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:

VISION

Promoting rural women empowerment and elevating the community.

MISSION

- To develop potential academic excellence and quality education.

- To create and promote career opportunities for students.

- To inculcate awareness and self reliance among rural and weaker sections.

- To promote cultural and spiritual Enrichment and create socially responsible citizens.

- To provide livelihood atmosphere with modern technological infrastructure.

- The institution has completed 40 years with success in higher education by promoting rural women betterment and empowerment.

- The institution encourages and involves on the enrollment of students especially the first generation women learner from rural village and under privileged sections of the society to acquire valuable higher education.

- Fully equipped infrastructure facilities, choice based credit, core – non core academic programmes, valuable UG programmes and transport facilities are reflected by good number of students from local and rural areas to enter and get of college education.

- Various co curricular and extracurricular activities are organized to enrich the special talent of students and to extend the community service and involve the students in social issues.

- An innovative teaching and learning process with ICT, computer aided LCD projector facilities are provided.

- Well scheduled compulsory internet lab facilities. A separate digitalized internet lab and library with more books, magazines and journals, INFLIBNET, DELNET resources.

- Spacious class rooms well equipped computer and other department laboratories are available.

- English language lab, communication skill centre, conference hall and Auditorium are provided to

- students. Outreach programmes are organized to support students to face multi-furious problems. Entrepreneurial cell is created by commerce and economics departments to develop Entrepreneurial skills and other activities to empower the students. All self-help club activities are organized to face the challenges of the competitiveness and extend service to the society.

- Students are motivated to pursue the research activities providing incentives in all research projects.

- Certificate courses are created by all departments of the college to equip the students for multiple career projects.

- IQAC has been established by the college for enhancement of quality, quality encouragement and quality sustenance in all areas of the institution.

- Various facilities are provided for the student?s welfare and progression. Remedial and Arrear classes for slow learners and arrear students are conducted for their academic improvement.

- Learning capacity and talent is strengthened for advanced learners.

- Efforts are taken to minimize failures and drop outs.

- Maintaining social and better relationship among students and staff.

- Progress to higher education and good results in all exams are obtained.

- Many gold medals and rank holders are produced.

- Concession in fees for economically poor students.

- Scholarship for various categories of students such as physically handicapped and merit students, Academic excellence, gold medals and rank holders, cultural and sports excellence.

- All the above constituents of the mission of the college categorically materialize the vision of the college promoting the empowerment of rural women through quality education.

6.1.2 The institution practices decentralization and participative management

Response:

- The college delegates authority and provides operational autonomy in all areas of academic performance, decision taking and implementation of plans and polices in

curricular programmes.

- The Principal provides freedom to departments, librarian, and college office, various curricular committees, college club, and hostel and students council.

- The Principal permits the HODs and staff members in performing freely in the academic activities and administrative programmes such as departmental activities, allotment of workload, various academic committee programmes, association and club activities, conducting departmental test, teaching and learning process and evaluation regularly.

- The college provides autonomy to organize competition, guest lecture, seminars, conferences, workshop, and faculty development programmes by inviting external experts and resource persons.

Also gives autonomy in organizing and participating intercollegiate competitions and to plan budget for activities of associations and club.

- The HODs of the department perform the academic programmes with coordination and support of faculty members and student representatives.

- The departments decide the requirements for whole academic year like equipments, books and infrastructural facilities.

- Placement officer freely conducts training and coaching programmes for job opportunities and invite the experts and resource persons for placement interview.

- Staff members are entrusted as coordinators for various associations and clubs and given autonomy to activate the club activities, curricular and co- curricular programmes.

The college promotes participative management. The participative management consists of President, Secretary, Treasurer and members of the college committee, the Principal, Vice principal, HODs of departments, teaching and non teaching staff members, students? council, office bearers, class representatives and members of academic council.

6.2 Strategy Development and Deployment

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

Response:

- Yes, the institution has a formally stated quality policy. The quality policy of the college is reflected in vision and mission of the college.

- The college continuously strives hard for assuring quality in all activities and encourages to improve and uplift women students through quality education. It is driven by offering financial support to students, creating more infrastructural facilities, introducing innovative teaching and learning resources with LCD, ICT tool and personality development, department evaluation. Internal academic audit committee conducts regular audit in department for the evaluation of academic activities for quality assurances.

The academic programmes, co-curricular, extra-curricular activities, competitions, sports and athletes, NSS, YRC and RRC deploy in quality policies.

- The institution motivates for better planning, implementing and enhancing the quality in all academic and administrative activities.

- The institution constantly and continuously review the academic performance, semester exam results, pass percentage, gold medalists, rank holders and talented eminent students in achieving through curricular, co curricular, extracurricular activities, competitions, social service and extension activities, career guidance and placement cell. The responsibility of developing and monitoring of quality assurance is entrusted to the Internal Quality Assurance Cell (IQAC) of the college which maintains quality sustenance in the academic, administrative and other activities. The college has perspective plan for development.

The institution has created meaningful, remarkable plans and policies to achieve the goal and mission of the college. Efforts are made to afford and fulfill the need of requirements as per present modern trends, suitable and necessary changes in infrastructural facilities. Academic excellence and future prospects through career guidance cell and self-help achievement, significant and rightful decisions are taken to include the plans for development.

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:

A. ADMINISTRATIVE BODY

1. PRESIDENT
2. SECRETARY
3. TREASURER
4. EXECUTIVE MEMBER

B. COLLEGE GOVERNING COUNCIL

1. PRESIDENT
2. SECRETARY
3. TREASURER
4. PRINCIPAL
5. TWO HODS

6. TWO SENIOR FACULTY MEMBERS

7. UNIVERSITY NOMINEE

C. STAFF ACADEMIC COUNCIL

1. PRINCIPAL

2. VICE PRINCIPAL

3. ALL HODS

4. LIBRARIAN

5. PHYSICAL DIRECTRESS

D. ACADEMIC BODY

1. PRINCIPAL

2. VICE PRINCIPAL

3. ALL HODS AND STAFF OFFICE

4. IQAC

5. VARIOUS ACADEMIC COMMITTEE

- The administrative body takes decision and plan for all academic and administrative activities with the coordination of the principal, Vice principal, HODs and staff for the whole academic year. The governing council decides all the development activities of the college, introduction of new academic programmes, taking policy decision and faculty recruitment.

- The staff academic council is responsible for academic matters, framing academic programmes, policy approval, courses and time allotment to staff, scheme of examination, unit test and rules and regulations for conducting exam and evaluation.

- Members participate in decision making process, giving counseling to students and analyzing feedback mechanism. The IQAC with Principal as chairperson is responsible for quality enhancement, quality sustenance in all academic activities and propose recommendations for educational services in academic and administration for further extension.

- The college has established student grievances redressal cell comprising a four senior staff of various departments.

- The cell meets and interacts with students regularly.

- Students are asked to come to cell and represent their personal, professional and academic grievances freely and frankly.

- Grievances of students such as academic performance, infrastructure, laboratories, library

requirements, transportations, health, hostel flexibility, water supply, teaching learning process, programmes for slow learners, for arrear students, games, curricular and extra-curricular activities and other personal grievances are represented to redressed cell by students. The Grievances redressal cell takes action to redress the grievances represented by the students immediately and effectively.

A suggestion box is also installed in the campus to put letters of grievances.

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: A. All 5 of the above

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

Area of e governance	Name of the Vendor with contact details	Year of implementation
Planning and Development	Members, Principal and	1979
	Syndicate Member(Governing	
	Council)	
Administration	Administrative Body	1979
Finance and Accounts	Office Accountant and	1979
	Auditor(Krishna Swami)	
Student Admission and Support	Management, Principal and staff	1979
Examination	Controller, VEER KUNWAR SINGH UNIVESITY, ARA	1979

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

Response:

The MAHARANA PRATAP COLLEGE, SOCIETY meeting was convened once in a month. Last year (2016-2017) various decisions were taken for the improvement of the institutional process, academic and administrative activities and suitable resolutions were passed for the improvement and implementation of various academic performances and provision of teacher's welfare schemes.

- The college IQAC activities were successfully implemented for the past five years. Reference:

- Minutes of meeting, IQAC.

- A new PG course (M.Ed and D.EL.ED) was got coming session 2018.

- Salary benefit offered to all teaching and non-teaching staff.

- Increment was given to all staff.

- Decision taken to start NAAC work for accreditation and submit Self Study Report in the month of Jan 2018 to NAAC office, Bengaluru.

- RO water scheme was established.

- A bore-well for water facility was established.

- Transport facility was increased.

- Steps taken to increase student?s strength.

- New faculty recruitment was done.

- Library is facilitated with internet, INFLIBNET and DELNET sources.

- Gold medalists and rank holders are honoured with gold coin and gift.

- Modern computer instruments were purchased for enhancing Teaching Learning Process.

- IQAC national level seminar conducted.

- Appointment of principal was done.

- Scholarship and fees concession are offered to poor students.

- Remedial classes approved and conducted.

Proposed to conduct Anual day by inviting Vice Chancellor, Veer Kunwar Singh University, Ara.

- Approval of Annual and Sports day.

- National conferences conducted by the departments of Education, English, Mathematics and computer science.

- Invited guest lecturers and external experts.

- IQAC meeting conducted with stake holders.

6.3 Faculty Empowerment Strategies

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

Response:

- Faculty development programmes and self employment training are periodically conducted to teaching staff.

- To enhance the working potential excellence, computer based training is provided to non teaching staff. Personality development programmes and human resource development training are organized for teaching and non teaching staff.

- The institution encourages the faculty to pursue the Ph.D programme and takeover the major and minor research projects by offering various facilities to the staff members like internet lab, Library facilities and incentives. Also supports the teaching staff to attend the training programmes, seminar, conference and workshop and present paper. Incentive is given for publication of research articles in journals and books.

- Special coaching is provided to the staff for the achievement of NET/SET examination. Non teaching staff are encouraged to participate in orientation programmes and furthered to achieve higher educational qualification.

- The college has more welfare schemes available to teaching and non teaching staff.

- Deepavali bonus for non teaching staff.

- Festival advance is provided to all staff.

- Salary advance to the tune of maximum Rs.20000 is granted. Free education to the wards of all staff.

- Fees concession to teaching, non teaching staff and students of regular courses to continue their studying in CPP course and also to get twining / dual degree.

- Free medical services through Health centre.

- Free transport facility to all staff.

- Hostel facilities are available at free of cost for staff.

- Free field trip to staff.

- Provision of UGC grant and management fund helps to pursue the research projects and publication of articles in journals and books.

- Incentives for Ph.D and BTET / NET qualified staff.

- On duty for staff to participate in seminar, workshop and to act as examiner and resource person.

- All leave facilities are as the government rules and regulations.

- P.F and gratuity benefits to all staff.

- Free uniforms and lunch for drivers.

- Group insurance for all staff and students.

- Honored with gifts and prizes by obtaining 100% result and 100% marks.

- Special honors for producing gold medals and rank holders.

- Staff co-coordinators in various club activities for Self-help job opportunities.

- Internet lab, research lab and library facilities freely available for research scholars.

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: 6.01

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.

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
7	3	2	2	2

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

Average percentage of teachers provided with financial support to attend conferences/workshops		

2016-17	2015-16	2014-15	2013-14	2012-13
Dr. Satyendra Prasad Singh	Dr. Babban Prasad Singh	Dineshwar Kumar Singh	Dr. Radhe Shyam Singh	Dr. Surendra Nath Singh
Jawahar Rai	Dr. Khadga Bahadur Singh	Dr. Awadhesh Narayan Singh	Dr. Shyam Bihari Singh	Dr. Brajendra Narayan Singh
Md. Mukhtar Alam	Dr. Anil Kumar Rai			
Dr. Uday Pratap Singh				
Jagannath Ray				
Dr. Jitendra Kumar Singh				
Dr. Shambhu Nath Singh				

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: 20

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.

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
20	19	21	18	22

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

Year	Number of teachers who attended	Title of the Professional development Program	Date and Duration(From-To)

2012-2013	16	Refresher Course	08.06.2012
2013-2014	7	Faculty Development Program	30.11.2012
	4	Orientation Programme	13.12.2012 T0 19.12.2012
	8	Refresher course	06.06.2013
	11	Orientation Programme	17.12.2013 To 18.12.2013
	60	Faculty Development Program	14.05.2014
2014-2015	13	Refresher course	14.06.2014
	11	Orientation Programme	09.06.2014 To19.06.2014
	11	Faculty Development Program	07.02.2015
2015-2016	8	Refresher course	18.06.2015
	13	Faculty Development Program	02.03.2016
	13	Orientation Programme	09.05.2016 To 17.05.2016
2016-2017	16	Refresher course	08.06.2016
	14	Faculty Development Program	02.07.2016

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: 56.99

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

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
30	34	35	26	27

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

Year	Number of teachers who attended	Title of the Professional development Program	Date and Duration(From-To)
2012-2013	16	Refresher Course	08.06.2012
2013-2014	7	Faculty Development Program	30.11.2012
	4	Orientation Programme	13.12.2012 T0 19.12.2012
	8	Refresher course	06.06.2013
	11	Orientation Programme	17.12.2013 To 18.12.2013
	60	Faculty Development Program	14.05.2014
2014-2015	13	Refresher course	14.06.2014
	11	Orientation Programme	09.06.2014 To19.06.2014

	11	Faculty Development Program	07.02.2015
2015-2016	8	Refresher course	18.06.2015
	13	Faculty Development Program	02.03.2016
	13	Orientation Programme	09.05.2016 To 17.05.2016
2016-2017	16	Refresher course	08.06.2016
	14	Faculty Development Program	02.07.2016

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

Response:

- The performance in teaching and learning process of staff and evaluation is done in this process.

- The effectiveness and efficiency in the performance of appraisal system has been brought out in the quality output of academic programmes of the institution. Confidential reports of Principal and HODs enable to find out and identify the performance appraisal system.

- Students? feedback on Teachers, Academic performance and quality in teaching learning process appraise and identify the performance appraisal system of the staff.

- IQAC participation in orientation and training programmers. Academic process like Ph.D, M.Phil,

- NET/SET qualification, carrying out the major and minor research projects, paper presentation, publications of articles in journals and books and participation in National and International seminars and conferences are some measures and features for performance appraisal of faculty members.

- After receiving the outcome of performance appraisal report of the staff by Management, the appraisal reports are analyzed and identified the strength and weakness of faculty. Adequate measures are taken to improve quality of teaching learning process.

- The performance appraisal system proves to bring out qualitative output in academic performance of the Institution.

- The management offers increment in salary and other benefits on the basis of outcome of appraisal report for staff.

- Incentive is given to Ph.D, NET/SET qualification of the faculty members.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The management appoints authorized charted accountant as external Auditor to audit the accounts of the trust, college, hostel and college CPP centre every year.

- The external Auditor verifies income and expenditures of various aspects. Receipts and payment vouchers of daily transaction are checked by external auditor after scrutinizing and preparing the income and expenditure statement. External Auditor will submit the audited statement to the management.

- The management discusses and approves the audited statement in the General body meeting of the society and submits the audited statement for approval of District Registrar. The last audit was done in the year 2016- 2017.

- The internal audit was done by accounts committee verifying the daily accounts transaction of the college once in a month. The accountant of the office daily checks the receipts and payments and records the receipts in the account ledger.

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

Response: 317.77

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

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
7	3	2	2	2

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

YEAR	NAME OF NON- GOVERNMENT FUNDING AGENCY / INDIVISUAL	FUND GRANT RECEIVED RECEIVED AMOUNT
2012-2013	UGC ADDITIONAL GRANT	1755000
	UGC ADDITIONAL GRANT	945000
	UGC ADDITIONAL GRANT	68750
	UGC ADDITIONAL GRANT	250000
	UGC ADDITIONAL GRANT	250000
	DEGREE UNIVERSITY ANUDAN	5000000
	UGC ADDITIONAL GRANT	175000
2013-2014	UGC ADDITIONAL GRANT	840000
	DEGREE UNIVERSITY ANUDAN	7828800
	UGC ADDITIONAL GRANT	379998
	UGC ADDITIONAL GRANT	679992
	UGC ADDITIONAL GRANT	300000
2014-2015	UGC ADDITIONAL GRANT	4000000
	DEGREE UNIVERSITY ANUDAN	7414272
2015-2016		
2016-2017	DEGREE UNIVERSITY ANUDAN	1892800

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

Response:

- The major resources and institutional funding / receipts for past five years are from students tuition fees, government scholarship, merit scholarship and UGC grant in aid.

- The deficit is managed by Educational Trust of the management.

- The institution has received grant in aid from UGC, New Delhi and Bihar government.

- Also efforts are made by the institution to receive fund for organizing seminars, workshops and developmental training programmes.

- Efforts are also made to receive fund for building, extension of lab, library, hostel and for the construction of auditorium for indoor games from UGC. But no fund is available for the above schemes so far.

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:

The institution has formed Internal Quality Assurance Cell (IQAC) in the year 2011 as per rules and guidelines made by NAAC, Bengaluru. The main aim and policy of IQAC are quality enhancement, quality encouragement and quality sustenance in all academic and administrative activities. IQAC takes care of academic aspects, such as curricular aspects, teaching learning process, evaluation, research, academic audit and extension of community activities.

Different committees have been established to support IQAC activities and to maintain and enhance the quality assurance in the institution. In these ways, IQAC contributes in institutionalizing quality assurance process and progress. Every year the IQAC prepares Annual Quality Assurance Report and submits to the NAAC, Bengaluru.

IQAC organizes meetings with stake holders like management, staff, non teaching staff, students? alumni, PTA, experts and industrialist. The IQAC discusses to enhance quality assurance in all fields.

1.Enhancement in Quality Assurance, Quality Encouragement and Quality Sustenance in all Academic Activities:

- Quality enhancement in the academic performance of the students creates lot of job opportunities for all out gone student of the institution. IQAC has made significant contribution to improve the facilities in all areas of the institution.

- IQAC evaluates the academic quality of the institution and academic performance of staff and students progression and infrastructure facilities, like well equipped lab and improving modern internet facilities in library.

The internal quality assurance has contributed more in enhancing quality assurance, quality encouragement and quality sustenance in all academic performance of all departments. Quality advancement in the eminence and efficiency of all faculty members.

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:

1.Review of Teaching Learning Process by IQAC:

- The IQAC meets with staff and students periodically to discuss for adopting the modern and technical methods in teaching and learning processes and enhances innovative

methods.

- The IQAC reviews teaching and learning process continuously and make evaluation in teaching and learning process. Principal, HODs, IQAC

- coordinator evolve strategies to enrich the required and updated curriculum based on the feedback obtained from students, PTA, Alumni and academic experts. Innovative teaching like ICT tool enabled LCD, OHP projector and audio visual sources are introduced and adopted. Different academic committees continuously review the teaching / learning process.

- The Principal and HODs get confidential report from class representatives and students on the performance of teaching staff and quality of teaching by teachers.

2. Review of the Academic Audit Committee by IQAC:

- The academic audit committee also reviews academic activities of all departments including teaching / learning process. The Principal and HODs visit frequently to the class to assess the capacity and abilities of teaching staff.

- All the above review activities in teaching learning process and methods of regular process have developed remarkable impact and outcome to improve the quality assurance in teaching learning process.

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

Response: 9

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

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
11	10	9	8	7

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

Year	Name of quality initiative IQAC	Date of conducting activity	Duration(From-To)	Number of Participants

2012-2013	Establishment of program assessment centre and Teaching Learning centre	27.06.2012	One day.	180
	Training Programme employomentary.	07.07.2012	One day.	368
2013-2014	Book exhibition in collaboration with Giri book house by Library Department.	16.09.2013 TO 21.09.2013	6 Days	3150
	Tobacco Awareness Rally by NSS	09.01.2014	One day.	250
2014-2015	National Level Seminar on women in culture The war within and without by department of English.	26.09.2014	One day	530
2015-2016	Faculty Training Programme on class room Psychology.	02.07.2016	One day	11
	National level Seminar on	30.07.2016	One day	226
2016-2017	Women Empowerment effective teaching learning evaluation methods in higher	24.09.2015 03.12.2016	Two Days	58 120

	education. A seminar on General aspects of research methodology.		
		One day	

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: C. Any 2 of the above

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

1.Regular meeting of IQAC

2. Academic Administrative Audit up action.

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:

- The college upcoming 2018-2020 we have got the recognition and affiliation of D.EL.ED and M.ED.

- The institution has the following number of faculty members with Ph.D, M.Phil, NET /

S.N	Faculty Member With	Total
1.	Ph.D.	23
2.	M. Phil	5
3.	NET	7
4.	SET	2
5.	Ph.D. (Pursuing)	35

- Skill based subjects are taught to the students to understand them how to think at high levels, solve problems and perform on various academic tasks with great success.

- Annual Examination System has been adopted by the college since 1979 as per the norms of the Veer Kunwar Singh University, ARA to bring reforms in higher education so that the students develop thinking as well as analytical ability suitable for their future employment and to integrate the values of culture with education.

- The IQAC is the central unit for the proper functioning of the institution. The IQAC functions actively to enhance and sustain the quality in all the spheres. It conducts regular meeting with all stake holders. So far **84** meetings have been conducted with staff, students, Non teaching staff, PTA, Alumni and industrialist.

- The IQAC organized a National level seminar on **30th July, 2016** to acquire knowledge in quality assurance through the guest speakers and experts.

- The Academic audit committee comprising of the Principal, 5 HODs and 1 senior faculty member of the college evaluates the performance of the departments and give suggestions for further improvement of the quality of academic performance,

- teaching/learning process, research, administration, curricular and extra-curricular activities etc.

- External audit committee is constituted to monitor the functions of internal audit committee and meets with internal auditors and management on a periodic basis to discuss matters of concern that may arise.

- Academic staff council plays a significant role for planning and improving the academic performance of the institution, quality assurance, enhancement and fixation of date for examinations.

- Curriculum renovation is made to enhance the social skills of students and focus on unique methods for teaching historical, technological, organizational and political lessons. This curriculum innovation encourages teachers to teach all types of learners

with individualized styles instead of focusing on lessons that are effective for just a few average students in a class room.

- The university offers number of elective papers which the college can select. The concern department of the institution selects the elective papers to access their analytical ability, real understanding of concepts and mastery to apply, rather than to simply recall, replicate and reproduce concepts and principles in the examination.

- Project-based learning is practiced, where the students explore real world problems and challenges. It also inspires students to obtain a deeper knowledge of the subject they are studying.

- The College has conducted **10** national and **3** conferences, and workshops altogether for the past years.

- More than **393** staff members have participated in various National level seminars, conferences, workshops in college and other institution and **356** papers have been presented. Faculty development programmes are regularly conducted to improve their teaching skills, curriculum, design, and enhance the organizational climate for education, collaborative educational research and communication skills of the faculty members. The institution has appointed well qualified, experienced and dedicated faculty members.

- The use of ICT tools in education and training has become part and parcel of the Teaching learning process. The institution adopts ICT enabled teaching learning process through the LCD and OHP projectors which are provided in all class rooms of all departments.

- The teaching learning process has been enhanced by giving assignments, class seminars, interactions and group discussions among the students.

- Multimedia learning and usage of Audio Visual Aids are also utilized for teaching/learning process.

- All the departments of the institution have internet facility and Wi-fi connectivity inside the campus.

- The institution follows learner centric teaching process where the teachers teach students how to think, solve problems, evaluate evidence, analyze arguments, generate hypothesis and for mastering materials in their respective programmes.

- The college offers structured format for assessment, assignment, students learning outcome and performance. Transference is followed in learning.

- The students with one arrear can write the supplementary exam conducted by the university and complete their degree which helps them to pursue higher education in the same year. **91** students have been benefited in the supplementary exam for the past five years.

- The college maintains student profile every year which consists of academic achievements, attendance, interests, special abilities, the date fixation for unit test, model theory exam, model practical, result performance of the students and number of working days.

- The college has research database which helps both the staff members and students to search and access reliable and credible information from magazines, newspapers, journals, books and e-books. The English communication lab has been established with **60** computers in the year 2014. Communicative English classes are conducted with the benefit of English language lab to develop the communication skill of the students.

- So far **4,542** students are benefited by the communication English classes and **3,671** students are benefited in the English Language lab in the college.

- The department conducts Tutor system in each class. **26** students are allotted for one teacher for intensive care of students and also in various activities like personal, academic categories and solve problems.

- Bridge courses are conducted for all newly admitted students in the beginning of the academic year to have the knowledge of selected subjects.

- Remedial classes are conducted every year for the slow learners to enhance themselves in their studies. More than **650** students are benefited and passed so far.

- Slow learners and advanced learners are identified on various academic performances. Advanced learners are encouraged to participate in conferences, seminars, workshops conducted in and out of the college.

- **5** of the faculty members have undergone refresher courses conducted by other university.

- **75** have attended the orientation Programme of other institutions.

- **9** staff members participated in Staff training conducted by the university.

- **8** staff members took part in Staff training conducted by the other institution.

- All Staff members participated in Personality Development Programme and Human Resource Programme every year.

- The research advisory committee of the college provides strategic guidance and for high level research and also motivates the staff members to do major, minor projects, and advises the students and staff members to come-out with research publications.

- The college has **2** buses for transport facility of students to the far off places and also for the faculty members for free of cost.

- **3** generators with **25** KV are installed for uninterrupted power supply and **6** bore wells are available for water supply in the college and hostel.

- The college offers number of facility for student progression and support. The Management provides concession for economically poor students, merit students and also helps to avail government scholarship.

- The college has offered Scholarship and fees concession for economically poor, underprivileged, disabled and merit students for the past five years. Students are motivated to earn while they are continuing their education and acquire earning and experience under the scheme **"Earn While You Learn".**

- The Entrepreneurial cell of the college with club activities helps the students to know the economic development and the right type of manpower in the society. It also helps them to know the self-help employment opportunities such as, toys making, etc.

- The placement cell of the college guides the students on career opportunities. The cell provides coaching and training every week to the students by inviting external experts and resource persons from various companies, institution and government organizations.

- For the past five years **73** placement training and coaching programmes have been conducted. So far **893** students have been placed in various sectors.

- The women counseling cell of the institution functions to resolve all the personal problems, security issues by keeping a close watch and giving parental guidance to the girl students regularly. So far **130** students have been participated in the women counseling cell for representing and solved their problems.

- The grievance redressal cell of the college attempts to address genuine grievances and complaints of students and express their academic, infrastructural grievances and interact with students every week.

- So far **63** grievances from various departments are represented and rectified by the grievance redressal cell.

- Feedback system implemented in the college and this system also helps the students to express their ideas, suggestions and grievances. The suggestions obtained from feedback of the students are considered and implemented for the satisfaction of the students.

- Both donate for infrastructure facilities and purchase of library books.

- The Evaluation and assessment system followed in the institution helps to know the outcomes of practicing teaching learning methods and the academic performances of the students.

- To present stress free and harmonious life, the students are exposed to the practice of Yoga and meditation.

- The institution strives hard to teach and sustain communal harmony moral, ethical values, Patriotism and social responsibility.

- To improve the spiritual practice, morning assembly is practiced in which Sarawasti

Vandana, Gayatri Mantra, thought for the day, imparting of moral values and academic information are done.

- The college conducts various competitions through Hindi and English Literary associations like essay, story writing, poem recitation and debate.

- On the basis of betterment, development and enhancement of the institution there is an increase in student?s strength and dropouts are decreased.

- Various statuary bodies and Academic Committees conduct periodical meetings with Principal, faculty members and students regularly to discuss the important issues, academic and administrative activities.

- Participation by management ensures well governance, effective co-ordination and cordial relationship between management, Principal, Staff and students. Interactions with stakeholders help for the smooth functioning of the institution.

- Principal is given autonomy in all academic performances and administrative activities.

- Various welfare schemes are provided for the teaching and non teaching staff members such as Deepavali bonus, and interest free salary advance and uniform for drivers is freely provided.

- Wage revision is done to the staff and non teaching staff every year according to their qualification, merits, position and service.

- Quality assurance, sustenance is maintained and adopted at all levels.

- E-waste management, e-learning sources has been carried out.

- Environmental, eco-friendly, clean and green, herbal garden plantation and energy conservation are properly maintained.