

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**MAHARANA PRATAP COLLEGE**

**MAHARANA PRATAP COLLEGE MOHANIA  
821109**

**[www.mpcollegemohania.com](http://www.mpcollegemohania.com)**

**SSR SUBMITTED DATE: 25-01-2018**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

### *Introduction:*

Maharana Pratap College was founded in 1979 is Permanently affiliated by state Govt. Of Bihar in B.A., B.Sc, B.Com,BCA, and BBA Pass and Hons. B.Ed. under V.K.S.University Ara, Bhojpur. This College is registered under 2(F) and 12(B) of UGC Act 1956. This UGC has provided grants for college development. Our focus is on providing quality education to the students of all backgrounds irrespective of any discrimination on the basis of caste, creed, community, economic status, academic status etc.

In the last few years, we have aimed at developing the infrastructure of the college to cater to the need of the growing number of learners. We have been organizing, various academic and co-curricular activities to instil confidence and enhance the personality of the students. We are marching ahead with the pious aim of producing bonafide graduates with the employment skills of the modern time.

Hope your co-operation will give an impetus to our forward journey.

### **Vision**

- To make the college function as a centre of excellence for all domains of knowledge.
- To develop the college for ensuring and nurturing the right attitude, promoting human excellence and building an enlightened society.

### **Mission**

- To inculcate social, cultural and moral values in the students and make them responsible citizens.
- To strengthen the educational development process in rural areas.
- To improve higher education as per youth aspiration and make them enlightened by providing education coupled with spiritual and ethical values.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- English Language lab and communication skill enhancement.
- FDP encourages all staff for improving and enhancing skill and knowledge.
- Excellent student-teacher relationship
- Strong faculty Qualification, Talented and dedicated, Knowledge and Cooperative faculty and good communication among faculty members.
- Placement training for job opportunities to maximum level.
- Registered Alumni with full support for student and Institution.

- Well equipped laboratories and digitalized library with INFLIBNET and DELNET resources.
- Innovative teaching methods with ICT enabled LCD, OHP in all class rooms.
- Concession and scholarship for economically poor students to the maximum extent.
- Individual Department Library, One computer and network facility to all department.
- Extension activities to help rural village people by NSS, YRC, RRC and Rotaract club.
- Free access of internet lab with WI-FI Connectivity
- RO installment for safe and purified water.
- " Best College Award" for offering more concession to students.
- Participatory transparency in academic performance.
- Minimum fees structure and concession for economically poor students.
- Students centric teaching.
- More achievement in games, extracurricular activities, NSS, cultural events.
- Leave facility as per government norms.
- Staff welfare scheme.
- 3 Generators with 25 KVA for un-interrupted power supply.
- Ethical and moral value
- Special attention for physically challenged students.
- Participatory and democratic system of functioning.
- Excellent administrative support.

### **Institutional Weakness**

- Lack in consultancy service.
- Collaboration and insufficient tie-ups.
- Limited number of students in placement.
- Students from rural area, so lack of communication skill.
- Lack of Major and Minor projects.
- Poor research culture.
- Placement need to be strengthened.
- Difficulty in paying fees by rural students.
- Drop out to some extent.
- Low percentage of impact factor and citation index.
- Coaching for NET/SET.

### **Institutional Opportunity**

- Placement cell training for competitive examinations.
- Self-help employment through entrepreneurial cell and club activities.
- Becoming a Leads in interdisciplinary Learning.
- Inviting guest lecturers for seminars, workshops etc.
- to enhance the academic performance through IQAC.
- Academic flexibility in curriculum.
- Opportunity to bring in social change by moulding students mindset.
- Strong internship programme for students and faculty.

## **Institutional Challenge**

- Over coming students English communication difficulties (Oral and Written) owing to their vernacular learning background.
- Promoting culture and value based education.
- Motivating the students to improve good technical exposure and good communication skill.
- Receiving fund for Major and Minor Research projects form UGC and other funding agency.
- Placement of all students.
- Payment of tuition fee in time since the students from under privileged sector/ poor community.
- Retaining drop out students.
- Enhancing and improving consultancy services.
- Staff and students exchange programme in other universities and to face the global competition.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The College has completed four decades of its excellence and has emerged as a dream institution and a vibrant seat of BA, BSC, BCOM, Management, IT and Education(B.Ed.) learning in Bihar. It can today boast of a well structured, admirably equipped infrastructure with modern teaching aids, infotainment aids, a select band of highly qualified and experienced faculty members, a campus buzzing with students activity and above all an envious band of disciplined, highly talented, motivated and indefatigable learners. The College is at the threshold of becoming a world-class education centre making its presence felt at National level the college has an efficient and transparent feedback mechanism involving students, faculty members, non teaching staff as well as gurdians proving to be an effective indicator of progress with suspect to overall growth of our college.

The College offers following study programme - B.A, B.Sc., B.Com, Management(B.B.A), IT(B.C.A) and Education(B.Ed.)

### **Teaching-learning and Evaluation**

The main objectives of MAHARANA PRATAP COLLEGE, MOHANIA, KAIMUR are not just transmission of knowledge, but as a seat of learning it also aims at generation of knowledge. Research assumes paramount importance from this angle. The College provides support, facilities, environment and encouragement to the faculty and the students actively participate in research activities in the College. Specified activities which are part and parcel of teaching and learning process in the College are following:-

- Curriculum and requirement based classes
- Workshops / Guest Lectures / Seminars / Symposium / Case studies
- Presentation modes – such as power point and smart classes.
- Regular test & evaluation
- Providing E-education aids like Computers, Internet and Wi-Fi connectivity
- Industrial exposure through visits
- Interactive activities
- Students' feedback analysis and action
- Faculty development programmes through Academic Staff College, various Seminars, Symposia,

## Workshops, FDPs

**Evaluation** – Evaluation of students is an integral part of course curriculum through various checkpoints at regular intervals.

## Research, Innovations and Extension

M.P.College shoulders responsibilities to support faculty members and course participants to undertake research projects beneficial to careers, industry and community. Case writing, Article writing and Publications, Improved Management Practices etc. are some of the common activities at the College. Faculty contribute regularly to different Journals and participate in seminars, symposium, conferences and training courses besides guiding Ph.D. researches. For the assistance of students, researchers and faculty members, the College has separate research committee for each department headed by members. It stocks a large number of Journals, books and research publications to further help researchers. It also extends the facilities and infrastructure to the research students of other institutions. The College has also undertaken some research oriented government plans for the benefits of the society. The College has been empanelled with Govt. of Bihar for concurrent evaluation of its research project.

## Infrastructure and Learning Resources

Infrastructure and learning resource of our College are as follows :-

Class Rooms, Tutorial space, Multi Utility Hall, Seminar Hall, ICT Class Room, ICT Lab, Common Room for Girls students, Common Room for Boys students, Store Rooms and Guest House Building, Girl's Hostel, Under construction, ready to be used shortly, Canteen space, Coffee/Tea kiosk, Library, Faculty Room, Administrative office Rooms, Placement Cell Room, Chairman's Chamber, Director's Chamber, Art & Craft Resource Center, Science Lab, Psychology Resource Center, Music Room, Toilets, Health and Physical Resource Center, Physics Lab, Chemistry Lab, Zoology Lab, Botany Lab, Computer Lab, Language Lab, Math Lab and etc.

## Student Support and Progression

- Anti Ragging Cell
- Sexual Harassment Prevention Cell
- Grievance Redressal Cell
- Career and Counseling Cell
- Placement Cell
- Cultural Cell
- Sports Cell
- Extracurricular Activities
- Canteen
- Safe drinking water facilities
- Index and E-journal
- Welfare scheme for pre specified segments
- Computers with internet facilities

- Library with proper seating arrangements
- All weather approach road
- Ramp for Physically Challenged
- Health Center
- First Aid
- CCTV Cameras
- Internal Facility
- Language Lab
- Sport Field (Stadium)

### **Governance, Leadership and Management**

President, Secretary, Chairman, Director, Principal, HOD, and Faculty members of various disciplines and members of various committees and Cells are committed to accomplish pre stated vision, mission and goals. Mutual discussion, consensus decisions, delegation of well defined authority and responsibility, feedback and reviews are common practices to carry on governance, leadership and management.

### **Institutional Values and Best Practices**

#### **Best Practices – I**

- To create skilled professional for emerging and challenging market environment
- Well blend of need based and conventional pedagogy
- Focus on training and live projects
- To bridge the gap between the theoretical and practical perspectives

#### **Best Practices – II**

##### Institute-student interaction

- Two way communication
- Focus on Group Discussion, Role Playing, Case Study, Simulation, Management Games, Presentation, Debate, Extempore, Doubt Clearing Sessions etc.
- Relevant industrial exposure and discussion on facing problems and probable solution
- To handle various educational aids and assistance

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHARANA PRATAP COLLEGE
Address	MAHARANA PRATAP COLLEGE MOHANIA
City	MOHANIA
State	Bihar
Pin	821109
Website	<a href="http://www.mpcollegemohania.com">www.mpcollegemohania.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	SANJAY KUMAR UPADHYAY	06187-618722342	9927051055	-	sanjaympcollege@gmail.com
Principal	ANIL KUMAR	06187-222242	8433462761	06187-61872 22242	mpcollegebihar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-09-1979

**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	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date
2f of UGC	08-10-1990
12B of UGC	08-10-1990

**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	MAHARANA PRATAP COLLEGE MOHANIA	Rural	10.32	16100

## 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,Department Of Arts	36	XII	Hindi	1250	1019
UG	BSc,Department Of Science	36	XII	Hindi	540	175
UG	BCom,Department Of Commerce	36	XII	Hindi	325	118
UG	BCA,Department Of Computer Science	36	XII	English	60	9
UG	BBA,Department Of Management	36	XII	Hindi	60	5
UG	BEd,Department Of Education	24	GRADUATE	Hindi	100	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	0				0				65			
Recruited	0	0	0	0	0	0	0	0	43	10	0	53
Yet to Recruit	0				0				12			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				65			
Recruited	0	0	0	0	0	0	0	0	43	10	0	53
Yet to Recruit	0				0				12			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				75
Recruited	43	10	0	53
Yet to Recruit				22
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				22
Recruited	17	5	0	22
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	33	10	0	43
M.Phil.	0	0	0	0	0	0	4	3	0	7
PG	0	0	0	0	0	0	43	10	0	53

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	3	1	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	3	3	0	6

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	6		2	
	0		8	

**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	840	106	0	0	946
	Female	700	13	0	0	713
	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	300	196	317	201
	Female	200	164	255	146
	Others	0	0	0	0
ST	Male	153	112	187	191
	Female	111	93	153	154
	Others	0	0	0	0
OBC	Male	421	311	453	464
	Female	211	112	286	269
	Others	0	0	0	0
General	Male	300	187	346	207
	Female	115	189	203	113
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1811	1364	2200	1745

### 3. Extended Profile

#### 3.1 Programme

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

**Response : 6**

**Number of self-financed Programmes offered by college**

**Response : 3**

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

**Response : 3**

#### 3.2 Student

**Number of students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1745	2200	1364	1811	1745

**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
913	913	913	913	913

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

2016-17	2015-16	2014-15	2013-14	2012-13
1745	2200	1364	1811	1745

**Total number of outgoing / final year students**

**Response : 2600**

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
53	48	53	54	54

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

2016-17	2015-16	2014-15	2013-14	2012-13
53	53	53	54	54

**Number of sanctioned posts year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
65	65	65	65	65

**Total experience of full-time teachers****Response : 35****Number of full time teachers worked in the institution during the last 5 years****Response : 53****3.4 Institution****Total number of classrooms and seminar halls****Response : 56****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
326	422	175	169	1568365

**Number of computers****Response : 137**

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

**Response : 8000**

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

**Response : 6300**

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:

The College has been affiliated to Veer Kunwar Singh University, Ara, Bihar. The design of the curriculum and its revision are periodically prepared by the university and followed by the college for effective curriculum delivery. To improve and develop the curriculum skill and knowledge of the students, the institution encourages the student to work and participated in various academic and curriculum activities. In the beginning of the academic year, lesson plans are well prepared by the faculty members for the implementation of the curriculum.

To compete with the technological demands of the modern era, the college insists the faculty members to follow innovative pedagogy of teaching methods such as internet, e-notes and LCD projectors apart from traditional chalk and talk method. To expatiate the art of oratory, the literature departments handle the lecturers in eloquent and impressive way.

In addition to the above mentioned teaching methods, the staff members adopt ICT tools presentations, assignments, interactions, workshops, seminars and computer education to enlighten the students to learn the curriculum effectively.

Various subject experts from various fields are invited for special lectures in addition to special personality development programme for students and staff.

The scheduled unit wise portion completions, conduction of unit wise tests and internal tests, all are effectively monitored and verified against the subject plans and work done registers of individual staff members.

##### 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	<a href="#">View Document</a>

### 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:** 0.38

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
01	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 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:** 16.67

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

Response: 01

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

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

**Response:** 100

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

Response: 6

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 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:** 1.44

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
25	25	25	25	25

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 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:**

Much effort are taken by the institution to integrate cross cutting issues relevant to gender, climate change, environmental education, human values, professional ethics by conducting various awareness programmes to the students.

Women counseling cell of the college is the place to the girl students to represent their personal, official, general issues and gender grievances.

Ragging crub committee is formulated to avoid ragging among the students. The syllabus comprises of the value education programme, environmental science and human rights in the curriculum offered by the university.

For all UG courses, the papers offered are

I : Environmental Studies

II : Women's Rights

III: Human Rights

IV: General awareness

V. Gender And Society

VI. NCC & NSS

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

**Response: 5**

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

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 6.15**

1.3.3.1 Number of students undertaking field projects or internships

Response: 160

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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:** B.Any 3 of the above

File Description	Document
URL for stakeholder feedback report	<a href="#">View Document</a>

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

## 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:** 100

##### 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
1745	2200	1364	1811	1745

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
List of students (other states and countries)	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 77.26

##### 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
1745	2200	1364	1811	1900

##### 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
2335	2335	2335	2335	2335

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 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: 100**

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
913	913	913	913	913

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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 has many methods and events to assess the students in terms of knowledge and skills before the commencement of the programmes.

The members of the admission committee examine the ability and enquire the interest of the students in accordance with the subject selected by the students at the time of admission. Orientation programmes and coaching are conducted for the newly admitted students for coordinating and assessing their knowledge. Department conducts entry level test in interdisciplinary subjects to assess the students. The entry level assessment and performance of student are taken into account and concerned faculty members are intimated to cope-up with the knowledge and encouragement of programmes.

Coaching classes are conducted for slow learners to compete with advanced learners.

The advanced learners are identified by their academic performance and achievements. Special guidance and consultations are given to the advanced learners to secure high percentage of marks in university examination.

The faculty members of the departments and the placement cell constantly encourage the advanced learners to write many competitive exams.

Advanced learners are also motivated to join in courses and priority is given to participate in intercollegiate competition and state/national level seminar.

Slow learners are identified through various tests and remedial classes are conducted to improve their academic knowledge.

**2.2.2 Student - Full time teacher ratio****Response:** 38.81

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 1.65**2.2.3.1 Number of differently abled students on rolls****Response:** 43

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

The institution adopts methods more on students-centric to support structures in systems by teachers to develop skills in various learning process.

The institution concentrates much on introducing various modern techniques to make learning more effective for the benefit of students. The learning process is enriched and empowered by the practices which develop communication skills, listening skills, solving problems, improving knowledge, training and participation in various academic programmes which enable the students? lifelong learning.

Students are highly motivated to participate in seminars, workshops, conferences, study tours, projects, Science Exhibition, Group discussion, Guest Lectures, symposium, Quiz programmes and club activities to enrich the different learning methods.

The institution provides required infrastructural facility like resourceful, Internet, Netlab, Department library, fully equipped and digitalized central library providing reference books, magazines, laboratories with well equipped materials for improving and increasing technical knowledge of students. With this wide range of gaining knowledge from the above mentioned learning processes, students prepare charts, models, present paper , publications,

Students Participate in extra-curricular activities like sports, Fine arts, Music, Dance, Yoga and cultural competition. These are the unique resources and provisions to develop skills like interactive learning, collaborative learning and independent learning among students.



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

**Response:** 79.1

#### 2.3.2.1 Number of teachers using ICT

**Response:** 53

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 1.49

#### 2.3.3.1 Number of mentors

**Response:** 1745

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

The institution encourages faculty members of all departments to adopt the latest and innovative teaching methodology with ICT tools in teaching process. The faculty members are provided with LCD projectors, CD's, Over Head Projectors, Audio- Visual facility, Computer with Internet facility to use in Teaching Learning process. Net lab and computer aided facility are installed to utilize in the Teaching method.

Students participate in class seminars, workshops, group discussions, debate, paper presentation, guest lectures and project work for the effective impact and impressive growth and development in the performance of students to achieve the academic excellence and improve their knowledge by the innovative practices.

The faculty members also adopt new and innovative approaches like assignments, exhibitions, paper presentation, participation in competitions, field trips, use of net lab and internship. The remarkable achievements and growth are envisaged among students by adopting constant and continuous innovative methods by the faculty members.

The institution gives priority to the competencies which are necessary for personal fulfillment and development, social inclusion, active citizenship and employment of the students. The teaching learning methods are designed in such a way that they acquire communication skills, mathematical competency, basic competing in science and technology, digital competency, social and civil competency, sense of initiative and entrepreneurship, cultural awareness and expression and learning to learn.

The institution adopts cognitive approach in teaching/ learning process. This cognitive approach helps the students to think and develop their intelligent. The uses of pragmatic methods also help the teachers and students to enhance the teaching/ learning process.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 82.15

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 9.78

#### 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
3	15	3	2	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience of full time teachers in number of years

**Response:** 0.52

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

**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:** 14.65

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
8	15	7	5	4

**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:** 16.92

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
16	13	12	7	7

**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:**

Various measures are adopted to assess the achievements of students. The Examination pattern and the participation of students in academic performances and test evaluation are also assessed. The allocation of marks according to the University norms is 30 marks for Internal evaluation and 70 marks for External evaluation for theory examinations. The Internal Evaluation method is assessed by the staff members by motivating the students to attend regular classes, active participation and better interactions with teachers during the subject hours.

The Continuous Internal assessment of students is analyzed through assignments, test, quiz programmes, seminars, debates and discussion. Students are encouraged to participate in curricular and Extra-curricular, Competitions such as Inter departmental, oratorical competition, literary competition, cultural events and Annual sports meet. The Winners are awarded with prize, Shields, Gifts and certificates. This kind of encouragement motivates and creates confidence among students to participate in various competitions and bring laurels and fame to the college.

Projects are done as per the work plan. A minimum of 10 marks for UG in the formative assessment and 30 marks for UG in the summative assessment is fixed as passing minimum in each subject.

#### **Formative evaluation approaches:**

- Assessment
- Attendance
- Seminars
- Tests
- Practicals

#### **Summative evaluation approaches:**

- Theory written Examination
- Practical Examination
- Project work

The institution follows major evaluation reforms of the Veer Kunwar Singh University, Ara, Bihar. The institution adheres strictly the norms for conducting internal and external exams. Central evaluation is conducted by the University for all affiliating colleges. The University provides a provision for the students to apply for revaluation, re-totaling and getting photo copies of answer scripts of the university examinations.

The University examination marks are intimated to the parents. Any reformation in model examination, internal test, model practical are carried out by the institution. Seminar, Group discussion, presentation and assignments are conducted to evaluate the performance of the students. Choice based credit system designed by the university is implemented by the institution.

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

#### **Response:**

The College introduces the process of department evaluation to assess the teaching learning process, marks obtained in unit test, model examination, internal test by students and practical exam and other academic performances. The marks secured by the students in the test are informed both to the parents and students. The evaluation process and methods are communicated to all students by the department staff for their clear understanding in the beginning of the academic year.

The evaluation methods are done in all fields of academic performance of each department. Teachers are trained to understand the evaluation process and their teaching strategies are assessed and evaluated through feedback obtained from students. The IQAC also gathers suggestions from the feedback of the students and analyses the suggestions and informs the evaluated reports to the Principal and all faculty members for rectification and correction.

The Internal Assessment is done to the students on the basis of marks secured by them, academic performance, attendance, participation in various curriculum, co-curricular, cultural, sports and extension activities. Test marks and their academic performances are displayed in the notice board and informed to the students well in advance to prepare and to initiate the students for more achievements and significant improvement during the last four years.

#### **Behavioral Aspects:**

- Orientation and personality development programme, various activities such as Self-help club activities, NSS, Rotract and YRC for the behavioral development.

#### **Independent Learning:**

- Independent learning enhanced with provided software skills, ICT tools and elective based skills.
- Digitalized library with INFLIBNET and DELNET.
- Internet facility, Audio-visual packages and English communicative lab.

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

#### **Response:**

- The following mechanism is adopted to deal with the examination related grievances. The institution has Grievance Redressal Cell consisting of staff members. The students can represent their problems and grievances anytime for counseling and solving of their problems. Another mechanism, which helps the students to have a good rapport between the students and faculty members, is Tutor system and this system enables to discuss various problems of the students, their academic performance and personal issues the college union council member also represent the griveances, problems to the principals, HOD and the management. After the publicaiton of annual result by the Veer Kunwar Singh University, Ara student can abile the followings -
- Photocopies of Answer scriptsRe-totaling of marks
- Supplementary Examination
- The College helps the students to communicate the grievances relating to the result withheld, change of marks which is time bound and efficient.

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

**Response:**

The institution adheres to the academic calendar for the conduct of CIE. The academic year usually commences in the month of June and the academic activities of the college are planned by a committee consisting of Principal, HODs and senior faculty members.

Academic calendar is prepared by the committee stating all the activities that should be followed throughout the year. The calendar states the following events such as Faculty list, Teaching schedule for each semester, Admission process, important events of academic year, working days and holidays, details of curricular and extra-curricular activities, committee members, dates of internal test, model examination, evaluation schemes, names of college students? union council, rules and regulations of the college and commencement of date of classes for each semester. The IQAC prepares the blue print of the college and initiate the system by internal evaluation of the departments and motivates the faculty members for innovative teaching plan.

## 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:**

Yes, the College has clearly stated the learning outcomes of students and staff members. The Continuous Internal Assessment mainly reveals the learning outcomes and Academic performance of students. Students learning outcomes can also be obtained by the marks secured in the university examinations. The arrear students are giving counselling to the improve thir learning and academic performance by the staff memebbers.

The mechanism of communication are website and newspaper. All the information related to students and teachers are uploaded on the college website and are also published in the Newspapers. Courses running in the college have appreciating outcomes. Students after completing their graduation.

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

**Response:**

The College has clearly stated the learning outcomes of students and staff members. The Continuous Internal Assessment mainly reveals the learning outcomes and Academic performance of students. Students learning outcomes can also be obtained by the marks secured in the university exams. The arrear students are given counseling to improve their learning and academic performance by the staff members.

Remedial classes are regularly conducted for the slow learners. Bridge courses are also conducted for the fresher?s for the benefit of enhancing academic performance. Orientation programmes and faculty development programmes are also organized for the benefit of staff

members. Discussions are made by the Principal, HODs and staff members regarding curricular programmes, academic programmes, methods to be implemented in terms with vision and mission of the institution.

Training is given to the faculty members to make them familiar with innovative methods like use of computers, technological resources like ICT, LCD, OHP, Projectors, Internet and orientation programmes. The Evaluation of learning process of students are assessed by presentation, assignments, discussions and seminars. Students profile is maintained to enroll the academic activities and their performances. Students are exposed to the empowering programmes to develop various skills like scientific, higher education, potentiality and academic excellence.

All departments record the marks secured by the students in the tests conducted by the institution and the results of the university examination. These marks and results are displayed in the notice board. The records and the performance of the students are maintained by the concerned department. The progress report containing the marks of CIA test, Unit test, Model exam are sent to the parents.

The institution conducts frequent Parents-Teachers meet which paves way for both the teachers and parents to discuss about the academic performances and development of students. Feedback is also collected and the suggestions received from the parents are implemented for the future enhancement and development.

### 2.6.3 Average pass percentage of Students

**Response:** 77.09

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

Response: 969

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

Response: 1257

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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	<a href="#">View Document</a>

## 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: 5**

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
1	1	1	1	1

#### 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: 0.02**

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

Response: 1

#### 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:**

Knowledge and innovation are crucial conditions for economic development and important engines of structural change across sectors. Keeping this in mind the institution has an incubation centre which provides a platform for the students to nurture their idea into viable business.



The incubation centre along with clubs like (I) Toys making (II) Painting (III) Handicraft conduct special training for the student every week to get self employment.

- The college has been conducting various career oriented programmes for betterment of the students. Personality development programme, Interpersonal relationship building and Team dynamics understanding are incorporated into their curriculum for development of soft skills.
- The placement cell provides coaching and training every week to improve skill of employability in various fields.

Special training for self-help club activities are given to students every week in entrepreneurial cell like paintings and toy making clubs to get self employment.

- 40 students from various courses are selected to carry out the club activities and one student from final UG is designated as club in charge.
- A special room is Provided to each self help club activities such as Toys making, Painting and environmental etc.
- These club activities are conducted every Saturday which provides self help carrier options for students. It also helps for “Earn while You Learn” facility.
- 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.

The entrepreneurial cell also plays a very important role in promoting self-help employment and creates students as young entrepreneurs.

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

**Response:** 14

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
2	3	2	4	3

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

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

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

**Response:** Yes

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

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

**Response:** 0.54

##### 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
32	28	33	27	24

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

#### 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:** 0.18

##### 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
14	9	8	11	6

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 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 institution promotes a good rapport with neighborhood community through extension activities and programmes for the betterment of society and to inculcate the social responsibility among the young minds.

##### ◦ Village Adoption and School Adoption:

The institution has adopted a neighboring village called Kurai and government elementary school in this village. The management extends financial help, academic programmes and social services. The adopted school students are provided with uniform dress, note books and other assistance.

##### ◦ Health Centre:

To promote the health and wellness of the neighborhood community, health centre has been constituted in the institution for the conduction of medical camps and eye camps.

##### ◦ Awareness Programme:

Awareness programmes are conducted in relation to anti-tobacco, road safety, right for vote, rainwater harvesting, electricity saving, tree plantation, save tree and save water etc.

##### ◦ Vivekananda Mandram:

The main objective of the such programme is to develop ethical values of life and holistic development as stated by Swami Vivekananda.

##### ◦ Various Club Activities:

To develop the self-help employment opportunities among the students, various club activities like painting, toys making, waste management, clean and green etc., are conducted for their future career.

◦ **Literary Association:**

All the departments of the college have their own association to develop the Co-curricular activities and provide a platform to the students to participate in the activities like group discussion, mock interview, elocution contest, essay writing etc.

◦ **National service scheme (NSS):**

NSS extension activities are conducted every year in a particular village for doing social services, cleaning and greening, Health Camp, eye camp, awareness programme and rallies to develop the social services and responsibilities among the students and to understand the community needs.

◦ **Youth Red Cross (YRC):**

It is avenue which enthusiastically pursues a series of activities ranging from social/recreational to community programmes.

◦ **Tree Plantation & Clean and Green Campus:**

The students are encouraged to plant and maintain the trees to reduce pollution and to improve green ambience in nearby villages.

◦ **Yoga and Meditation:**

Yoga and meditation is practiced in the campus to create a calm mind, good concentration, improved communication, better clarity, relaxation and rejuvenation of the mind and body.

◦ **Work for Flood Relief:**

Incessant rain and floods in Bihar during February 2017 have thrown the life of people to a nightmare. The institution also rendered its great service in preparation and distribution of food for the people. By the above extension activities and social responsibilities, students are well trained for the contribution of good citizenship, service orientation and holistic development of students.

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

**Response: 4**

**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
1	0	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 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:** 48

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
11	10	9	10	8

File Description	Document
Number of extension and outreach programs conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 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:** 9.04

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
180	173	133	148	159

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 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:** 812

##### 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
158	152	164	161	177

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

#### 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:** 33

##### 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
6	8	6	9	4

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## 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 institution always decides to provide and enhance the infrastructure facilities for effective teaching and learning. The management of the college keeps in mind the infrastructure and development policies and plan to create the required and adequate infrastructural facilities when there is a need and demand.

The institution has provided with

- Spacious class rooms
- Well furnished and fully equipped staff room
- Network connectivity.
- Free internet lab resources
- Air conditioned laboratories
- Digital library
- Drinking water facilities
- Wi-Fi Connectivity
- Department library
- Transport facility
- Vast play ground area
- Vehicle shed
- Canteen and stationary facilities
- Three generators

The management Periodically discusses with principal and HODs for the needed infrastructural facilities and enhancement of infrastructure and also provides the required infrastructural facilities for effective

teaching and learning.

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

##### **Response:**

The institution has all necessary facilities for sports and games.

- A spacious play ground with indoor and outdoor games facilities provided. vast play area with the square feet of 174240. Shuttle, badminton, basketball, volleyball, Kho-Kho and kabadi court are provided.
- Well equipped gymnasium created with help of UGC grand-in aid. The gymnasium consists of all required instruments with the buildup area of 798.875 square feet.
- Yoga center has been established in the college for doing yoga every week.
- We have established fine arts club with 3 coordinators. They are conducting cultural activities periodically and our students are participating in cultural competitions with other educational institution. Also we are having adequate facilities like dance dress, make-up things and all other required things for folk dance, and other dance.
- Visitor room, store room, rest room, Xerox coping room, vehicle shed, telephone facility, stores for office stationary are available.
- Separate Rooms are allotted for all the 27 clubs and committees activities and a spacious room for NSS, cultural events, placement cell and Health Centre.

Auditorium with 1500 seating capacity and a conference hall with 1000 seating capacity with audio visual resources are established for the conduction of cultural programmes, workshops, seminars, conferences, debates, college celebrations, various meetings and inter collegiate meet.

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

**Response: 25**

##### **4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 14

<b>File Description</b>	<b>Document</b>
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>



**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.****Response:** 80

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
326	422	175	169	156

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

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

Library is situated in a separate block with 3200 sq.ft. It has 120 seating capacity. A special place has been allotted in the library for keeping the belongings of students before they enter the reading hall. Library has established conducive atmosphere with provision of tables and chairs for reading with good ventilation for the students. Library has been established with OPAC (Online Public Accessing Catalogue) facility to access the books easily in the rack. Every year library advisory committee is constituted to strengthen its activity. This committee allocates department wise budget for purchase of books, Periodicals and also conducts annual stock verification. The Library also contains book bank scheme. Information center is also constituted along with the library services. The library is fully automated and digitalized. Extension of library building for allotting different sections such as reference, journals, magazines and computerization facility is available. To motivate the students for utilizing the library collection, Internet and online facilities are made in the library. Library provides the e-resources like INFLIBNET, DELNET, IEEE provided with Dolphin Software for library automation and further enrichments.

Name of the software- Epustakalyam Software

Version-5.0.100

Nature of Automation-Fully Automated.

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

**library enrichment****Response:**

The library has a total number of 34350 books, 10 National journals, 6 International journals, 7 National and International magazines and the subscription for new periodicals, Newspaper, competitive examinations materials, employment news, women's magazines for the

enrichment of the students and teachers.

The library conducts book exhibition, orientation programmes, research oriented seminars and conferences. Best Library Utilizer Award is given to the Best Library Users among students every year. Every year students are taken to visit the district central book exhibition at Patna and institutional repository resources are providing for further library enrichments

**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:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

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

**Response:** 1.18

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
1.4	1.5	1	1	1

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 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	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 2.06

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

Response: 55

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

- All departments of the institution have internet facility and Wi-Fi connectivity inside the campus.
- The institution adopts ICT enabled teaching learning process through LCD and OHP.
- Well equipped English language lab with net facility is established for the benefit of students to develop the fluency and accuracy of their communication Skills.
- Our College has a well equipped centralized net lab for the needs of students and faculty members.
- Computer laboratories consist of advanced softwares like NET, MATLAB, R TOOLS, JAVA etc.

- All the departments, office, Exam cell and library are provided with well equipped internet connections through Wi-Fi.
- Computerized Academic Management Processing Expert System software with the cost of Rs.20,000 has been installed in the college office for office automation.
- Computer lab and net lab Provides other facilities like Typing, Printing, Scanning and CD/DVD writing also.

Library is equipped with INTERNET, OPAC, INFLIPNET and DELNET services.

#### 4.3.2 Student - Computer ratio

**Response:** 18.98

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 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:** >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

## 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:** 80

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
326	422	175	169	156

#### 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:**

- Lab-in-charge maintains equipments and clean lab and other equipments
- Cleaning service is done by appointed non teaching staff and Ayahs. All class rooms, bath rooms and college premises and the infrastructural materials are maintained by the non teaching staff.
- The electricians maintain and upkeep all the electrical instruments and generators and do all other electrical works.
- Sweepers regularly clean the premises and wash all bathrooms daily.
- Stock verification such as electrical lab instrument, library books, stationary, furniture, sport equipments are done once in a year.
- The instruments are calibrated by available electrician, technician and mechanic when it is required.
- Outsource person and instrument supplier are maintaining the instruments and equipments whenever there is requirement.

The college has installed three generators with 25 KV and 25KV to maintain the power supply all the time, Voltage fluctuations are avoided by uninterrupted power supply.

- The voltage and power supply is regularly checked by the appointed electricians.
- The arrangement of battery, backup and inverters protect computer accessories for constant power supply and seven bore wells are available in the college premises for constant and regular water supply.
- The RO water plant is established in the premises to supply mineral and purified drinking water.
- The college library consists of 34350 books, 10 national, 6 International journals, 7 magazines and 10,000 data e-books. The facility of accessing more than 15,000 journals from INFLIBNET and more than 8,000 journals from DELNET are available.
- Library is maintained by Assistant Librarian and Attenders.
- Sports room, Gym and Play Ground are maintained by Attenders.
- Respective department HOD's, faculty members and their attenders maintain the academic records daily.

Principal supervises and maintains all academic activities of the institution.

## 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:** 63.1

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
986	1653	756	951	1325

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 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:** 63.1

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
986	1653	756	951	1325

#### 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:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

#### **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:** 57.63

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
960	1450	630	1050	1100

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

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

**Response:** 9.24

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
160	160	160	160	160



File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 15.13

#### 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
265	240	300	260	230

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 77.48

#### 5.2.2.1 Number of outgoing students progressing to higher education

**Response:** 1352

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

### 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: 36.29**

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
78	72	65	54	45

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
243	178	213	114	145

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 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: 12**

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
5	2	3	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

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

#### Response:

The office bearers of the college union council for students are selected unanimously by HOD, staff and students every year.

	The college student's council consists of			
1.	President	-	III UG	
2.	Secretary	-	III UG	
3.	Treasurer	-	III UG	
4.	Vice President(2)	-	III UG	
5.	Joint secretary	-	III UG	
6.	Assistant secretary	-	II UG	
7.	UG representative (2)	-	II UG	

1. secretaries for various extracurricular activities.( Fine Arts, Sports, Science )

1. Representative for Placement, Library, Service,

- The office bearers gather grievances and requirements from students and they represent to Principal and Management to solve the problems and

redress the grievance of students.

Ø Student council organizes various programmes inside the campus,

Teachers Day, Women's day, Inaugural, Valedictory function, National

day, State festivals, enthusiastic services on Annual

- Assembly committee and class representatives are also unanimously selected.
- The student council collects the fund from all students for the expenses to be incurred.
- Students represent in various academic and administrative bodies and in various associations in the college. Students participate in the following committee and association.
- English Literary association
- Sports committee
- Science Club

- Placement cell
- Self-help activities
- Fine Arts club
- College magazine committee
- Hostel committee
- Assembly committee
- Function convening committee
- Quiz club
- Health centre
- Thirukkural peravai
- Students are encouraged to participate in social responsible activities like NSS and NCC.
- Members in Clean and green committee, Waste management, rally and awareness programme.

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

**Response:** 154.6

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
167	123	174	176	133

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 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:**

The College has established Alumni association since its beginning in the year 2010.

- Alumni association meetings with management and staff are periodically conducted in the college

and it is functioning effectively.

- Eminent, Higher position, Experts and talented alumni are invited to college to deliver lectures and motivate students and provide counseling for the achieving career opportunities.
- Alumni discuss with stake holders on various matters and academic performance and obtain feedback from alumni.
- On the basis of feedback obtained from alumni, the college modifies and updates all the academic performance and all other programmes.
- The financial assistance is contributed for the welfare of students such as monetary benefits for paying fees to poor students and gifts for talented students and achievers.
- Books are donated for library and the required infrastructural facilities are also provided.
- Alumni come forward to conduct campus interviews from corporate sectors, IT companies and other organizations for providing job opportunities.
- The Alumni association has donated a vehicle parking shed in the past year.
- The Alumni of well qualified, talented and software academicians motivate the faculty for the innovative and modernized computer technical methods utilizing ICT tools with LCD projectors in Teaching learning process.

#### 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	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 9

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
2	2	1	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

NAAC

## 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-farious 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 policies 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.

Ø 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
<b>C. STAFF ACADEMIC COUNCIL</b>	
	1. PRINCIPAL
	2. VICE PRINCIPAL
	3. ALL HODS
	4. LIBRARIAN
	5. PHYSICAL DIRECTRESS
<b>D. ACADEMIC BODY</b>	
	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 redressal 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	<a href="#">View Document</a>

**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.

1. 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 Annual 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.
- Honoured with gifts and prizes by obtaining 100% result and 100% marks.
- Special honour for producing gold medals and rank holders.
- Staff co-ordinators 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

2016-17	2015-16	2014-15	2013-14	2012-13
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	<a href="#">View Document</a>

### **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

2016-17	2015-16	2014-15	2013-14	2012-13
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	<a href="#">View Document</a>

#### **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

2016-17	2015-16	2014-15	2013-14	2012-13
30	34	35	26	27

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

#### **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 programmes. 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 chartered 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)

2016-17	2015-16	2014-15	2013-14	2012-13
18.92	0	114.14	100.28	84.43

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

#### Response:

- The major resources and institutional funding / receipts for past five years are from student's 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.

#### **1.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

2016-17	2015-16	2014-15	2013-14	2012-13
11	10	9	8	7

#### 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:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 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.No	Faculty	members	Total
	<b>with</b>		
1.	Ph.D		23
2.	M.Phil		5
3.	NET		07
4.	SET		02
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 statutory 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.

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:** 18

##### 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	3	5	4	2

File Description	Document
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>

#### 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	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

### 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)

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

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

#### **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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

#### **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

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



File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

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

**Response:**

YES,

The college organize 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 celebrate 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 directress, 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.

NAAC



## 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.

NAAC