	I.A or I.Sc.	English + Hindi	200	100

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				8				3			
Recruited	1	0	0	1	4	4	0	8	2	1	0	3
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				27
Recruited	10	1	0	11
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	14	1	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	4	0	0	1	0	10
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	5		2		7

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	0	0	0
	Female	514	13	0	0	527
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	217	215	354	440
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	16	17	17	15
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	1164	930	643	773
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	1141	1428	1577	1652
	Others	0	0	0	0
Total		2538	2590	2591	2880

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 1

Number of self-financed Programmes offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2411	2880	2591	2590	2538

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1890	1890	1890	1890	1890

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
806	836	841	758	765

Total number of outgoing / final year students

Response : 806

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	18	19	21	22

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	12	13	16	17

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	20	20	20	20

Total experience of full-time teachers**Response : 265****Number of full time teachers worked in the institution during the last 5 years****Response : 70****3.4 Institution****Total number of classrooms and seminar halls****Response : 19****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
66.17915	43.95478	50.02997	31.99951	53.09176

Number of computers**Response : 10**

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.10634

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.02744

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

A full proof strategy has been worked out to deal with the problem of students and ensure them a better prospect. On the very first day in the institution the students are given a brief introduction of the syllabus which they have to cover in course of their study. For the sake of their convenience the syllabus is segregated into several parts and a timeframe is fixed to cover each and every section of the syllabus and to see that even the minutest details falling inside the purview of the syllabus are not left untouched. Students are also suggested to take recourse to modern technology to enrich their range of knowledge. Browsing through books available in the library is also a part of their regular exercise which helps them prepare for their examinations and develop extensive ideas 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 has paid dividend in the long run. Tutorial classes are also arranged at regular interval to help the students overcome the challenges posed to them in course of their study. Seminars and guest lectures too arranged to widen the boundary of their perception. The students are responding positively and have been benefitted by these successive measures undertaken by the faculty. The faculty is working over night to see that the grievances of the students are fully pacified and they come out victorious in the ensuing examinations. If time permits they are asked to go through the books and journals, though do not figure in the list of books covered in the syllabus, to keep them updated and to make icing on the cake as well.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description

Document

Details of the certificate/Diploma programs

[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 8.21

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	1	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years****Response:** 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 0.28

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

wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
34	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The institute is actively promoting work culture among the student and faculty members are encouraging them to undertake welfare measures for the betterment of the society particularly in the areas adjacent to it within the radius of 5 to 10 kilometers. Successive welfare programmes have been launched by the NSS wing of the institutions to create awareness among the students towards social services. Cleanliness drive under the banner of NSS has been successfully launched showing solidarity which Gov. of India sponsored 'Swachhata Mission'. Very recently a seminar was arranged on the issue of ADS to mark World ADS Day. The speakers unanimously agreed that proper literacy drive and awareness programmed should be launched to restrain the hydra headed tentacles of the dreaded dragon ADS and curb the growing menace of the disease posed to the people in the developing counties which claims thousands of life every years for want of proper remedial measures.

Gender: The rallies and stage shows are organized during NSS Camps in the nearby villages and Community and also we cover gender cross cutting issued in the subject of sociology.

Through the active participation in NSS and NCC activities.

Climate Change & Environmental Education: We try to Covered Special efforts for creating awareness about Climate Change & Environmental Education during NSS camps organized by the Institutions at various villages. awareness about importance of plantation, water conservation, cleanliness etc

Human Rights: there is An important section in Political science. We adopt and implement the basics of human right in the college and also spread the information regarding human

ICT: So far ICT is not a mandatory or elective part of the University's curriculum, however, the awareness, use and benefits of ICT is prevailing in the college.

social activities to impart students' community orientation and to develop sensitivity towards social challenges of the society. Students are educated on social issues like child-marriages, dowry,

women-education, family-planning, addiction to toxicants and caste-prejudices etc., Students are organized to arrange blood-donation camps, eye-camps. the clean and green, afforestation, sensitization about fluoride-ridden water among villagers and so on.

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.27

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	6	5	7	4

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 68.84

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2411	2880	2591	2590	2538

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3780	3780	3780	3780	3780

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 68.99

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1719	1228	1014	1162	1397

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The College is located in district headquarter of Rohtas, which is semi- urban area. The girls admitted here belongs to nearby villages and town of Sasaram. Due to their Socio- economic condition and poor schooling, most the girls are slow learners. Only few advance learner girls admitted here. We use following criterion to differentiate between the slow and advance learners.

1. On the basis of the marks of Intermediate examination.
2. Class room Discussion
3. Classroom Tests
4. Responsiveness and activeness in the classrooms.
5. Girl's behaviour in the classrooms.
6. Body language of the girls inside and outside the Classrooms.
7. By analysing their Creativity.
8. Participation in Extra- curricular activities.
9. Problem solving capacity.....etc.

Programs for the Advance learners:

Though the number of advance learners are few, but we try for their betterment by

1. Organising Group Discussion
2. Debate, Essay, Painting and other competitions for their improvement.
3. Special lectures on current and burning issues.
4. Organising Seminars for their upliftment.

Special Programs for the Slow Learners:

We give more attention to slow learners. Some of them are as follows:

1. Create safe environment for the girls, they do not hesitate to attend the college.
2. Enhancing curiosity in girls.
3. Organising Remedial classes.
4. Treat with Empathy.
5. Through teaching the basics of Subject.
6. Interacting with parents.
7. Boosting confidence level in their interest areas.
8. Giving importance in the classrooms.
9. To provide counselling for their personal problems.
10. Motivational classes are conducted time to time by the Teachers in the classroom to encourage students.
11. Re-explaining of critical topics.

Through conducting bridge courses, if required.

2.2.2 Student - Full time teacher ratio

Response: 200.58

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Our teachers always try to involve the students in teaching learning process. The interaction in the teaching learning process is not one way. We strongly believe in the student centric method, because the arrangements are only for the students. Students are also involved in the decision making policies of the college. Students are also member of some committees of the college. We honour and respect the views of students. The students are our assets, they play key role in organisation of cultural and extra- curricular

activities of the College. We involve the students in activity learning, in which students involve directly in learning process. Through practical works they also learn, how to implement the theories. We also try to enhance their knowledge through problem solving methods and other possible ways.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 83.33

2.3.2.1 Number of teachers using ICT

Response: 10

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 200.58

2.3.3.1 Number of mentors

Response: 12

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Lecture with chalk duster and interaction with students in classrooms are mainly used in teaching- learning process. Besides this we also use different innovative methods of teaching learning. Our teachers uses ICT for effective teaching. The College campus is Wi-Fi and girls can use internet freely in the College campus. Seminars, debate and special lectures are organises for the students. Power point presentation and other audio- visual methods are using by the teachers for interesting and innovative teaching –learning process. We also adopt each one teach one method, this way we also involve our students in teaching process. We do not believe in only one sided transfer of knowledge. The teachers of college involve the students in teaching learning process. Students actively participates in classroom discussion and other academic activities.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**Response:** 70**File Description****Document**

Year wise full time teachers and sanctioned posts for 5 years

[View Document](#)**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 81.44**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
10	10	10	13	14

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience of full time teachers in number of years****Response:** 22.08**File Description****Document**

List of Teachers including their PAN, designation,dept and experience details

[View Document](#)**2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 3.33**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The College is a constituent unit of Veer Kunwar Singh University, Ara. Therefore we completely follow the Evaluation system of the University. We follow the instructions of V K S University. Examination committee of the college organise the examination according to schedule of the University. Class tests are also organised by the college for the improvement of the students' knowledge and examination practice. Through class test we differentiate between slow and quick learners. After the evaluation of class test we give more attention on weak students. The evaluation process of final examination are done by the University. There is no provision of internal evaluation in graduation courses in Veer Kunwar Singh University, Ara. We are in process to adopt semester system for teaching and evaluation in near future in graduation courses.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

There is provision of one time examination in graduation courses, therefore no mechanism has been developed for the internal assessment. The college organises class tests for their improvement. The marks obtained by the students in the class tests are not added to marks of annual examination. The college is bound to abide by the assessment process of V K S University, Ara. In future the University as well college

has proposed to include the internal assessment in the evaluation process.

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

Response:

Examination related grievances are deal by the college student's grievance committee. The College is only forwarding authority. The college administration help the girls by forwarding their application to the university. The College student's grievance committee and office staff involve to solve the grievances of students from the University.

- To improve and enhancement of syllabus.
- Details of the Student Grievance and Redressal Committee is as follows:

Prof. (Dr.) Sudhir Kr. Singh	Principal & Chairman	Sri Kameshwar Singh	Co- Ordinator
------------------------------	----------------------	---------------------	---------------

Dr. Tapti Mukherjee	Member
---------------------	--------

Dr. Pradeep Kumar Roy	Member
-----------------------	--------

Dr. Girija Urawn	Member
------------------	--------

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is released by the affiliating university and is to be followed in totality by our college. The same academic calendar is published in the College prospectus and college website before the beginning of the session of every academic year. It provides plan for the academic year to students,

There are following way to ensure that stakeholders of the college are informed about the evaluation schedule and process.

The prospectus, regulations & orientation workshop and student faculty interaction, counseling with teachers acts as means for proper communication to students on "Evaluation System".

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college Communicate regularly with their students through College website, college notice board, Newspapers, sending e-mail and also through letter and telephone as required. Though the College does not have clearly stated learning outcomes, these are expressed in various forms/activities. These are expressed in the vision and mission statement of the College in the prospectus and website of the College. These are discussed in departmental meetings, Teachers' Council (TC) meetings, Principal's and TC Secretary's speech in various programmes/activities.

Students and staff are made aware of these through various meetings, classroom teaching, lab experiment, interaction sessions, and through various co-curricular, extra-curricular and extension activities organized by the College.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**Response:**

Through regular feedback from we try to find out the attainment of Program outcomes, Program Specific Outcomes and Course Outcomes. These feedbacks are Teachers feedback. Administration feedback, library feedback and alumni feedback.

The Career Counseling Cell invites speakers, conducts sessions / workshops for students on employment opportunities and courses available for further specialization in higher studies. It trains students in writing CVs and Interviews Techniques.

Innovations and research aptitude

This is enhanced among students by organizing seminars and assigning research oriented projects. For innovation and research aptitude students are encouraged to undertake / participate in National Seminar and Conference etc.

2.6.3 Average pass percentage of Students

Response: 92.31

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

Response: 744

2.6.3.2 Total number of final year students who appeared for the examination

Response: 806

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College has created an ecosystem for innovations within its limited resources. Only undergraduate course in arts (12 subjects only) are running at present in the College. Though we have no incubation centre at present but we are in process to set up some centres for creation and transfer of knowledge like incubation centre. The faculty members are empowered to take up research activities utilising the existing facilities. The college monitor and address the issue of research and other innovative initiatives in guidance

of our Principal Prof. Sudhir Kumar Singh and other Heads of different departments. The College motivates the faculties to undertake minor and major projects from various funding agencies. The college is committed to create research environment and culture among teaching faculties and students. The college organises Seminars, Conferences and Workshops for creation and transfer of knowledge. The college encouraged the faculties for qualitative research papers. The four major key constituents of ecosystem for innovations are- Technology, Research, Innovation and industry. Each one act as a feeder to the next. The college is in process for the above methods of creation and transfer of knowledge.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last

five years

Response: 0.27

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	0	3	6	4

File Description

Document

List of research papers by title, author, department, name and year of publication

[View Document](#)

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.2

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	4	5	5

File Description

Document

List books and chapters in edited volumes / books published

[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college is committed to make our students a sensitive citizen towards our society and nation. The college runs different extension activities i.e. social awareness among women for the social development of students. Women are centre of the family as well as the society. The college organises seminars on different social issues. The college organises these activities through NCC and NSS unit of college. Anaemia is a major issues among the women. The college create awareness on Anaemia by printing and

distributing relevant pamphlets among the women and other peoples of society. The college promotes blood donation and other health awareness programs among the students who hesitate for blood donation. The college also organises cleanliness program in surroundings of college. The College promotes institution –neighbourhood- community network through NSS Camps. The NSS Volunteers remains in constant touch with the villagers, peoples of slum areas and deprived people for their betterment. A numbers of programs organised by the college through NCC and NSS unit of college. Some of them are as followings:

- Educating Childrens in slum area during vacations.
- Conducting health awareness programs related to precautionary measures like use of chlorine in water and cleanliness around the place.
- Plantation and Gardening Campaign inside and outside the college.
- Important days such as International Women day, National Unity Day, Independence and Republic day Mahatma Gandhi birthday are celebrated with the students and the local people of Sasaram.
- Awareness program on Road safety.

Awareness on child marriage and problem of dowry system.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 0

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 18.25

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2200	0	0	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 4

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college runs only Bachelor of Arts (B.A.) course. Though college campus is small in terms of area, but it has adequate facilities for a single faculty. The college has sufficient classrooms to teach all subjects. Total 12 subjects have been taught in the college. Among 12 subjects only 3 subjects are practical subjects i.e. Psychology, Home Science and Music. There are adequate facilities for practical work in these subjects. A separate music room with musical instruments is available for the girls for music practices. Department of Home Science and Psychology is also rich in terms of practical facilities and other academic works. There are no need of science laboratories. The college is equipped with ICT facilities for effective teaching learning. The college has a smart class room and free Wi-Fi facility is available for the students and staff in college campus. The college is located on old GT road in Sasaram. Easy transportation facilities are available to reach at college. The college is very safe for the girls. The college campus is protected with high boundary wall and outsiders are strictly prohibited to enter in the college campus without proper checking and proper reasons. Proper computing facilities are available for the students. A rich library with inflibnet is available for the students.

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

Response:

Though the college campus is not big in respect to area, but the college has adequate facilities for indoor and outdoor facilities and cultural activities. The college has a hall of size....., for the Indoor games and Yoga. College staff and students uses this hall frequently for this purpose. The college has multipurpose hall for different cultural activities. The college has also a grand stage in the ground to organise the cultural activities outside the multipurpose hall. The college has no ground for the outdoor games, therefore for the outdoor games practices the college has a Memorandum of Understanding with stadium of Sasaram. The girls of college uses the Stadium of Sasaram for the outdoor game practices.

Size of indoor stadium.....20m*12m*7m

Year of establishment.....2012

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

Response: 10.53

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 32.27

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
5.41	14.73	4.50	13.04	37.13

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The fully Computerized Library system with AutoLIB Software which facilitates automated issue and return of books in College.

College is used AutoLIB Software that software is based on Bar Coded Technologies and every Library Students have a Bar-Coded smart card.

That is integrated with Library Software. That is very rich software because fulfill the all requirement of Library. Library software is integrated with Library Website (<http://www.rmclib.org/>) and that website is fully web OPAC. Through the web OPAC facility everyone can easily access the Library website and also send the requisition for any book. If that is available in library.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for

library enrichment**Response:**

Newspaper and Journals stands in the library provide an access to research, news and other information to the students/readers.

- **OPAC : WEB (Offline and Online) OPAC enabled**
- **Electronic Resource Management package for e-journals:** Only freely available electronic resources is used by the faculty and students .
- **Library Automation:** AutoLIB Fully automated Software with barcoded Technology
- **(like Inflibnet) :** Subscription to UGC INFLIBNET NLISTProgramme

Reference books are available as per UG curriculum.

Printer and Photocopy machine is available for photocopies may be done.

Physically challenged students are given top priority while issuing the books. For physically challenged students additional books and reading material are issued for long duration.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description

Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.

Document

[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 26626.71

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
86320	20559	1.47738	2.09464	26251

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.35

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 81

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college campus is fully Wi-Fi. The staff and student uses this facility free of cost. Our library and office is equipped with IT facilities. The college has a dynamic website. Our teachers and staff has knowledge of IT. The IT facility is regularly updated by the college. The Wi-Fi of the college updated regularly by the agency hired for that. It facility in library and office has been also updated on regular interval by the hired agency for the above purpose.

Some of the deployed ICT tools and other technological learning resources are listed here:

- LCD Projectors.
- Curriculum based DVD
- EyeRIS System
- Internet connectivity throughout college.
- Automated library with OPAC system.
- Printing and copier services.
- External storage devices in each department, library and administrative office.
- Softcopy study materials Science
- Well Furnished Two Smart Class

4.3.2 Student - Computer ratio

Response: 240.7

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 67.78

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
61.03	29.21	45.52	18.95	15.95

File Description

Document

Details about assigned budget and expenditure on physical facilities and academic facilities

[View Document](#)

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.

Response:

Yes, the college has an established and efficient systems and procedures for maintaining and utilising physical, academic and support facility. The incharges of different academic and other support facilities make the policies related to this and implement it in best possible and suitable ways. The college has several committees for the decision making and implementing the different support facilities. Each classrooms are well cleaned and equipped with necessary items of teaching learning. Though our college has no science faculty and therefore only some labs are available in the college and it is properly handled by the head of concern departments. Library of the college is fully equipped with IT facilities and arrangement of library is made by our library incharge and supporting staff of library. The college has a well maintained Indoor Stadium and the arrangement of this is done by our game teacher and supporting staff. The S.O. of office involves all non -teaching staff in different works according to their capabilities. The principal of the college supervises all the physical, academic and supporting facilities.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 4.08

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	225	62	79	181

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 7.88

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1021	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.42

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	5	3	3	4

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 94.91

5.2.2.1 Number of outgoing students progressing to higher education

Response: 765

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
806	836	841	758	765

File Description**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

5.3 Student Participation and Activities

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

Response: 7

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	3

File Description**Document**

Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years

[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Alumni Association Cell consists of teacher and students. so the student can participate in meetings of alumni student.

Following are the various academic and administrative bodies that have student representatives on them:

- N.S.S
- Students Council
- Students Grievance & Redressal Cell
- Anti-Ragging Committee
- Library Advisory Committee
- Alumni Association

Though the curriculum is designed and revised by the Veer Kunwar Singh University, Ara but for effective curriculum delivery, we give weightage to academic improvement and at the same time give sufficient importance to overall development of students by encouraging them to work with various forums of the college such as Student Council, NSS and Managing Committee etc.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	4	4	4

File Description

Document

Number of sports and cultural activities / competitions organised per year

[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

College has established Alumni Association Cell and the Principal of the college has directed the concerned authority to frame the plans and activities related to Alumni Association and starts its working to cater the need of institutional, academic and infrastructural development in association with the alumni. Membership to the alumni association is free. Association regularly meets and interacts with the management.

The Alumni Association only contributes significantly to the development of the institution through non financial support as like guidance provide for the new admitted student, support the new students for college academic activities, support in the completion of syllabus before the examination, support for guessing the examination question etc.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Our 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. ‘

Our Vision

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

Objective

Located in the semi urban region inhabited by rural populace the institute is committed to bring them to the national mainstream. It is perceived as the only ray of hope for the girl students who are looking for a better prospect with the help of teaching being imparted to them.

6.1.2 The institution practices decentralization and participative management

Response:

Yes, the College promotes a participatory management culture in all activities.

- The college promotes participative management by the inclusion of all the stakeholders: Management, Principal, H.O.D., Faculty members, Administrative staff, students, Parents and Guardians.
- Meeting of the Local Management Committee and the Faculty is organized similarly regular departmental meeting are also organized.
- The IQAC Chairman and the college Principal form various academic and cultural committees. All the members of the committee actively contribute for effective, smooth and prompt functioning for achieving plans and goals of the respective committee.
- Feedback is taken from the stakeholders through Parents-teachers meetings, Alumni meetings and structured questionnaire feedback from students to improve the teaching learning process.
- Thus all levels of stakeholders contribute and promote a culture of participative management.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**Response:**

The perspective institutional plan is developed following the procedure of involving the cooperation of teachers, students and members of the Managing Committee. In order to formulate the strategy of development and deployment,

The overviews of our perspective development plan are summarized below:

- Construction of a conference hall with 200 seating capacity.
- A recreation centre for girls.
- Science centre for interdisciplinary student and teacher interaction and project development.
- Development of W-LAN computer center of 50 computers with high speed internet connectivity.
- A computer lab of 5 computers in each department with printing facilities.
- ICT – enabled class rooms in every department.
- Biomatrix Attendance Monitoring System.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**Response:**

The IQAC is the most important quality ensuring and planning cell in the college. The principal calls the meeting every now and then to plan, evaluate, and implement the policy decisions of the IQAC. Its Co-ordinator acts as a catalyst for the desirable changes in the institution.

- awareness rally, social survey etc are arranged by student's assistance.

Students Grievance & Redressal Cell directly deal with the students and their parents in case of complaints / grievances, and handle all their problems with the help of other faculty members or office bearers.

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The transparency in the admission process by the publication of selected admission list in the College website and notice board before the date of admission.

Faculty members are given permission with study leave to enrich their knowledge through seminars, orientation programmes, refresher courses, etc.

Smart Class is useful to teach syllabus and subjects falling outside its preview with digital notes so that students can concentrate more on listening less on writing.

It is useful for students visiting every now and then, The advantage of smart class is video conferencing in remote areas and better performance and improved result.

6.3 Faculty Empowerment Strategies

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

Response:

The service of Dr.(Smt.) Kanchan Kumari, Head of Gynecology, Sadar Hospital, Sasaram is sought on honorary basis to make a frequent Visit in institution on weely basis tolook into the health related problems of the

Frequent yoga classes are arranged for the teaching and non-teaching staff of the college in the indoor stadium located inside the college for their physical and mental fitness.

The teaching and non-teaching staffs of the college are entitled to avail the facility of indoor games like badminton, tennis etc. which is available strictly for them between 7 and 8 AM. They are also at liberty to bring their spouse and children with them.

The college organize counseling program to enhance the quality life of our staff.

Teacher

The Teachers of this college have maintained an excellent track record which they have earned through work and constant effort. It is reflected in their academic advancement which is far excellent or beyond comparison . They have been bestowed upon the membership of various cells and bodies which itself speaks in volume of their success story. They are competent well – educated and unparalleled in discharging they duty. They take recourse to modern technology to keep the students updated and brush up their mantel facility with the help of latest information gathered through books and journals published very recently to Keep themselves at pace with fast changing academic scenario .They attends seminars and conferences of national & international stature at regular interval which has helped them enrich their repertoires of knowledge. Some teachers are life time members of various national level bodies like Indian science congress ,Indian Sociological Society and Akhil Bhartiya Darshan parishad . yet another have been included in the editorial board of reputed journals. One of the teachers has been invited to present his paper in the ongoing 13th international conference on philosophy to be held on 28th May 2018 bring organized by AITER ,Athens, Grease. Their contribution towards their respective disciplines have been appreciated by various organization according awards and citations which added new feather to their illustrious career.

Non – Teaching

The non-teaching employees including the IIIrd and ivth grade employees work around the clock to perform their duty elegantly. The college has acquired a new look only be their active cooperation. Had they not been there in the college it would have hardly been elevated to the present status. They are well-versed in updated version of computer. They keep updated record of different sections which shows their excellent command over the works they have been entrusted upon, their commitment to the cause of the college is beyond expectation. They are always available whenever their services are required. Sometimes they skip over their personal works to finish excessive works which come their way talking it on priority basis. They preserve transparency in preparing the records nipping in the bud any possibility of error which is nowhere visible.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 25

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	2	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 6.67

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	4	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The teachers of this college have maintained an excellent track record which they have earned through hard work and constant effort. It is reflected in their academic advancement which is far excellent. They have been bestowed upon the membership of various cells and bodies which itself speaks in volume of their success story. They are competent, well-educated and unparalleled in discharging their duties. They take recourse to modern technology to keep the student updated and brush up their mantel facility with the help of latest information gathered through books and journals published very recently to keep themselves at pace with fast-changing academic scenario. They attend seminars and conferences of national & international stature at regular interval which has helped them enrich their repertories of knowledge. Some teachers are life time members of various national level bodies like Indian Science Congress, Indian Sociological Society and Akhil Bhartiya Darshan Parishad. One of the teachers has been invited to present his paper in the ongoing 13th international conference on philosophy to be held on 28th May 2017 being organized by AITER, Athens, and Grease. Their contribution towards their respective disciplines has been appreciated by various organizations.

The non-teaching employees including the IIIrd and IVrth Grade employees work round the clock to perform their duty elegantly. They are honest & sincere. The college has acquired a new look only by their active cooperation. They had not been there in the college it would have hardly been elevated to the present status. Some of them are well-versed in updated version of computer. They keep an updated record of different sections which shows their excellent command over the works they have been entrusted upon. Their commitment to the cause of the college is beyond expectation. They are always available whenever their services are required even in holidays. Sometimes they skip their family functions, ceremonies, festivals etc., to finish excessive works which come their way taking it on priority basis. They preserve transparency in preparing the records.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system.

In the initial stages, internal audit began as an extended arm of an external/statutory audit of financial statements. The main, but rather restricted, function of the internal audit at this stage was verifying the reliability of the financial information included in the financial statements. The internal audit function in this stage of evolution could not understandably add much value to functioning of the entity.

For effective check on the accounts the two tier system is followed;theinternalandtheexternalaudit.Internal

audits done perpetually. The internal audit committee consists of Accountant, Office Superintendent and the internal auditor. The external audit is done by the Chartered Accountant before the session comes to an end. The last audit was done during 2015-16. There were no major audit objections.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college has received funds from the state govt. and UGC for salary and development and the grants have been utilized for the purpose for which it was sanctioned and In accordance with the terms and conditions laid down by the state govt. and the UGC.

Funds are available under various heads and every fund accounts are operated by the head of the Institution. College development committee, purchase committee and other administrative bodies help to monitor the financial transactions of the institution.

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

Response:

a. Rain Water harvesting

The institution is encouraging rain water harvesting to meet the challenges posed by water crisis. In the event of the countries of the world facing acute shortage of water in the coming years alternative measures must be practiced to meet the adequate requirement of water. It is learnt that the next war will be fought on the issue of water which itself speaks in volume of the importance of water. Water crisis can be largely redressed by successfully using these modern technique.

b. Vermi compost

Vermi compost is another measure we have undertaken to spread the measure how waste materials are properly utilized. Dumping of wastes has emerged as challenging problem in the cities which has led to several diseases making our life miserable. Govt's efforts to uproot the fatal diseases which claim thousand of life every year has fallen flat for want of effective action plan to dump the waste materials to the proper places. Vermi compost can be treated as one of the measures to utilize the waste materials and lessen the burden of dumping the waste materials thus managing to kill two birds with a single shot.

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**Response:**

computer training programs to its staff members, training to use ICT learning tools, training to use Web OPAC system, AutoLIB Library Software, INFLIBNET NLIST e-resrouces programmes and websites, etc.

- Examination Committee assists all activities of the College related to University scheduled final examination
- Routine Committee prepares class routine
- Library Advisory Committee takes interest for the improvement of library services

Outcome

- Number of text books increased in the library
- Modern teaching tools provided in the classroom.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Teaching & Learning:

- Ensures transparency in the admission process by the publication of selected admission list in the College website and notice board before the date of admission.
- Gives preference on the previous academic records of students in the admission process for getting a large number of good students.
- Takes introductory classes to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice.
- Provides remedial coaching classes for the socially-backward and economically-weaker students to enable them to cope with the programme of their choice.
- Follows the academic calendar.
- Provides the learning facilities like smart classrooms, modern teaching aids like LCD projector, well-

equipped laboratories with lab assistants, well-stocked library with reading room and internet connection to make learning effective.

- Balancing between sanctioned and filled recruitment of teachers.
- Upgradation of the main library with new text books and reference books, internet connection.
- Faculty members are given permission with study leave to enrich their knowledge through seminars, orientation programmes, refresher courses, etc.

Research & Development:

We have no research activities in college till date. However, faculty members and students are encouraged to involved in research and development activities such as writing and publishing research articles/papers, attend conferences and seminars, etc. Teaching faculties are also promoted to undertake research projects financed by the UGC.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

The college is playing an important role in empowering the girls through proper education and counselling. We strongly believe in promotion of gender equity. Without proper education of girls, we cannot imagine of gender equity. Gender sensitivity is very important in our perspective. The safety of girls has been given top priority in the agenda of the College. The college is located on old GT road of Sasaram. Public transport facility is available round the clock. The girls of college avail of the better transport facilities since the college located on the main road. The college is protected by high boundary wall and a big gate. Outsiders are strictly prohibited in the college campus, our guards check them properly. Without proper and valid permission no one can enter in the college premises. College has a common room, change room and other safety measures for the girls of college. The college organises counselling program for the girls. Regular medical check-up and health awareness programs are organised by the college for the girls.

7.1.3 Alternate Energy initiatives such as:

- 1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 5.88

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1

7.1.3.2 Total annual power requirement (in KWH)

Response: 17

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 17.65

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 300

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1700

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The College has sufficient arrangement of waste management. Enough numbers of dustbins and containers are available in the college for different types of waste, i.e. solid waste, liquid waste. The college staff and students are fully aware about waste management. Our college is committed to cleanliness in the college premise. The college has no separate arrangement for the E- waste. The college will arrange separate E-waste system, if required.

E-Waste Management:

Computing resources such as RAM, motherboards, I/O devices and printing cartridges are reused.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting is a technology used for collecting and storing rainwater for human use from rooftops, land surfaces or rock catchments using simple techniques such as jars and pots as well as engineered techniques. Rainwater harvesting has been practiced for more than 4,000 years, owing to the temporal and spatial variability of rainfall. It is an important water source in many areas with significant rainfall but lacking any kind of conventional, centralised supply system. It is also a good option in areas where good quality fresh surface water or groundwater is lacking. The application of appropriate rainwater

harvesting technology is important for the utilisation of rainwater as a water resource.

Rainwater harvesting systems can provide water at or near the point where water is needed or used. The systems can be both owner and utility operated and managed. Rainwater collected using existing structures (i.e., rooftops, parking lots, playgrounds, parks, ponds, flood plains, etc.), has few negative environmental impacts compared to other technologies for water resources development. Rainwater is relatively clean and the quality is usually acceptable for many purposes with little or even no treatment. The physical and chemical properties of rainwater are usually superior to sources of groundwater that may have been subjected to contamination.

Utilization of rainwater in college for plants irrigation. Rainwater can be passed to plants by proper storage and piping solution.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college is located on the main road in Sasaram. Public transport system is available round the clock at college gate. Most of the college staff uses public transport to attend the college. The students of college also uses public transport due to its availability and suitability. The college campus is fully free of plastic. Use of plastic is strictly prohibited in the college campus. The students of this college cooperate in green practices with the college. The roads near the college are pedestrian friendly. The college campus is full with greenery and different type of medicinal and botanical plants. The college ground is fully covered with green grass. In the college campus sufficient number of trees are growing. Different type of flowers are blooming in the college campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.3

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description**Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above**File Description****Document**

Resources available in the institution for Divyangjan

[View Document](#)**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 0**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Details of initiatives taken to engage with local community during the last five years

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes****7.1.13 Display of core values in the institution and on its website****Response: Yes****File Description****Document**

Provide URL of website that displays core values

[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college is located on the main road in Sasaram. Public transport system is available round the clock at college gate. Most of the college staff uses public transport to attend the college. The students of college also uses public transport due to its availability and suitability. The college campus is fully free of plastic. Use of plastic is strictly prohibited in the college campus. The students of this college cooperate in green practices with the college. The roads near the college are pedestrian friendly. The college campus is full

with greenery and different type of medicinal and botanical plants. The college ground is fully covered with green grass. In the college campus sufficient number of trees are growing. Different type of flowers are blooming in the college campus.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College has a transparent system to run the different activities of the college. The college maintain the transparency in its activities. For the financial activity the college has a systematic record of receipts and expenditures of each year. In the financial record each and every heads of expenditures are clearly mentioned. The college has a committee for the financial activities. A teacher has been nominated as Bursar among the teachers of the College for the financial transparency. The audit of different receipts and expenditures are made by the auditors nominated by the state government and V.K.S. University, Ara. The college maintains the transparency in academic activities. The admission process completed online and all the information regarding the admission process (i.e. number of seats in different departments, documents required in admission process, admission fees, cut off marks etc.) uploaded on college website. We follow the academic calendar of V.K.S. University Ara, being a constituent unit of the University. The details of our academic activities and information of examination uploaded on the college website and updated time to time. The information has been also shown on the Notice board of the college. The teachers' profile is also uploaded on the college website www.rmcsasaram.org. The administrative system of the college is very transparent in its activities. The Principal of college is head of all the administrative activities including financial, academic and others of the college. The college has different committees for the successful implementation of different activities of the college. The administrative, academic and other decisions of the college are taken by these committees. We also involve the students in decision making process of the college. Some students are also involve in committees of the college. We also involve the guardians and people of the Sasaram in our decision making process to maintain the transparency in different activities of the college.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Establishing Environment friendly Mechanism in the College campus:

- To make the college campus eco- friendly.
- Increase the awareness among the students about environment.
- To keep the college campus neat and clean.

The context:

We are the part of this environment. We believe in sustainable development. Without healthy environment

no society can be develop.

The Practice:

Many initiatives have been taken by the college administration to make the college campus environment friendly. Some of them are followings:

- **Energy conservation :**

As we know that the non- renewable source of energy is very limited in our world and energy is the main source of our lives. Through minimal consumption of energy is the saving factor of energy conservation in our college campus. We uses LED bulbs in classrooms and offices to save the energy. . The college has established a Solar panel of 1 KV and in near future the capacity of solar panel will be increased. We are in process of identification of renewable, **Rain Water Harvesting:**

A Rain water tank has been constructed in the college campus for harvesting rain water to prevent soil erosion and meet the water requirements partially. Availability of drinking water is a major issue in Sasaram town and rain water harvesting may be effective to recharge the ground water level.

- **Efforts for Carbon Neutrality:**

The College is located on the old GT road in Sasaram. Proper measures has been taken to reduce carbon emission to keep the campus of college population free. Planting a varieties of trees and flowers have contribute to carbon emission in the college campus. NCC and NSS Volunteers are involved in plantation and care of the trees.

- **Hazardous Waste Management:**

The college campus is plastic free zone. Vermi -Compost has been established to decompose the degradable waste in the campus. We ask our students to bring a bucket of cow dung or seeds or the degradable materials for the Vermi- compost refilling.

Constraints:

The major challenge is to maintain the greenery in college campus. The college campus is small in area, therefore we have limited scope of gardening and plantation. Another constraint is lack of proper finance.

Evidence of success:

So many plants are planted in the college campus. Enough numbers of dustbins are kept in college premises and dustbins for each classroom are provided to keep the college campus neat and clean. Water harvesting and Vermi compost system have been established for the purpose.

Goals:0

- Innovation in teaching learning process.

- To make the admission process hassle free and less time consuming.

The Context:

In compliance to fulfil the government order and increase the use of ICT in admission and teaching learning process, the college has introduced this system.

The Practice:

All the admission related information like brochure and admission form are uploaded on the college website. Admission forms only can be submitted through college website www.rmcsasaram.org.

Evidence of Success:

The college has successfully completed the online admission process. Free Wi-Fi is available for the college staff and students.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

We are and will be a university where design and social research drive approaches to studying issues of our time, such as democracy, urbanization, technological change, economic empowerment, sustainability, migration, and globalization. We will be the preeminent intellectual and creative center for effective engagement in a world that increasingly demands better-designed objects, communication, systems, and organizations to meet social needs.

Our vision aligns with shifts in the global economy, society, and environment, which animates our mission and our values:

Creativity, innovation, and a desire to challenge the status quo will affect what and how we teach and the intellectual ambitions of the university itself.

Social engagement should orient students' academic experiences to help them become critically engaged citizens, dedicated to solving problems and contributing to the public good.

The College must embrace these principles and innovate to address shifts in the global economy, society, and environment that require individuals to grapple with complex problems, pursue more fluid and flexible career pathways, and collaboratively create change.

5. CONCLUSION

Additional Information :

none

Concluding Remarks :

None

NAAC