

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: 18

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

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
4	3	5	4	2

File Description	Document
List of gender equity promotion programs organized by the institution	View Document

Title of the Program	Date and Duration(From-To)	Number of Participants by Gender(Female Only)
Girl Students on General Issues	08.08.2012	920
Social Awareness and Women Safety	30.07.2013	840
Psychological Social Problem	12.09.2014	860
Sexual Harassment	11.08.2015	850
Self Defense Method	26.07.2016	730

7.1.2

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

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

Response:

The institution takes much efforts and interest to empower education on moral and ethical values. College women counseling cell and women's centre interact with students on various gender problems and personal distress, so as to develop the sensitization of students and solve the social issues.

Frequent conduction of National level seminar and workshops on relevant topics sensitize the staff and students. By conducting various awareness programmes like women's day, environmental studies, value education and women empowerment training, staff and students are sensitized towards the issue of gender and socially relevant problems. A variety of programmes are organized by various clubs to make students understand their strength and weakness and get awareness in gender sensitization.

- The college is a women's college, so far sexual harassment is not reported by any student.
- The college has women study centre and this motivates the students not to involve in any such harassment inside and outside the campus.
- Staff members offer suggestions to solve the psychological and social problem.
- Students are encouraged to learn self defense methods and promote social awareness and women safety by organizing seminars and programmes for the subject of harassment.
- Gender study programmes also educate the girl students on gender issues.

7.1.3 Alternate Energy initiatives such as:

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

Response: 100

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

Response: 300

7.1.3.2 Total annual power requirement (in KWH)

Response: 300

File Description		Document		
Details of power requirement of the Institution met by renewable energy sources		View Document		
Power requirement met by renewable energy sources	Total power requirement	Renewable energy source	Renewable energy generated and used	Energy supplied to the grid
	300 KWH			

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

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

Response: 1600

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1600

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

Total Lighting requirements	Percentage Lighting through LED bulbs	Percentage Lighting through other sources
1600	45%	55%

7.1.5 Waste Management steps including:

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

Response:

- The Hazardous waste from chemistry lab is disposed.
- Waste chemicals, oils and cleaning materials are expelled.
- Semi micro analyzes is done to minimize the wastage of chemicals.
- Plastic awareness programmes are conducted.
- The acid batteries and electronic instruments are disposed periodically from the lab.
- Dustbins are provided in all class rooms for maintaining cleanliness effectively.
- Napkin disposal machines are installed inside the campus to dispose the napkins in a hygienic way.
- Waste management club is established in the college with a staff coordinator and students to dispose the wastages for maintaining cleanliness.
- Computer science department dispose the unused computers and related accessories periodically.
- Ups batteries are recharged and repaired
- Unused Ups are exchanged by the suppliers.
- The electronic instruments in poor working conditions are exchanged by dealers.
- Rain water harvesting and RO water plants are installed in the college and hostel campus.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- Rain water harvesting is installed to reduce the usage of well and bore waters from tanks.
- Staff and students are instructed not to waste water unnecessarily in order to avoid situations like water scarcity and drought in the absence of rainy season.
- The instruction through assembly is given to students about the importance of water harvesting.

The run off rain water from the terrace of the college building is channelized to the wells located in the campus. All the runoff water is channelized to that well. To facilitate the ground water recharge, all structures are provided. Layers of bricks filled inside the recharge well ensure proper filtration of harvesting water.

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:

a) Bicycles

A bicycle is the easiest, most economical way for many students seeks to encourage cycling among students, staff and faculty members and strive to improve the overall health and well-being of the campus community. Cycling is quickly raising to the top as a means of transportation. It is virtually cost-free, pollution less which allows much closer access one?s destination. The college is planning to have a bicycle master plan to establish a network of bicycle routes throughout the campus to improve cycling access around the campus area in future.

b) Public Transport

Apart from the college transport facility, the members of students use public transport for their convenience. The institution instructs the students to practice transportation etiquette like to remain polite and courteous, not to block the flow of traffic, offer their seats to the elderly or injured person and pregnant women, to take care of their belongings etc.

c) Pedestrian Friendly Roads

The institution wants to expand the pedestrian friendly surrounding the college to encourage more multimodal transportation.

d) Plastic free campus

Plastic free college is a program of the institution which aims to measurably reduce plastic pollution on college campus with a special focus on the reduction and ultimately the elimination of plastic bottles, plastic straws and poly bags.

e) Paperless office

The world is advancing so fast and quick with internet and software services and therefore paperless offices are becoming trendy. The institution promotes paperless office as it happens to be a much better and green option then using the means of paper. This kind of paperless office helps to reduce carbon footprint, possibility of store and saves up time.

f) Green landscaping with trees and plants

- The college organizes various programmes to create awareness among students in the campus and involve them in maintaining eco-friendly environment.
- Medicinal plants and herbal garden are maintained.
- Plan to develop a centre for environmental management in the campus
- Establishing clean and green campus.
- Conduct awareness programmes by NSS, YRC, RRC and Rotaract club.
- Exist clean and green circle.

Display the aim in the campus “Go Green” “Think Green!”, “Create Green”, and “Save Green”.

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

Response: 0.34

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)

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
1	1	1	1	1

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

Year	Budget allocated for green initiatives	Expenditure on green initiatives and waste management excluding salary component	Annual expenditure excluding salary of the institution
2012-2013	30,000	28,000	326
2013-2014	40,000	36,500	422
2014-2015	55,000	52,250	175
2015-2016	60,000	63,150	169
2016-2017	70,000	59,650	156

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: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

Physical facilities (yes/No)	Provision for lift (yes/No)	Ramp/ Rails (yes/No)	Braille Software/facilities (yes/No)	Rest Rooms (yes/No)	Scribes for examination (yes/No)	Special skill development abled students (yes/No)	Any other similar facility (yes/No)
yes	No	yes	No	yes	yes	No	Yes

7.1.10 Number of Specific initiatives to address Locational advantages and disadvantages during the last five years

Response: 8

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

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
2	1	2	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

➤ **Locational advantage:**

The college is suited at the Kaimur which supplies fresh air. The college is located in a calm, serene, clean and green campus. As the institution is present in rural area, all the women students irrespective of caste, creed, community and status are benefitted with a education. Considering the rustic folk in mind, the management of the institution provides a number of fees concession.

➤ **Locational disadvantage:**

The only disadvantage of the institution is that being a rural area, the students get less exposure when compare to the city side colleges.

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 17

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

2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
3	3	4	4	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

Self Study Report – 2018 (Criterion – 7)

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number Participating students staff
2012-2013	—	2	09.06.2012	Diabetics awareness Programme	Health Issues regarding Diabetics	375 & 08
			16.02.2013	Blood Grouping Camp	Identification of Blood Group	360 & 05
	1	—	07.07.2012	Legal awareness Programme	Imparting Knowledge regarding Legal Procedures	328 & 08
2013-2014			17.08.2013	Natural Therapy	without Cure Medicine	325 & 11

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	—	2				
			11.01.2014	Blood Donation Camp	Blood Donation	120 & 05
	2	—	14.12.2013	Electricity Awareness Programme	Proper usage and Electricity Saving Consumer	250 & 12
			01.03.2014	Consumer Awareness Workshop	Awareness	250 & 14
2014-2015	—	1	20.09.2014	Eye Checkup Camp	Eye Checkup	125 & 04
	3	—	09.08.2014	Small Saving Awareness Programme	Importance of small Savings	410 & 20
			03.01.2015	Rainwater Harvesting	Importance of rain water harvesting	320 & 12
			07.02.2015	Forest conservation Awareness Programme	Conservation of Natural Resource	290 & 06
201			12.09.20	Bloo	Blood Donation	125 & 05

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5-2016	—	1	15	d		
				Donation Camp		
	2	—	25.07.2015	Environmental Protection Awareness	Environmental Protection	230 & 07
			27.02.2016	Rally Role of Youth in Media	Responsibility of Youth	450 & 25
2016-2017	—	2	17.09.2016	Vote list name enrolment	Electoral	350 & 07
23.12.2016			Dengue Awareness Programme and distribution of nila vembu herbal extract.	Precautions to control dengue usage of herbal extract as a remedy .	550 & 30	
04.02.2017			Safety Road Awareness Programme	Safety measures during transportation.	375 & 07	

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

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

Year	Title of the Program/Activity	Duration(From-To)	Number of Participants
2012-2013	Human Values and Ethics	26.09.2012	450
2012-2013	The Value in culture and modern life	06.02.2013	400
2013-2014	Sustainable lifestyle	07.09.2013	550
2013-2014	Awareness about National History	30.01.2014	525
2014-2015	Cultural Heritage Constitutional Rights	14.09.2014	420
2014-2015	Coaching for National Integration	12.02.2015	470
2015-2016	Environmental Education	14.08.2015	325
2015-2016	Freedom from Greed and Austerity	08.02.2016	440
2016-2017	Inter-Personalized Human Values	14.09.2016	475
2016-2017	Inculcating ethical and Humanistic Values	24.02.2017	520

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

Response: Yes

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: 10

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

Year	Title of the Program/Activity	Duration(From-To)	Number of Participants
2012-2013	Human Values and Ethics	26.09.2012	450
2012-2013	The Value in culture and modern life	06.02.2013	400
2013-2014	Sustainable lifestyle	07.09.2013	550
2013-2014	Awareness about National History	30.01.2014	525
2014-2015	Cultural Heritage Constitutional Rights	14.09.2014	420
2014-2015	Coaching for National Integration	12.02.2015	470
2015-2016	Environmental Education	14.08.2015	325
2015-2016	Freedom from Greed and Austerity	08.02.2016	440
2016-2017	Inter-Personalized Human Values	14.09.2016	475
2016-2017	Inculcating ethical and Humanistic Values	24.02.2017	520

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

Response:

YES,

The college organizes national festival birth, death anniversaries of the great personalities. Durgapooja and Holi are celebrated in the campus with full zeal and enthusiasm, the birth and death anniversary of Maharana Pratap Jayanti, Gandhi ji, Lal Bahadur Shastri, Pt. Jawahar Lal Nehru are organized every year. The independence day and republic day are most important day of our university and the students, teachers and other staff all celebrate this very passionately the department of college also celebrates important national and international days at departmental level. Traditional and local celebration are also organized by the residence and hostels joyfully.

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

Response:

YES

- The Staff Academic Council headed by Principal with HODs, librarian, physical director, discuss in staff academic council meeting regarding the required fund of various departments, lab and library. The Principal and HODs submit expenditure statement to the management for allocation of fund to various items and programmes like tuition fees, interest on bank deposits and other miscellaneous items such as research tuition fees and exam fees.

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.

- Education is a process of all round development of an individual-Physical, Intellectual, Emotional, Social, Moral and spiritual. The teachers are the facilitators and inculcator of values and transformer of inner being. The institution does not consider education as mere acquisition of information Passing examinations and getting degrees. The college insists to instill a sense of humanism, a deep concern for the well being of others and the nation. The institution adopts number of activities like instruction, relationship between students, Curricular activities etc. To inculcate basic integration among the students and faculty members.

The institution strives hard to give a best place to work for the faculty member. It aims to ensure production, Security, Cultural and Social development, Welfare, Good environment and offer opportunities for all according to their ability without discrimination.

7.2 Best Practices

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

Response:

Best Practice – I

1. Title of the Practice

Value Education as a Best Practice

1. Objectives of the Practice

- Student's participation to enhance the quality education and values.
- To develop and create the value added and quality of education.
- The IQAC motivates the learners and faculty members to implement the plan of action.
- Students and teachers are motivated to enhance the quality of education.
- To improve the integral growth of human beings.

2. The Context

- Students and faculty members play an efficient and enthusiastic role in developing values and quality of education. Both students and teachers are the important participants in the system of higher education.

3. The Practice

- Various committees are formed for developing skill, knowledge and efficiency.
- Students and teachers are encouraged to participate in these committees for the development of curricular activities.
- Every Saturday the value education sections are organized to deliberate the human values, health and hygiene values.
- The value and culture in the modern life against social evils and socialization has been imparted among the students.
- Improving attitudes towards sustainable lifestyle.
- Creating awareness about national history, cultural heritage, constitutional rights, national integration, community development and environment.
- Tolerance and justice are the basic teachings to be woven into environmental education.
- Inculcating principles of self-restraint, self-discipline, contentment, reduction of wants, freedom from greed and austerity which are some of the finest elements.
- Individual empowerment allowing space for students to take responsibility.
- It creates a strong learning environment that enhances academic attainment and develops students' social, cultural and interpersonalised human values.

- The students might face more complicated decision making situations about issues involving values. They should be helped in developing the ability to make proper choices through value education.

Evidence of Success

- The alumni appreciate often in their meet for initiating the impact of value education and moulding the students.
- The alumni also conveyed their appreciation and happiness for undertaking value education session of students.
- Parents are getting proud and pride regarding the value of life, culture of the society and approaching capacity of the neighbours and relatives because of the value education imparted by the institution.
- Faculty members are much interested by conducting counseling sessions for value education periodically.
- The institution is providing internet facility, maintaining good academic records, more usage of books in library, training and coaching classes for competitive exams for developing future opportunities and value of life.
- Moulds students to have friendly approach with neighbours and family members.
- Builds self-confidence for individual development.
- Inculcates the lives of students with ethical and humanistic values.
- Value Education created curiosity, development of proper interests and attitudes.

Problems Encountered and Resources Required:

- Exposure made by the eminent personalities visiting the college.
- Experience based learning by the teachers.
- Media especially print library resources, internet, Website, audio and visual media.
- Handout prepared by the teachers.

Best Practice – II

1. Title of the Practice

Co-Curricular Activities and Club Activities for Self-Help Employment.

1. Objectives of the Practice

- Club activities are the significant practice to bring out their hidden talents.
- To develop skills in all fields, confidence building and creativity.
- To create employment opportunities for the students.
- To make them earn while learn.

- To develop leadership quality among students in team work.
- To get self help employment through club activities.
- Students are encouraged to take full advantage of these opportunities to broaden horizons, excel in interest areas.

2. The Context

- Club activities once in a week.
- Resource for getting self employment.
- Developing computer knowledge skill.
- Students have innate talents-exploring and exposing such talents not only to motivate them but also brings laurels to the institution.
- The co-curricular activities and club activities are necessary in addition to the academic curriculum and to create self employment.
- To exhibit and sell the products produced by students through club activities.

3.The Practice

- Every club consists of a coordinator among the faculty members from various departments.
- For club activities 40 students from various courses are selected for carry out the club activities and one student from final UG is designated as club incharge.
- The students of these clubs are well trained and coached for their self help employment for their future.
- UG students involve placement cell and career guidance to secure right employment opportunity.
- The Club co-ordinators invite External expert from outside for coaching and training the students in the club activities frequently.
- The following club activities are done by the respective club students for 3 hours every Saturday.

4.Various clubs and forums are:

- New method Technological Club
- Toy Making Club
- Painting Club
- Cultural Club
- Handicraft Club
- Disaster Management Club

- Computer Learners Club
- Science Club
- Health Centre
- Placement Cell
- English Literary Association.

Evidence of Success

- All club activities depend upon the future employment opportunities.
- The part time employment opportunities for learners are acquired skills for generating income.
- Through these club activities, students exhibit their talents and their efforts are rightly identified. Some of the out gone students through these club activities have got self employment.
- Many alumni are appreciating the students for their self reliant and skill development.
- All the parents are appreciating the club activities done in the college every Saturday for exhibiting the talent of their daughters such as cooking, and painting, etc.

Problems Encountered and Resources Required:

- Most of the faculty members of our college are important resource persons.
- External Experts are invited for providing coaching and training and the remuneration for the experts is paid by the management.
- Seperate rooms are allotted for all Clubs.
- The infrastructural facilities and accessories are provided by the management to all the clubs and committees.

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:

1. To substantiate the vision of the college, that is to promote rural women empowerment.

- The college offers number of concession and scholarship for the economically poor students to pursue their higher education in the college.
- The administrative council and college society give much importance for the development and betterment of the college education.
- The management inspires the Principal, all the HODs, staff and students for the

fulfillment of stated vision and mission.

- Management discusses in the regular meeting the academic, administrative plan and policy and implementation.
- The college fulfills all the requirements of departments like infrastructure, library, building and extension.
- Management offers concession to economically poor students and scholarship for student achievers.
- The management implements all the decisions taken in the IQAC meetings with stake holders for the enhancement of quality assurance and sustenance in all areas of Academic performance of the institution.
- The discussion and decision with regard to the curricular programmes in tune with vision and mission of the Institution taken by various academic bodies are communicated effectively to all students, teaching and Non-teaching staff members of the college through circulars.

The objectives and programmes of vision and mission are displayed in the notice board of all departments. These are exhibited through flex board in the important sections of the campus.

5. CONCLUSION

Additional Information :

In the upcoming 2018-2020 we have got the recognition and affiliation of D.El.Ed, and M.ED From NCTE and Veer Kunwar Singh University, Ara.

Concluding Remarks :

In brief, the College is in tune with the dream and vision of Mahatma Gandhi. It is a global centre of learning in the spiritual centre Bihar. It encourages its students as well as teachers to practice Gandhian philosophy and teaching. The College has been running with objective and is successful in its mission to a large extent.