

RAMKRISHNA DWARIKA MAHAVIDYALAYA

Lohia Nagar, Patna-800020

SELF STUDY REPORT (SSR)

SUBMITTED

TO

NAAC

Nagarbhavi, Bangolore

CONTENTS

	Page no.
1. ACKNOELEDGEMENT	02
2. Brief Introduction of the College	03
3. Profile of the College	04 – 14
4. Criterion 1	15 – 31
5. Criterion 2	32 – 65
6. Criterion 3	66 – 84
7. Criterion 4	85 – 104
8. Criterion 5	105 – 120
9. Criterion 6	121 – 139
10. Criterion 7	140 – 145
11. Declaration by the head of the Institution	146

Acknowledgement

This SSR has been prepared by the institution after intense open discussion with NAAC Co-ordination cell and Heads of the different departments. It was impossible to complete this Self Study Report (SSR) without the whole-hearted support of all the teachers, staffs and students of the college. I wish to thank our head of the institution, Dr. Sanjoy Kumar. Principal, who inspired me to prepare this Self Study Report. I am indebted to him for constant support and encourage during the preparation of SSR.

The preparation of SSR is obviously a team effort. I am grateful to hard working member of our team Dr. Jyoti Narain Das, Associate Professor, Dept. of Chemistry, cum-Assistant coordinator NAAC, Dr. Akhilesh Prasad Singh, Associate Professor, Department of Chemistry, Dr. Umesh Prasad Singh, Asstt. Professor, Dept. of English, Dr. Pradhan Durga Shankar Prasad, Asstt. Professor, Deptt. of Physics, Dr. Shailaja Sinha, Asstt. Professor, Deptt. of Sanskrit, Prof. Israrul Haque Khan, Associate Prof., Dept. of Urdu, Dr. Rama Kant Sharma, Asstt. Professor, Deptt. of History, Dr. Dinesh Chandra Roy, Associate Professor, Deptt. of Botany and Dr. Sudhanshu Shekhar Singh, Associate Professor, Dept. of Zoology who took a lot of pain in preparation of the SSR report and without their support it was really tough to prepare this SSR. Thanks are also due to Prof. Ikram Ali Rashid, Associate Professor, Dept. of Urdu, and Dr. Nihora Pd. Yadav, Associate Prof. Dept. of Pol. Sc. who worked hard to procure informations from different sections of the college. Lastly, I wish thank the members of office staffs who directly or indirectly supported us to prepare this SSR.

We are eagerly looking forward to welcome the Peer team and hope they will applaud our efforts.

With thanks.

Sd/-
(Dr. Trinayan Kumar)
Coordinator
NAAC Steering Committee

BRIEF INTRODUCTION OF THE COLLEGE

Established in 1964 with the magnanimous of Late Dwarika Mahto. The foundation of the college was laid down by Late Rao Birendra Singh, then Chief Minister of Haryana on 7th March 1964 at Punaichak, Patna. But somehow it entrapped in legal wrangling. College became functional on 7th March 1975 at Punaichak. The Present campus of the college has been donated by Late Shiv Narayan Ray and the college shifted on its present site in 1980. By the dedicated efforts of Shri Ram Jaipal Singh Yadav college took its shape. It was the marathon efforts of Shri B. D. Shah, founder Principal, college became the constituent unit of Magadh University in 1986. College got UGC affiliation under 2(f) & 12 B in the year 1990. Our college is situated in the heart of Patna town in Lohia Nagar, Kankarbagh, Patna. R. K. D. College is widely recognized as a centre for excellence for bachelor degree in science, Arts, Commerce and vocational courses like BCA, BBM, TTM & ASP&SM.

The future is about uncertainty, infinite probabilities and unlimited opportunities. Those who can gauge the uncertainties, calculate the probabilities and explore the opportunities are the ones who can make the future. It's our mission to produce such individuals who can serve the society in the true sense of the term.

In our institution academic excellence and real time life situations go hand in hand. The students step out of R.K.D. College with a methodical approach to lead the future.

Here in R K D College, Patna remarkable sense of interaction prevails in the classrooms, where teachers and students work together and learn from each other.

Our graduates equipped with energy and wisdom put indelible marks at their workplace, demonstrating a passion for excellence.

Sd/-
(Dr. sanjoy Kumar)
Principal

B. Profile of the Affiliated/Constituent College

1. Name and Address of the college:-

Name :	RAM KRISHNA DWARIKA MAHAVIDYALAYA		
Address :	DR. RAM MANOHAR LOHIA NAGAR		
City :	PATNA	Pin : 800 020	State : Bihar
Website :	www.rkdcollegepatna.com		

2. For Communication :

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. Sanjoy Kumar	o-0612-2382712 R-	09546391380	0612-2382712	Sanjoyscope.kumar@gmail.com
Vice Principal	-	o-R			
Steering Committee Co-Ordinator	Dr Trinayan Kumar	o-R	09835299348		

3. Status of the Institution :

Affiliated College

Constituent College

Any Other (Specify)

4. Type of Institution :

(a) By Gender

(i) For Men

(ii) For Women

(iii) Co-education

(b) By Shift

(i) Regular

(ii) Day

(iii) Evening

5. Is it a recognized minority institution?

Yes

No

If yes specify the minority status(Religious/Linguistic/any other) and provide documentary evidence.

6. Source of funding :

Government

Grant-in-aid

Self-financing

Any other

7. (a) Date of establishment of the college : **07.03.1975** (dd/mm/yyyy)

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

Magadh University, Bodh-Gaya(Bihar)

(c) Details of UGC recognition :

Under Section	Date Month & Year(dd-mm-yyyy)	Remarks(if any)
(i) 2(f)	27 Oct 1990	
(ii) 12(B)	27 Oct 1990	

(d) Details of recognition/approval by statutory/regulatory bodies other in UGC.

(AICTE, NCTE, MCI, DCI, PCI, RCI etc)

Under Section/Clause	Recognition/Approval details Intuition/Department/Programme	Day, Month and Year(dd-mm-yyyy)	Validity	Remarks
NA				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy(as recognized by the UGC), on its affiliated colleges?

Yes

No

If yes, has the college applied for availing the autonomous status?

Yes No

9. Is the College recognized

(a) By UGC as a college with Potential for Excellence(CPE)?

Yes No

If yes, date of recognition
:.....(dd/mm/yyyy)

(b) For its performance by any other governmental agency?

Yes No

If yes, Name of the agency.....and

Date of
recognition.....(dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	URBAN	Lohia Nagar, Patna
Campus area in sq.mts		02.45 Acres
Built up area in sq.mts		2000 sq mts

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any other specify)

11. Facilities available on the campus(Tick the available facility and provide numbers or other details at appropriate places)or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

* Auditorium/seminar complex with infrastructural facilities under construction .

* Sports facilities

(i) Play Ground IN DOOR

(ii) Swimming Pool NO

(iii) Gymnasium YES

* Hostel

- (i) Boy's Hostel
- (a) Number of Hostels
- (b) Number of inmates
- (c) Facilities (mention available facilities)
- (ii) Girls Hostel
- (a) Number of Hostels
- (b) Number of inmates
- (c) Facilities (mention available facilities)
- (iii) Working Women's Hostel
- (a) Number of inmates
- (b) Facilities (mention available facilities)

* Residential Facilities for teaching and non-teaching staff(give numbers available – cadre wise)-

* Cafeteria

* Health centre

First aid, Inpatient , Outpatient, Emergency care facility,
Ambulance..... Health centre staff:-

Qualified Doctor	Full Time	<input type="text"/>	Part Time	<input checked="" type="checkbox"/>
Qualified Nurse	Full Time	<input type="text"/>	Part Time	<input checked="" type="checkbox"/>

- Facilities like banking, post office, book shops
 - No
- Transport facilities to cater to the needs of students and staff - No
- Animal house
 - No
- Biological waste disposal
 - Yes
- Generator or other facility for management/ regulation of electricity and voltage
 - Yes
- Solid waste management facility
 - Yes

- Waste water management
 - Yes
- Water harvesting
 - Yes

12. Details of programmes offered by the college (Give date for current academic year)

Sl No.	Programme	Name of the Programme/ Course	Duration	Entre Qualification	Medium of instruction	Sanctioned/approved student strength	No of student admitted
1	Under-Graduate	BA-1(Hons)	03 Yrs degree course	+2	Hindi & English	800	557
		BA-II(Hons)		BA-I		800	369
		BA-III(Hons)		BA-II		800	226
		B.Sc.-I(Hons)	03 Yrs degree course	+2		640	311
		B.Sc.--II(Hons)		B.Sc.-I		640	107
		B.Sc.--III(Hons)		B.Sc.-II		640	87
		B.Com-1(Hons)	03 Yrs degree course	+2		560	319
		B.Com-II(Hons)		B.Com-I		560	242
		B.Com-III(Hons)		B.Com-II		560	248
2	Post-Graduate						
3	Integrated Programmes P.G.						
4	Ph. D						
5	M. Phil						
6	PH. D						
7	Certificate Courses						
8	UG Diploma						
9	PG Diploma						
10	Any other (Specify and Provide details)	BCA-I	03 Yrs degree course	+2	Hindi & English	60	38
		BCA-II		BCA-I		60	48
		BCA-III		BCA-II		60	34
		TTM-I		+2		30	0
		TTM-II		TTM-I		30	02
		TTM-III		TTM-II		30	1
		ASP&SM-I		+2		30	0
		ASP&SM-II		ASP&SM-I		30	4
		ASP&SM-III		ASP&SM-II		30	1

13. Does the college offer self finance Programmes?

Yes

No

If yes how many?

04

14. New Programmes introduced in the college during the last five years if any?

Yes

No

Number

02

15. List the departments (Respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes, Similarly, do not list the departments offering common compulsory subjects for all the programmes the English, regional languages etc)

	Particulars	UG	PG	Research
Science	Phy, Che, Math, Bot, Zool	UG	-	-
Arts	Eco, Pol.Sc., Hist, Psy, Socio, Geo, Phil, A.I. & A.S., Hindi, Eng, San, Maithili, Urdu, Pali	UG	-	-
Commerce	Accounts	UG	-	-
Any Other not covered above	B.C.A., A.S.P. & SM., T.T.M., B.B.M.	UG	-	-

16. Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M. A., M. Com.)

(a) Annual system

(b) Semester system

(c) Trimester system

17. Number of Programmes with

(a) Choice Based Credit System

NA

(b) Inter/Multidisciplinary Approach

NA

(c) Any other (Specify and provide details)

NA

18. Does the college offer UG and /or PG programmes in Teacher Education

Yes

If yes,

- (a) Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme
- (b) NCTE recognition details (if applicable)
Notification
No.....
Date :..... (dd/mm/yyyy)
Validity :.....
- (c) Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
Yes No.

19. Does the College offer UG or PG programme in Physical Education?

Yes No

If Yes,

- (a) Year of Introduction of the programme(s).....(dd/mm/yyyy)
And number of batches that completed the programme
- (b) NCTE recognition details (if applicable)
Notification
No.....
Date :.....
(dd/mm/yyyy)
Validity :.....
- (c) Is the institution opting for assessment and accreditation of Physical Education Programme separately?
YES NO

20. Number of teaching and non-teaching positions in the instruction(As on 01 Mar 2014)

Position	Teaching Faculty						Non – Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGHC/University/ State	03	00	30	06	18	05	46	01	04	-

Government Recruited										
Yet to Recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management /Society or other authorized bodies Recruited	-	-	-	-	-	-	-	-	-	-
Yet to Recruit	-	-	-	-	-	-	-	-	-	-

* M- Male, * F – Female

21. Qualification of the teaching staff: As on March 2014

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D. Litt.	-	-	-	-	-	-	-
Ph.D.	02	-	25	05	14	05	51
M. Phil.	-	-	-	-	-	-	-
P.G.	-	-	05	01	04	-	10
Principal	01						01
Total=	03	-	30	06	18	05	62

22. Number of visiting Faculty /Gust Faculty engaged with the college.

05

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	YEAR-(2010-11)		YEAR-(2011-12)		YEAR-(2012-13)		YEAR-(2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	91	17	66	20	66	23	96	16
ST	28	-	22	-	35	03	66	02
OBC	991	186	809	230	856	276	1106	333
General	389	72	489	132	141	57	651	165
Others	-	-	-	-	-	-	27	04

Vocational Courses (BCA, TTM, ASM & SM)

Categories	YEAR-(2010-11)		YEAR-(2011-12)		YEAR-(2012-13)		YEAR-(2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	01	-	03	-	06	-	05	-
ST	-	-	-	-	01	-	02	-
OBC	30	04	52	11	86	13	79	10
General	12	01	14	03	28	03	30	03
Others	-	-	01	-	01	-	01	-

24. Details on students enrollment in the college during the current academic session : 2013-14

Type of Students	UG	PG	M. Phil.	Ph. D	Total
Students from the same state where the college is located	2448	-	-	-	2448
Students from other states of India	18	-	-	-	18
NRI students	-	-	-	-	-
Foreign Students	-	-	-	-	-
Total =	2466	-	-	-	2466

25. Dropout rate in UG and PG (Average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost= total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

(b) Excluding the salary component

- 27. Does the college offer any programme's in distance education mode(DEP) ?

YES NO

If yes,

- (a) Is it registered centre for offering distance education programmes of another University

YES NO

- (b) Name of the University which has granted such registration.

- (c) Number of Programmes Offered

- (d) Programmes carry the recognition of gthe Distance Education Council

Yes No

28. Provide Teacher-student ratio for each of the programme/Course offered.

Honours	Subject	Total Student	No of Working teacher	Teacher-Student Ratio
Arts	Hindi	18	01	18:00
	English	23	03	07:66
	Urdu	05	02	02:50
	Sanskrit	02	03	00:66
	Pali	01	02	00:05
	Maithili	01	01	01:00
	Economics	91	04	22:75
	Political Science	88	04	22:00
	History	413	05	82:06
	Philosophy	15	04	03:75
	Psychology	72	03	24:00
	Geography	232	04	58:00
	Sociology	185	06	30:83
	A.I. & A.S	06	03	02:00
Science	Mathematics	170	04	42:05
	Botany	24	03	08:00
	Zoology	92	03	30:66
	Chemistry	99	03	33:00
	Physics	120	04	38:25
Commerce	Accounts	809	03(Guest Teacher) Honorarium	269.66

29. Is the college applying for

Accreditation : Cycle 1 Cycle 2 Cycle 3
Cycle 4

Re-Assessment :

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and cycle 4 refers to re-accreditation)

30. Date of accreditation * (applicable for Cycle 2, Cycle 3, Cycle 4 and reassessment only)

NA

Cycle 1:.....(dd/mm/yyyy) Accreditation
Outcome/Result.....

Cycle 2:.....(dd/mm/yyyy) Accreditation
Outcome/Result.....

Cycle 3:.....(dd/mm/yyyy) Accreditation
Outcome/Result.....

- * Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year : 2013-14

266

32. Number of teaching days during the last academic year

242

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC _09_ /_10_ /2013 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports(AQAR) to NAAC.- **NA**

AQAR(i)..... (dd/mm/yyyy)

AQAR(ii)..... (dd/mm/yyyy)

AQAR(iii)..... (dd/mm/yyyy)

AQAR(iv)..... (dd/mm/yyyy)

35. Any other relevant date (not covered above) the college would like to include.(Do not include explanatory/descriptive information)

CRITERION I : CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation.

1.1.1 State the vision, mission and objectives of the institution and describe how these are communicated to students, teachers, staff and other stakeholders.

Vision : The vision of the college is to foster well balanced and multidimensional flowering of students personality, encompassing intellectual, physical, moral, emotional and aesthetic aspects. The college aims at moulding minds and building character of the students and enhancing the Academic proficiency of the staff acceptable to the society.

Mission :Our mission is to make R. K. D. College, Patna better in terms of quality education and exposure to students. To equip them to cope up with the latest requirement that are needed in present world scenario through innovative techniques and practices. We are convinced that proper education is the best resort to uplift the youth and we are committed to facilitate meaningful education to our students. Integrity, respect and service are the key values with the motto of learning, love and service.

1.1.1 Objectives :

The college is guided by the University rules and acts.

The main objectives are as follows:

- To provide value oriented education as per UGC norms.
- To foster quality education and high moral standards.
- To educate students of all sections of the society.

- To provide equal opportunity to both genders.
- To develop skill in students for better employment prospects.
- To provide the latest scientific and technological development in the curriculum.
- To provide conducive environment for creativity.

Communication to stakeholders:

The advisory committee and staff council are two main important academic bodies of the institution. The goal are made known to the students and other stakeholders through

- College website
- Prospectus
- College handbook
- Student meetings
- Display in the college campus
- College magazine.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum and give details of the process and substantiate through specific example (s).

Curriculum is designed by Magadh University, Bodh-Gaya, Bihar. The college methodically develops action plans for effective implementation of the curriculum. The staff members of various teaching departments conduct their internal meetings and develop academic plans. Keeping in view, the number of working days available, the syllabus is divided into units which are to be finished by given deadline. Each department of college follows the academic calendar issued by the affiliating University. Teachers are encouraged

to follow the curriculum. Innovative teaching method such as presentation, discussions, seminars, debates, computer education apart from the regular lecture method are used by teachers, based on curriculum. The curriculum recommends forums such as N.S.S., students council etc. which aim to inculcate value orientation education and create awareness regarding social and environmental needs.

1.1.3 What type of support (Procedural and practical) do the teachers receive (from the University and / or institution) for effectively translating the curriculum and improving teaching practices?

The curriculum prepared by the University and college is always in tune with the latest trends in education and guidelines. The college offers the following academic programmes at UG levels.

Arts stream:

B.A. Hons.

English

Hindi

Urdu

Sanskrit

Pali

Economics

Political Science

Psychology

History

Geography

Sociology

Philosophy

A.I. & A.S.

Science stream: B.Sc. Hons.

Physics

Chemistry

Zoology

Botany

Mathematics

Commerce stream: Accounts Hons.

Self-financial courses/vocational courses

B.C.A.

B.Sc. Hons.

T.T.M.

B.A. Hons.

A.S.P & S.M.

B.A. Hons.

B.B.M.

B.Com. Hons.

College encourages teachers to participate in the orientation/Refresher courses/workshops/ seminars organized by different universities to update their knowledge and to improve the teaching practice. The college provides books and other teaching and reference material through E-Library, Magazines teaching models to ensure effective delivery of curriculum.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agency.

The curriculum is designed by the University. For the effective curriculum delivery, academic improvement and overall development, students and teachers are encouraged

to work with different forums of the college such as student council, N.S.S., N.C.C., internal assessment cell, counseling cell. Heads of different departments are called for meeting with the Principal to discuss the mode of implementation of any new curriculum. Specific guidelines are provided by the principal to different heads for the implementation of the curriculum. The college relies upon the universal teaching strategy. i.e. 'chalk and talk method'. Debates, Quiz Programmes etc. are conducted by the department in the relevant field in connection with the curriculum. Interaction classrooms have been set up to motivate the students and to generate more interest towards study. The students are also taken out for educational tours and places of historical importance.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

Distinguished experts and scientists of different research organizations are frequently invited to guide teachers and deliver lectures on the topics that have recently been introduced in the curriculum. To provide field related knowledge heads of different industries are also invited to share their job experiences among teachers and students.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members, departments represented on the Board of studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestion etc.

Faculty and Principal of the college represent the academic body of the Magadh University, Bodh-Gaya, Bihar who regularly participate in the process of syllabus design. Whenever they find that the syllabus needs to be modified to meet the present time requirements, they communicate their ideas to their respective members of the board of studies through the Principal of the College. While recommending, the Faculty members submit their suggestions to the Principal and Principal in turn appraise these suggestions in the academic council meeting. Before forwarding proposal to the Principal, teachers take into consideration the students' feedback. It has been a regular practice of the college to depute faculty to meet the students in the class room exclusively to get their informal feedback. Outcome of parents-teachers meetings are also taken into consideration while forwarding the suggestions. Adequate space is provided for interaction among other members of the academic council. Adequate space is provided for interaction among the academic partners and stakeholders.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it ? If Yes, give details on the process (Needs Assessment, design, development and planning) and the courses for which the curriculum has been developed.

The college does not enjoy the freedom to frame its own curriculum for any of the academic programmes. The College offer vocational programmes in the following subjects.

1. B.C.A

2. ASP & S.M.

3. T.T.M

4. B.B.M.

The syllabus of each of these programmes is designed by the University to meet the present market requirements. The courses are fashioned with a view to increase the skill and employability of students.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Once the academic session is in full swing and all the laid action plans are being followed, the college at various points takes effective measures to analyze the curriculum objectives. Each department periodically conducts meeting of faculty members to discuss the progress of academic and co-curriculum. Feedback from students is taken as index. Periodical meeting and discussions are held at department level as well as college level to discuss the outcome and benefits that students are getting from new curriculum. Open discussion is organized to obtain everyone's view.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc. offered by the institution.

The college is guided by Bihar State Universities Act, 1976 and rules. College imparts education at graduation level in science, arts and commerce. General streams students are also given computer training to make them up to date as per

the market demand. Job oriented courses like BCA, BBM, ASP&SM & TTM are also run by the college to prepare our students to meet the challenges of the job market.

Following are the list of courses offered by the College –

1. B.A. Hons
2. B.Sc. Hons
3. B.Com. Hons
4. B.C.A. Hons
5. A.S.P & S.M. Hons
6. T.T.M Hons
7. B.B.M Hons

1.2.2. Does the institution offered programmes that facilitate training /dual degree? If yes, give details.

College follows the curriculum and guidelines of the affiliating university as per the Bihar State Universities Act, 1976. The college at its own is not empowered to run any programme on its own without the permission of the affiliating university. There is no provision for pursuing dual degree programme as per statues of the university.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility progression to higher studies and improved potential for employability.

The College offers B.A., B.Sc., B.Com., B.C.A., A.S.P.&S.M., T.T.M. and B.B.M. (Hons.) keeping in mind the regional and

national demand and to cater the younger generation with all possible facilities. College arranges short term training programmes of computers, personality development for the students. College has language lab where special training is imparted to students to improve their communication skill, pronunciation, accent, importance of body language.

Sl. No.	Range of core Class	Compulsory /core Subject	Elective optional
1	B.A.(Hons)	English, Hindi, Urdu, Maithili (General)	Eco, Pol.Sc., Psy, Geo., Socio, Hist, Phil, Sans, Pali. A.I. & A.S., Urdu, Sanskrit, Maithili, Eng , Hindi
2	B.Sc.(Hons)	-do-	Phy, Chem, Math, Bot, Zool.
3	B.Com.(Hons)	-do-	Accounts
4	BCA	Eng, Hindi	Computer organization And system maintenance Computer programming Computing software
5	ASP & SM	Eng, Hindi	
6	TTM	Eng, Hindi	
7	BBM	Eng, Hindi	

* **Choice Based credit system and range of subject options.**

The Courses are offered by Magadh University, Bodh-Gaya (Bihar). Credit system is not followed by affiliating university.

Students enjoy freedom in the selection of subject combination with certain limitations.

* **Courses offered in modular form.**

Courses are provided unit wise by University. There is no provision to arrange in the modular form.

* **Credit transfer and accumulation facility.**

As affiliating university do not follow the credit system there is no credit transfer and accumulation facility in college. There is no existing guideline to transfer the credit to another programme.

* **Lateral and vertical mobility within and across programmes and courses.**

No lateral mobility within and across the programme exists.

* **Enrichment courses**

The existing courses are enriched by preparing the students for presentations related skills. We also organise debate, seminar, Quiz etc. time to time to update the knowledge of our students.

1.2.4 Does the institution offer self-financed programmes? If 'Yes' list them and indicate how they differ from other programmes, with reference to admission curriculum, for structure, teachers qualification, salary etc.

College offers following programmes recognized by the UGC and approved by affiliating University.

1. Name of the self-financed programme:

1. ASP & SM
 2. T.T.M.
 3. B.C.A.
 4. B.B.M.
2. **Admission:** Admission is taken on the merit basis as per guidelines by the Magadh University, Bodh-Gaya (Bihar)
 3. Curriculum : The curriculum is designed by the Magadh University, Bodh-Gaya and implemented by the college.
 4. Fee Structure: The fee structure is designed by Magadh University Bodh Gaya for general courses as well as vocational courses.
 5. Teachers Qualification : As per UGC/University norms.
 6. Salary : The UGC Qualification is mandatory for teachers. They are duly approved by University & state Govt.. The Assistant Professors, Associate Professors and Professors along with non-teaching / supported staff draw salary as per UGC norms.

1.2.5 Does the college provide additional skill oriented Programmes, relevant to regional and global employment markets? If yes, provide details of such programme and the beneficiaries.

The College conduct additional skill oriented programmes like BCA, BBM, TTM and ASP&SM for the benefit of the students. These courses help students to meet the challenges of the present job market.

1.2.6 Does the University provide for the flexibility of combining the conventional face to face and distance mode of education for the students to choose the course/combination of their choice if 'yes' how does the institution take advantage of such provision for the benefit of students?

The University does not allow the flexibility of combining the conventional face to face and distance modes of education for the students.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's curriculum to ensure that the academic programmes and institution's goals and objective are integrated?

As per rules of University the curriculum is designed by Magadh University, Bodh-Gaya (Bihar). The college does not have the freedom of formulating its own curriculum. The courses that college runs at UG level follow the curriculum of the affiliating university. The college aims to impart such knowledge as may be necessary for all round development of students viz. academic excellence, personality development, broader outlook and building character. Apart from the academics, each programme provides exposure to the students to interact through debate, quiz and seminar, essay writing etc. The College ensures that the University curriculum is followed in the best of the spirit. The College prepare academic calendar in every session with the help of heads of various departments. The principal makes sure that the curriculum framed by the University should be implemented in such a way that it reflects "The mission and the vision" of the college.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The College strictly adheres to the syllabus designed by University but while delivering the syllabus content to the students our faculty enriches it with their own experience so that the students are benefited in the best possible manner. E-Library is well equipped with latest computers. Internet and Wi-Fi facility is made available in e-library. E-library helps students to feel global as they are in touch with latest updates and researches.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issue such as gender, climate change, Environmental education, Human Rights, ICT etc. into the curriculum?

The College makes efforts to integrate socially relevant issues into the curriculum with the help of different cells functioning in the college like debating society/cultural society, Anti ragging cell, NSS, NCC, etc. The college union and departmental association play a vital role in this venture. The College at its own level and with the help of the assistance from UGC in the last three years ago makes arrangements for seminars at national level. Experts from distinguished fields were invited to share their research work and commitments.

1.3.4 What are the various value added courses /enrichment Programmes offered to ensure holistic development of students?

- Moral and ethical values
- Employable and life skills
- Better career options
- Community orientation.

The NSS wing of the college engages the students in community development activities which motivate the Students to take up the causes of Social service. The College does not offer any value-added courses. However, there are many enrichment programmes which are regularly organized to develop different skills of the students along with the course work.

- **Moral and ethical values**

The College NSS team regularly visits surrounding area where people are provided awareness on various social, moral and ethical principles. The students are also motivated by way of moral and ethical values. The college initiates observance of days of national importance such as Independence Day, Republic day, Teacher days etc with due respect.

- **Employable and life skills**

The College understands that the need of communication skills is vital role for better career options of the students. College arrange different programmes like group discussion, communication skills, essay writing, cultural programmes etc. and in this way the students improve their team building and organizational skills. The department of chemistry convener Dr. Jyoti Narayan Das organized an All India Chemistry Contest in the college for the development of communication competency and life skills among the students.

- **Better career options**

The college provides regular course of degree Honours course in BCA, BBM, TTM, ASP&SM. These courses help students to select better career option. Study tours and field visits also sharpen them in job market.

- **Community orientation**

The College encourages the following practices to generate social orientation among the students.

- Tree plantation

- Blood donation campaign
- Literacy drive in slum areas.

1.3.5 Citing a few examples on the extent of use of the feedback from stakeholders in enriching the curriculum?

The college has various channels to collect and document the responses on curriculum from the stakeholders. All the departments in the college try to improve themselves as per the feedback from the stakeholders. The students express their opinion on curriculum through response sheet. Oral responses are also considered. Special formats are used to register their view during interface classes. The Principal, being the head of the college is responsible for collecting feedback from the different stakeholders during periodic meetings. The Principal office process and submit the analysis report. The teaches collect the feedback from the graduates regarding leaning processes after every class and at the end of academic session every year. The inputs are obtained from the stake holders regularly and further used to improvise the overall competency of the students.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment Programmes?

The College has a very clear and transparent way to monitor and evaluate the quality of various enrichment programmes initiated by it. The College conducts a number of enrichment programmes like seminars, debates discussion, invitation talks, and quiz, extracurricular activities like documentary making, club activities, college magazine etc. are also used as source to motivate students. Feedback is collected from stakeholders after all such activities to determine their involvements. Review is conducted to know the impact and influence of the programmes on students. The college makes sure that the programmes offered in curriculum should help in nation building development, global competencies among students and guest for excellence. The programmes establish a supportive network of peers, staff and faculty. Feedback are the indicator of the

quality of our enrichment programmes that address the all-round development of the students enrolled in the various academic programmes it offer.

1.4 Feedback System

1.4.1 What are the contribution of the institution in the design and development of the curriculum prepared by the university?

The college is a constituent unit of Magadh University, Bodh Gaya (Bihar). The College does not have the freedom to formulate design and develop and make changes in the curriculum prepared by the university. The college can only forward the suggestions of the faculty and students to affiliating university.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If yes, how is it communicated to the university and made use internally for curriculum enrichment and introducing changes/new Programmes?

Yes, the College Collects and documents the responses on curriculum from the stakeholders. Suggestions received are acted upon and discussed in meeting of head and faculty and also with the head of the institution. The students express their opinion on curriculum through response sheets. Oral responses are also considered. Alumni and Parents register their views during alumni and Parent-Teacher meetings on curriculum enrichment. The feedbacks are discussed in the staff council meetings. The opinion of the co-ordination committee is also taken into account. The College Principal takes part in the curriculum development process through appropriate analysis of feedback given by the various stakeholders.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?

To make our students ready to face the challenges of modern time College has introduced a number of vocational courses. These courses will help students in getting job in this competitive market. Following new courses have been introduced by college in recent past under self-finance scheme:

BCA(Bachelor in Computer Science)

BBM(Bachelor in Business Management)

TTM(Travel & Tour Management)

ASP&SM (Advertising, Sales Promotion & Sales Management)

CRITERION –II : Teaching –Learning and Evaluation

2.1. Student Enrolment and Profile

2.1.1. How does the college ensure publicity and transparency in the admission process?

To get wider Publicity College planned manner through

- Active website
- The annual Prospectus
- Admission advertising in leading local/regional and national daily newspaper/TV Channel
- On-line application procedure has been started from 2013 for all.

Admission notification is published in newspaper, college website and college notice board. We provide prospectus alongwith admission form. Prospectus is also available on college website www.rkdcollegepatna.com. Prospectus contains detail information regarding number of courses that are running in the college, fee structure and support activities available in the college. A student may select any of the group of their choice. Distribution of marks in theory and practical subjects are also mentioned. This helps students in selecting the subjects of his/her choice. Limitations as well as flexibilities in selection of subjects are also clearly mentioned in the prospectus. We also provide the facilities of online application for admission. For online application, admission form and prospectus are available on college website. Faculty members of the college often visit the nearby areas and schools to motivate students to join our college.

To maintain the transparency in admission merit list of all the applicants are prepared. List is published on college website along with their marks percentage. List of waitlisted candidates are also displayed on the college website. A time slot and date is published on website for counseling of students in different groups. Transparency is ensured from the stage of notification for admission till the completion of admission process. Social equity is also considered by following the reservation policy in admission as per the norms laid down by Bihar govt.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex.(1) merit(ii) Common admission test conducted by State agencies and national agencies (iii) Combination of merit and entrance test and interview (iv) any other) to various Programmes of the Institution.

Our college offer only undergraduate courses. As per the directives of the affiliating university date for the sale of application form is notified on college website and college notice board. A student can download application form directly from college website. We have also provided facility to students to apply online for admission. This is very much helpful to those students particularly girls who are at far off places. It is also helpful to disadvantage groups and impaired students. Spot enquiries are attended by a team of two senior teachers. Students who apply online also get their queries satisfied by a team of experts. For this purpose feedback/enquiry forms are available on college website.

College admits students solely on the basis of merit. As per the instructions of the university, date for inviting

applications is announced. Usually applications are invited in the month of June after the publication of results of 10th and 12th boards. Time duration is provided to apply for admission in different courses. After the last date of receiving admission form, merit list is prepared. The existing government/affiliating university policy of reservation for admission are followed. Before admission, screenings of selected students are done by admission in-charge and few teachers of respective departments.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city /district.

The College offers three years undergraduate Honours degree course in Arts, Science, Commerce and Self-financed professional courses i.e. B.C.A., ASP&SM, T.T.M., B.B.M.. Admission to the B.C.A. and BBM, stream are strictly done on the basis of merit. Merit list is prepared on the basis of entrance test performance. List for Arts, Science, Commerce, ASP&SM, T.T.M., are prepared on the basis of marks obtained in the qualifying examinations. Reservation policy of the state government and guidelines of the affiliating university are strictly followed in the admission process. The institution as compared to other colleges within the town has the record of getting its BCA seats filled at the earliest.

The selection of students for various courses is made on following basis as per the directive of university.

Sl No.	Program	Mode of selection
1	B.A. Hons	Must have passed 12 th standard with minimum 45 % marks in the subject concern

2	B.Sc Hons.	Must have passed 12 th standard with minimum 45 % marks in the subject concern
3	B. Com. Hons	Must have passed 12 th standard with minimum 45 % marks in the subject concern
4	B.C.A.	Must have passed 12 th standard with minimum 45 % marks
5	ASP & PM	Must have passed 12 th standard with minimum 45 % marks
6	T.T.M.	Must have passed 12 th standard with minimum 45 % marks
7	B.B.M.	Must have passed 12 th standard with minimum 45 % marks

The College assures that all admission done is as per the norms and regulations.

2.1.4. Is there a mechanism in the institution to review the admission process and students profiles annually? If 'Yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Students who are admitted, their profile are reviewed by a committee consisting of teachers and non-teaching staffs of the college. Certain guidelines have been laid down for the functioning of the committee. Particular stress is given for the representation of students from all sections of the society. In case a particular section of students like girls, nearby village students or any specific community are found poorly represented, committee is authorized to do the needful to motivate students of poorly represented strata of the society by providing them the requisite facilities.

The activities of the students are closely monitored. A record of their performance in different fields, academic as

well as extracurricular is maintained and they are duly rewarded. Since students come from different sections of the society, family, each one has different approach, thoughts, perception towards life and society. Counseling cell of the college motivate such students who have some negative approach, unsocial approach so that a positive frame of mind can be developed. All efforts are being made so that our students may become an asset for the society as well as institution.

OUTCOME; Efforts of the team has bore encouraging result in maintaining discipline in the college campus, developing cordial relations among boys and girls student of the college. Counseling helps them in channelizing their energy, their potential into more constructive activities.

- 2.1.5. **Reflecting on the strategies adopted to increase/ improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/ reflect the national commitment to diversity and inclusion.**

Students from SC/ST/OBC/Minorities community

Students from SC/ST/OBC/minority categories are allotted seats as per the reservation policy of the state govt. and affiliating university. Students belonging to SC/ST are given tuition fee exemption. Students belonging to most economically backward classes are also provided exemption in tuition fee on the production of non-creamy layer certificate. Scholarship benefits are extended to all such SC/ST/OBC students by the state govt. College has a student freship committee who recommend for freship to students of all

categories of students after thorough consideration of the merit of each application. To provide benefit to large no. of students, if applicants are in large no., half freeship scheme is followed because as per the rule we can utilize only 12.5% of the total tuition fee collected in college through admission, to provide financial support to students.

College makes constant efforts to create awareness about higher education. College launches drive for unprivileged class to make them aware about the importance of higher education as a tool for socio economic change and empowerment. Our college staffs frequently visit the neighbouring areas and counsel the students and guardian of these deprived sections of the society. UGC orders and provisions /state reservation policy/affiliating university guidelines are strictly adhered. Awareness regarding state financial assistance, academic support, incentives to marginalized students is categorically provided. Accesses to these marginalized groups are provided by following the reservation rules of state govt.

Reservation policy is followed at every step in undergraduate level is followed in other activities of the college also like NSS and NCC.

Women

Reservation policy of state govt. is followed to provide reservation to girl students. State policy envisages 3% reservation to OBC females of non-creamy layer. Utmost care is taken to provide equal opportunity to women students. College provides counseling to parents of women students regarding the importance of education. We always adhere to

the famous proverb that to teach a woman means you teach the society. Teachers of our college provide the specimen copies of books received from publishers to girl students. To safe guard the women student against sexual harassment gender sensitization cell is actively functional in the college.

Differently-abled students

Differently abled students are provided reservation benefits as per state government policy. They are provided with additional support to meet up their problems. Most of the classes that have differently abled students are arranged on ground floor as far as possible. Guards and staffs of the college help them in their office related jobs. A make shift wooden ramp is available for them to use the toilet and other places where they require. 4th grade employee are always ready to help them in their need.

Economically weaker section of the society

Economically weaker OBC students are provided reservation benefits as per the state reservation policy. Those who are not covered under reservation benefits due to low percentage of marks get the benefits of student freship.

Minorities

As per the norms of central government, state government and the affiliating university students of minority community enjoy benefits. College helps them in getting scholarship from state minority commission as well as central minority commission. More over college also provide freship to those who fail to get state or central government scholarship benefits.

Athlete and sports personnel

Students who has better sports track record and who has represented district/state level sports events are given preference in admission. 3 seats are reserved for sports personnel who has represented at school/college/district/state level sports events. College provides free studentship to them and other financial and study benefits.

2.1.6. Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e.reason for increase/decrease and actions initiated for improvement.

Categories	YEAR-(2010-11)		YEAR-(2011-12)		YEAR-(2012-13)		YEAR-(2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	91	17	66	20	66	23	96	16
ST	28	-	22	-	35	03	66	02
OBC	991	186	809	230	856	276	1106	333
General	389	72	489	132	141	57	651	165
Others	-	-	-	-	-	-	27	04

Vocational Courses (BCA, TTM, ASM & SM)

Categories	YEAR-(2010-11)		YEAR-(2011-12)		YEAR-(2012-13)		YEAR-(2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	01	-	03	-	06	-	05	-
ST	-	-	-	-	01	-	02	-
OBC	30	04	52	11	86	13	79	10
General	12	01	14	03	28	03	30	03
Others	-	-	01	-	01	-	01	-

2.2 Catering to student Diversity

2.2.1. How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The institution is very sensitive toward the needs of differently abled students. Their admission is considered and

the college makes this sure that the classes of such students are held at ground floor. Necessary arrangements like the assistance of scribes during examination are made available to them.

2.2.2. Does the institution assess the student's needs in terms of knowledge and skills before the commencement of the programme? If 'yes' give details on the process.

Our college adheres to the basic principle of 'EDUCATION FOR ALL'. Students who get admission in our college have diverse range of caliber some are exceptionally good while some are very poor. Special emphasis with expert guidance is provide to bring all students at par, to bring their mind set on one platform , to develop sense of creativity. Before the start of session orientation programmes are organized for students and parents. To attend orientation classes are mandatory for all. In orientation classes our team members interact with students in group as well as one to one basis. Counseling classes for weaker students, differently abled students, socio-economically weaker students are organized for a period as required. If needed special pre course classes are arranged for weaker students to bring all students on same platform.

2.2.3. What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice?(Bridge/Remedial/add on/Enrichment courses. Etc)

A large chunk of students in our college hails from suburban areas located nearby to college. Large section of

students comes from such families where education exposure is almost absent, where parents have never given importance to education. As a result these students do not have sound base. To bring such students at par with other students special classes are arranged for them. For such students, we arrange remedial classes, particularly for SC/ST/OBC and General Category students, having poor base are also allowed to participate in remedial classes to enhance their skills and competence. Personality development classes are also arranged for these students to inculcate confidence. Spoken English classes, career and counseling classes are also arranged for students. Mentors counsel them regarding importance of body language, accent and positive approach that are required in day to day life.

2.2.4. How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Our institution holds the principle of holistic education with emphasis on ethical and moral values. Since our college impart coeducational teaching we always give emphasis to sensitize our members particularly students on the issue of gender sensitization by holding meetings, workshop, debate etc. on the issue of gender sensitization. Celebration of women's day, debate on women empowerment, gender equality etc. helps students to understand each other and be positive and liberal towards opposite gender.

2.2.5. How does the institution identify and respond to special educational/learning needs of advanced learners?

In classroom there is close and free interaction among students and teachers in friendly environment. This helps our teachers to know their students in very close proximity. Further, college organizes regular class tests to assess students learning capacity. College has a committee to discuss such issues. Accordingly, concerned teacher approach the committee and future strategies are drawn for such students who require more advance knowledge. Moreover, special classes are arranged for them. They are given free access to all the learning resources available in the college. If needed, specialized teachers of other colleges are also requested to guide such meritorious students. They are motivated for higher learning and for good career option.

2.2.6. How does the institute collect, analyze and use the data and information on the academic performance (Though the programme duration) of the students at risk of drop out(Students form the disadvantaged sections of society physically challenged, slow learners, economically weaker sections etc)?

Academic performance of students from disadvantageous sections of students, slow learners, physically challenged, economically weaker sections is detected during classroom teaching, regular class tests, classroom seminars etc. Such students who fail to match the pace of classroom learning are provided counseling by a team of expert teachers who motivate them, to teach learning tricks to them special meditation and yoga classes are arranged for them. They are encouraged and motivated to attend yoga classes for meditation purpose. Counseling experts try to find the field of interest of such students. Team members encourage and

guide such students in the field of their interest. Remedial coaching classes, tutorial classes are also organized for such students. Economically weaker students are also provided financial support from college by engaging them in different part time jobs in the field of their interest. These measures help in developing the sense of pride and confidence in such students. Moreover, they develop a sense of to be part and parcel of the society.

2.3. Teaching Learning Process

2.3.1. How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching Plan, Evaluation blue print, etc.)

Affiliating university release the academic calendar and colleges follow this calendar in totality. The same calendar is notified on college website. Academic calendar contains date wise planning for different academic activities including exam schedule, form filling dates and other details. Besides, different departments of the college prepare their own calendar keeping in center the academic calendar of the affiliating university. Each department prepares their detail programme of teaching, classroom seminar, excursion tour, guest lecture etc. as per their departmental schedule. Syllabus of each year is distributed by the concerned head of the dept. among their fellow faculty members and each faculty members strictly adhere to these distributions. Each dept. arrange departmental seminar for which different topics are allocated to different students. This is helpful for students in many way- it helps in removing the stage freight in students, inculcate sense of belongings and sense of

confidence among students. Students themselves prepare different topics of the syllabus under the guidance of teachers. Discussions during presentation help students as well orator to clear their doubts. A record is maintained in a register about departmental seminar, topic presented, students record who presented the seminar, teachers and students who participated in the departmental seminar etc. Each faculty member has been provided with a register to maintain the lesson plan, what topic they have taught in the classrooms, type of teaching aid and logistic they used in classroom. A copy of departmental routine is submitted by the concerned heads to the Principal. Department also carry out internal assessment based on students test performance and punctuality. The final evaluation of students is done by the exam conducted by the affiliating university. At the end of each session exams of theory as well as practical papers are arranged by the university with the help of affiliating colleges. The exam results are declared by the affiliating university.

2.3.2 How does IQAC Contribute to improve the teaching learning process?

This College has applied for the NAAC accreditation for the first time and hence IQAC has been formed. Following are the members of the IQAC Cell:

Dr. Sanjoy Kumar	- Principal
Dr. D C Roy	- Member Co- Ordinator
Dr. Radhe Shyam Pd.(Geo)	- Member
Md. Isararul Haque Khan	- Member

Dr. Sachidanand Sinha - Member

Dr Awadhesh Pd Singh - Member

2.3.3 How is learning made more student centric? Give details on the support structures and systems available for teachers to develop skill like interactive learning, collaborative learning and independent learning among the students?

College offers a lot of support services to its teachers for making learning student centric. College has a rich library with latest editions of different books. Our college has e-library facility that keep our students connected to different libraries of the world. Our college is the active members of the INFLIBNET programmes of the UGC. Scanned copies of books of different subjects are loaded on college website. Students can read these books; download the chapters anytime from anywhere. Teaching aids like LCD projectors, smart board are used by teachers to make their lectures more attractive and easy to understand. Students are also given chance to attend webinar with the collaboration of A-VIEW institute. Time to time GD, Seminar and Debate are organized to interact students regarding the topics that teachers have taught in the classroom.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life- long learners and innovators?

Our focus is always to develop logical, critical approach among students. To achieve this goal we organize classroom as well as open debate and seminar on different topics. Whenever a teacher finish a topic, session is open for free interaction and students freely express their views on the topic taught. They are at liberty to deliver their view regarding the topic that has been taught. A detail

debate follows to reach a final logical conclusion that helps students in reaching the positive critical approach that tune their mind in due course of time also. Extracurricular activities that are organized by the college also help in nurturing their thought. It also helps to develop a team spirit among students. More often, to organize different functions, responsibility is given to students that inculcate in them a sense of responsibilities, develop confidence and a zest to perform better than others.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, E. Learning-resources from National Programme on Technology Enhanced learning (NPTEL) and National Mission on education through information and communication Technology (NME-ICT). Open educational resources mobile education etc.

Our college has a virtual classroom in which lectures are arranged in collaboration with A-VIEW institute. A-VIEW organize lectures on different topics time to time for which we have developed a virtual class room fitted with audio-visual devices through which our students can interact with the teacher who is delivering lectures at far of places. We also have e-library facilities for the students. We have membership of INFLIBNET programme of UGC that connect our e-library to different libraries of the world. Our college has been provided with 20 broadband connections through NME-ICT programmes of the govt. These internet connections are used by students in running virtual classrooms, e-library etc.

2.3.6 How are the students and faculty exposed to advance level of knowledge and skills (Blended learning, expert lectures seminars, workshops etc)?

Faculty of our college frequently joins refresher courses, workshops, conferences organized in different universities &

colleges to enrich their knowledge. It helps them in getting information regarding latest new findings and to know the latest researches that are going on in their respective fields. Students are also given opportunity to join different level seminars, debates to know the latest development in their subjects. Educational tours are also arranged time to time. Over the past many years teachers have been participating in regional and national seminars/conference and presenting papers in their respective field and new information gathered from there are disseminated to the student.

2.3.7 Detail (Process and the number of students/ benefitted) on the academic, personal and psycho-social support and guidance services (Professional Counseling /Mentoring/academic advise) Provided to students?

Teacher cum counselor has been given the job to always keep in touch with the students, to know their problems. They advise the students to overcome their psychological worries. Teacher guardian system has also been introduced in the college for those students who come from far off places to study and reside alone in Patna. Teacher guardians provide academic as well as personal guidance to these students. Teacher guardians regularly and carefully monitor the attendance of students, their participation in different extracurricular activities of the college, encourage and guide them. They guide them to avail the different benefits that are available in the college. Teacher guardian also helps students in psychological boosting, to overcome from the inertia and fear of new environment. Besides, psychological counseling is also provided to students by our psychology department teachers if certain psychological problem a student encounter. Our college teaching and non-teaching staffs and

students live in a true harmony. Our teachers act as true guide, philosopher, friend and thinker for our students.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on students learning?

To attract the attention of the students and to develop interest several teaching methods are used by our teachers. Most of our teachers use audio-visual learning devices to teach students like LCD projector, Smart board, models, charts, flow diagram etc. Virtual classrooms have been developed in the college to develop interest among students and to know the modern teaching tools that are in practice. Computer training programmes are organized in college time to time to make our students and teachers computer friendly so that they may be able to develop their lectures on computer and can be able to project it with the help of computers. Computer personnel of the College also help our teachers to prepare their lectures and present with the help of LCD projectors. Teachers are also encouraged to participate in IT refresher courses and IT workshop organized in different colleges and universities time to time

2.3.9 How are library resources used to augment the teaching-learning process?

Our college has one central library. Faculty members as well as students both can hire books from college library. Books available in library have been catalogued. Cataloguing helps students in searching the books. Library automation has been done. Record of books issued is well maintained in computer. Students and teachers can access the library catalogue available online on college website. Faculty

members of different departments have shared their books to raise departmental libraries. Students as well as teachers avail the benefits of departmental library. Departmental library is solely managed by teachers and staffs of the respective department. From Departmental libraries students get benefit of latest editions of books that have been donated by the teachers. Students get benefit of recent research papers that our faculty members receive in seminars and symposiums. Students are encouraged to use these recent research papers in preparing their topics of class seminar. To inculcate reading habits among students they are encouraged to use reading room of the library. For this purpose reading room of the library is stacked with recent competitive magazines like Yojna, Employment news, India today, Competition master, Competition success review, Pratiyogita darpan, Pratiyogita kiran and many more.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'Yes' elaborate on the challenges encountered and the institutional approaches to overcome these.

Sudden closure of the college due to any unforeseen happening like sudden death of a national leader or any staff of the college or declaration of holiday, student agitation, bandh declared by political parties, teaching and non-teaching strikes, making college as exam Centre for university exams etc. decrease the no. of working days. This causes some problems in completing the syllabus on time. To overcome the loss incurred due to decrease in working days special classes are arranged on Sunday and other

holidays to complete the syllabus on time. Routine-in-charge keeps a check on the syllabus covered by various departments regularly.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Regular feedback is taken from students to determine the delivery system of the teachers. Performance of students in class tests is taken as index to determine the delivery efficiency of teachers. Further, performances of our students in university exams, different competitive exams are precisely analyzed to evaluate our teacher's performance and delivery mechanism. Times to time open discussion with teachers are organized in which their delivery efficiency is discussed and they are advised accordingly to improve it.

2.4. Teacher Quality.

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management(Recruitment and retention) of its human resource (Qualified and competent teachers) to meet the changing requirements of the curriculum?

We have to follow the guidelines of affiliating university as well as state government strictly so far as hiring of human resource is concerned. College as well as affiliating university has no power to recruit lacking no. of human resources on its own. Only state government is empowered to recruit teaching and non-teaching staffs by state public service commission. For recruitment purpose, state government advertise vacancy in leading national newspapers strictly adhering to the norms laid down by UGC and Bihar State Universities Act,1976.

Selection is made through interview. Merit list is prepared from those who appeared in interview and final selection list is announced for different universities. Regarding allotment of the university, choice is taken from the candidate during the time of application. Affiliating university only distribute the allocated teachers to different colleges as per the vacancy that exist in different colleges. Staffs avail leave facilities like medical leave, casual leave, earned leave etc. as per the Bihar State Universities Act, 1976. Affiliating university may grant study leave to teachers if one wants to go for advance study.

As on March 2014

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D. Litt.	-	-	-	-	-	-	-
Ph.D.	02	0	32	08	06	02	50
M. Phil.	-	-	-	-	-	-	
P.G.	-	-	08	01	02	-	11
Principal	01	-	-	-	-	-	01
Total=	03	0	40	09	08	02	62

To retain the available teachers, they are paid salaries. The teachers are also provided other requisite facilities like, casual leave; medical leave etc.

2.4.2 How does the institution cope up with the growing demand /scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced(Biotechnology, IT, Bioinformatics etc)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

College does not run biotechnology and bioinformatics courses. In self-financing vocational courses we engage guest faculties. In general courses we are not empowered to engage guest faculty. Whenever shortage of teachers arises due to retirement or transfer of teachers request is made to the affiliating university to provide teachers in that particular department. Affiliating university provide teachers by transferring teachers from those colleges where there are surplus number.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

(a) Nomination to staff development programmes

Academic staff development Programmes	Number of faculty nominated
Refresher Course	03
HRD Programmes	-
Orientation Programmes	-
Staff Training conducted by the university	-
Staff training conducted by other institution	-
Summer / winter college, workshops, etc.	03

(b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching –learning

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content /knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues

- ❖ Audio visual Aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

(c) Percentage of faculty

- * invited as resource persons in workshops/ seminars/ conferences organized by external professional agencies
- * Participated in external Workshops/ Seminars/Conferences recognized by National/international professional bodies.
- * Presented papers in workshops /seminars /conferences conducted or recognized by professional agencies.

College organizes programmes to motivate teachers to prepare computer aided teaching/learning materials. Students are also provided support to prepare the computer aided programmes for class seminar presentation. For this purpose, college provide them computer and software like MS office, Visual Basic, Java, Linux etc. Laptop and multimedia projectors are also available in college and in some departments of the college, for the use of teachers as well as students. Virtual classrooms also guide students and teachers to make their lectures and presentations more logical, presentable and interesting.

BCA dept. of the college regularly organizes training programmes for teachers of the department to make them aware of the latest developments in these technologies.

Handling new curriculum

To handle and to prepare topics of new curriculum support staffs of the college as well as BCA trainers help our teachers to prepare their new topics based on new curriculum. New curriculum is totally designed by the affiliating university and colleges only follow the instructions of the affiliating university in launching the new curriculum.

2.4.4 What policies/systems are in place to recharge teachers?(eg. Providing research grants, study leave, support for research and academic publications teaching experience in other nation institutions and specialized programmes industrial engagement etc.)

The institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M. Phil and Ph. D. through faculty development schemes. The institution deputed its teachers to attend refresher and orientation programmes, conferences, seminars and training programmes organized by other institutes, universities and research organizations. The institution also conducts number of seminars, workshops and special lectures for the benefit of its faculties and students. The institute has conducted few guest lectures in the last three years. The Institute grants duty leaves according to attend seminar/symposium/workshop by teachers.

2.4.5 Give the number of faculty who received awards/recognition at the state national and international level for excellence in teaching during the last four years. Enunciated how the institutional culture and environment contributed to such performance /achievement of the faculty.

The College provides necessary infrastructure and other required support to encourage teachers to excel in their teaching. The study centric environment and conducive atmosphere of the college

encourages teachers to prove their mettle. As a result, many teachers have been rewarded.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, our institute gets the evaluation of the teachers done by students and external peers. The head of the institution takes feedback of the teachers from the students and their guardians. At the end class and at the end of every academic year students give feedback of individual faculty members on their teaching skills on a prescribed format. The feedback form mainly focuses on the various teaching skills of the faculty members, like presentation, communication, knowledge, content covered, innovative practices and laboratory work. If any faculty doesn't meet benchmark on feedback, he/she is counseled for the future.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The stakeholders of the institution i.e. students and faculty members and even the parents of the students are informed about evaluation process by giving general instructions mentioned in the prospectus of the institution. The periodic instructions issued by the parent university are promptly communicated to the students. The faculty members read the instructions even in the classrooms and copy of the same is also displayed on the students notice-board. Likewise they are informed at the start of the session regarding the terminal tests after the gap of three months. Students are clearly made aware of the eligibility condition required to appear in the final exams.

They are informed of the criterion of the internal assessment. The evaluation is the integral part of teaching learning process. So, the institution makes effective arrangements for the smooth application of the rules about the evaluation processes. The college has developed a proper mechanism for this purpose. Time to time staff meetings are also conducted concerning evaluation process.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own.

Students are evaluated by their performance in class tests. More than this verbally the students are evaluated by group discussions, seminars and sometimes blackboard tests are also held on some interesting and short topics. It makes the evaluation more interesting for students. Faculty members also try new innovations in their teaching skill to make evaluation more interesting and beneficial for the students. The college is affiliated with Magadh University, Bodh-Gaya. The university has initiated various evaluation reforms viz.

1. Introduction of internal assessment system.
2. Introduction of OMR answers sheet.
3. Introduction of objective questions in the question papers.

The college has adopted various university reforms concerning evaluation viz.

1. Same pattern of question papers is used in house examination.
2. Internal assessment is awarded to the students as per the university criteria.
3. Class tests and unit tests are conducted to evaluate the performance of students.

4. Student centric learning through assignments, projects, seminars and practical sessions.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The evaluation reforms of the university are followed in the best of spirit. The evaluation is all fair; the students are satisfied by showing them the evaluated performance in the OMR sheets. Any doubt about evaluation is made clear to the students. All record is maintained i.e. OMR sheets, award lists etc. Weekly tests are taken and record is kept. Whenever class tests are taken the results of the students' performance /awards are shown to the students to encourage them. Students are counseled for better future performance. The institution has followed the improved examination system as prescribed by the Magadh University, Bodh Gaya.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement . City a few examples which have positively impacted the system.

University is the sole authority for the implementation of reforms in examination and evaluation but faculty members who are a part of academic bodies of the university actively campaign for reforms. Institution adopts both formative and summative methods of evaluation. Formative approach to evaluation includes measuring the student's achievement through verbal tests, group discussions, seminars and weekly test. The evaluation through these approaches gives lot of information about student achievement after teaching a particular unit. The concerned teacher may get some direction about the student and necessary

steps required for improvement in learning skills in students are taken. College follow the formative approach to measure students' achievements & performance through 1) group discussion 2) class test 3) verbal test 4) assignments.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course /programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years? And explain the differences if any patterns of achievement across the programmes/courses offered.

Regular tests are taken, almost weekly, during the course. The institution evaluates the students through these tests. The report is sent to the head of institution after evaluation in a fair and secret manner. The parents are informed through letters and even telephonically (for weak students). To monitor the student's performance during an academic year, an examination/evaluation board is functional in the college. This board works under the directions of the chair. The record of the whole evaluation process is transparent. The answer books are shown to the students.

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

There is complete transparency in the class tests. The class test marks are displayed on the notice board. The class test is made by the faculty member keeping in mind the following aspects/factors of student's performance in the class.

(I) Class attendance

(II) Class assignment

In spite of all the above aspects of the students their behavioral aspects, independent learning and communication skill etc. are also taken into consideration during assessing a student.

2.5.7 Does the institution and individual teachers use assessment /evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The institution uses assessment and evaluation both as an indicator for evaluating students' performance. The students who excel in the academics, sports or extracurricular or extra mural activities are all considered in evaluating a student. General classroom behavior of the students is also kept in mind when evaluation of a student is undertaken.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

Students having grievances with the evaluation process is made clear by showing his performance in the OMR sheet. The student is made clear about every grievance in his mind at the college as well as university level exam. The final examinations are conducted and controlled by university. The college has to follow the instructions of the university. If students have any problem, the principal of the college communicate to the concerning authority (controller of exams or other offices) of university about the grievances of the students. The institute follows open evaluation system

where the student performance is displayed on the notice board and the same is informed to the parents. All grievances regarding evaluation, including the internal assessment marks awarded to the students, are redressed by the Examination Board and the various Head of Departments. There is a provision for re-evaluation and is permitted on request. The Registrar coordinates with the other members of the Examination board and assists students in the redressal of their problems regarding conduction of examination, evaluation process, results.

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

In the recent year, institutions of higher education across the country have recognized that a full commitment to teaching and learning must include assessing and documenting what and how much students have learnt and this information is use to improve the education process. When we articulate the main goals for a course, one need to see whether students have achieved them, and these findings are used to make the courses better. We're on the way to learning outcome. In Learning outcome assessment is the process of collecting information that tells an organization whether the services, activities, or expertise it offers are having the desired impact on those who partake them.

The institutes approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs

and activities, how to assess these outcomes, and how to use the results for program development and improvement is a part of student evaluation. The results of outcome assessment are used to evaluate the effectiveness of academic programs and activities and students services, and not the performance of individual faculty or staff. Faculty use the information collected to develop and improve academic programs.

2.6.2 How are the teaching , learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The institute aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. All the staff is involved in the development of this learning environment. All students are valued equally during their learning journey with institute. Accordingly, the curriculum, teaching and learning and assessment at college are student centric. The College has formulated academic committees that aim at enhancing the quality of learning, teaching and assessment across the institute by providing academic leadership for the continued development of excellence in academic practice. The College is committed in creating an environment where students' area supported to achieve their potential and working by creating an inclusive learning community.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (Quality Jobs, entrepreneurship, innovation and research aptitude) of the course offered?

Institute has social as well as economic responsibility. The courses run by college have both social and economic relevance. College understands its responsibility in the socio economic parameters. The institution at the time of the admission provides counseling regarding the choice of options by the students. They are guided regarding the future prospects of various options. Further they are sensitized on the social responsibilities through guest lectures. The students are motivated through personality development programmes. Students are encouraged to participate in activities for social and community service. The college has made dedicated efforts to impart quality education and generate new knowledge through research and development activities. College and its faculty are contributing significantly in transforming socio-economic conditions of the people of this region. The College through the orchestrated efforts of teachers, supporting non-teaching staff and administrative officers has been generating highly skilled employable and socially responsible man power. College has developed self-reliant, enterprising and employable human resource. The College has started many professional courses like B.C.A., BBM, TTM, ASP&SM, B. Com (Hons), B.Sc.(Hons), B.A.(Hons) etc. which are helpful in getting employment..

2.6.4. How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

Institution has specified procedure to collect and analyze data on student learning outcome. Following points are adopted by the institute in this context.

- Continuous evaluation comprising of weekly internal tests, assignments, and class seminar presentations.
- Introduction of unit wise internal tests through objective type questions. This ensures understanding of the entire course contents by the student.
- Annual system of examination for all courses.
- Seminar presentation by students.

Institute has taken following steps to overcome barriers:

- Providing Question bank of various subjects to the students.
- Timely redressal of students' grievances.
- By showing answer books to students to make them understand their relative strengths and weaknesses.
- Minimum attendance limit for students to minimize absenteeism.
- Extra classes for weak students to solve their problems.
- The periodic evaluations of teachers help in the improvements of learning outcome.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes.

The institution has a clearly defined set mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. Tutorials and laboratory hours are fixed. The tutorials and assignments are corrected within a short duration and the marks are entered in the register,

which acts as a ready reckoner for the academic progress of the students. Based on the participation in the class and the marks scored in the tutorials and assignments, the level of student is judged by the staff member and appropriate action is taken. At the end of each academic year, progress reports of unit test results and attendance status are submitted to the office and accordingly parents and students are advised to improve their ward.

Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required.

Practical classes are also assessed; students who lag in practical classes are given additional help and guidance. They are also given additional lab practice.

The faculty members are encouraged to conduct surprise tests, quizzes etc. to monitor the academic progress of each students.

2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The College has specified its graduate attributes clearly. At the first place,

- The college aims to make its students employable.
- The College endeavors that its students should become valuable global citizens.

- To make the students academically sound enough, so that they should stand in this competitive world.

The college ensures that by the time the student finishes education in the college, they should attain all the specified attributes. The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work. The faculty sensitizes students towards social concerns, human rights, gender and environmental issues to make them sensitive, sensible, useful and conscientious citizens.

CRITERION -III : [RESEARCH , CONSULTANCY AND EXTENSION]

3.1 Promotion of Research:

3.1.1 Does the institution has recognized research centre's of affiliating university.

Institution has well developed advance laboratories to conduct different research activities. Our faculty carries on research activities in these laboratories. Their research scholars also carry on research activities in college laboratory.

3.1.2 Does the institution have a research committee to monitor and address the issue of the research?

The institute has a research committee to guide the students and faculty and it has following members

Co-ordinator :	Dr Radheshyam Prasad
Member :	Dr. Ramchandra Mahto
	Dr. Ram Lagan Prasad
	Dr Ramnadan Prasad
	Dr. Rameshwar Prasad Keshri
	Dr. Surendra Mohan

- ⇒ Impact of the Recommendation of Research committee.
- ⇒ Faculty of the institute participated in many seminars/ conference /science congress/Training-workshops as a delegate, resource person and evaluator.
- ⇒ Department of B.C.A. organized debates, quiz, workshop with the active participation of the students of Degree part I, II and III students.
- ⇒ Department of Physics and Mathematics organized debates, quiz and workshops with the active participation of the students of graduation part I, II and III.
- ⇒ Our faculty members have sent proposals to different funding agency like UGC, CSIR and DST.

3.1.3 What are the measures taken by the institute to facilitate smooth progress and implementation of research schemes/projects?

College has well advance laboratories with all sorts of facilities. Teachers also submit their proposals to research committee also. Committee accordingly recommends their demand to the principal to provide the requirements of different laboratories.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

College organizes regular class seminar, science quiz, debates, elocutions etc. to inculcate scientific temperament among students and teachers.

Association of chemistry teacher (ACT), Homi Bhabha Center for science Education, Mumbai, conducted a concept of test in chemistry to access the conceptual understanding in chemistry on 18th January 2014 at R K Dwrika College, Patna. The event was conducted by College coordinator Dr. Jyoti Narayan Das, Associate Professor, Dept. of chemistry.

A number of students of B.Sc part I, II and IIIrd year participated in the test out of them eight (08) students were awarded certificate of participation by ACT. Such activities generate interest among students in chemistry.

3.1.5 Give details of the faculty involvement in active research (Guiding student research , leading Research projects, engaged in individual/ collaborative research activity etc.

Different departments of the college have advance laboratory. Some of our faculty members are involved in research activities at their own level. The following faculties of the college are involved in individual /collaborative research works.

SL No.	Name	Department	Research activity	Specialization area
1	Dr Akshaya Kumar	Economics	Guided Ph. D, Research work=02 no.(Completed) 1. Feb 2013(01) 2. April 2013(01)	
2	Dr. Sudhansu	History	Guided Ph. D, Research	

	Shekhar Singh		work = 02 no.(Completed) 1. Sep 2011(01) 2. Nov 2011(01)	
3	Dr Ramakant Sharma	History	Guided Ph. D, Research work = 02 no.(Completed) 1. Nov 2013 2. Dec 2013	
4	Dr. Trinayan Kumar	Psychology	Guided Ph. D, Research work = 01 no. April 2012(Completed)	Children's behavior Problem in Relation to certain Non cognitive factors.
5	Dr. Rabindra Nath Jha	Physics	Guided Ph. D, Research work=01no. (Completed April 2011	
6	Dr Surendra Mohan	Sociology	guiding Ph.D Research work =03 no.	
7	Dr Radhe Shyam Prasad	Geography	Guided Ph. D, Research work=01no. (Completed Dec 2012	Agriculture
8	Dr. Shambhu Sharam Prasad	Geography	(a) Guided Ph. D, Research work=02 no. (Completed) July 2012 Nov 2012 (b) Research Scholar Pursuing Research work = 04 nos.	Geographical analysis of Agro Industry development
9	Dr. Ram Lagan Prasad		Guided Ph. D, Research work=04 nos. (Completed) 1. Oct 2013(01) 2. 2003 (03)	Agro Industries
10.	Dr Akhileshwar Prasad Singh		Guided Ph. D, Research work=01 nos. 1. 2013 =01no. (Awarded)	

3.1.6 Give details of workshops/Training programme, sensitization programme conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

Department of B.C.A organized workshops and one day seminar during the session 2013-14. Computer training programmes are also arranged in the college time to time to impart computer training to our students, teachers and staff.

Department of Physics and Mathematics organized workshops, debate with the active participation of the students of Degree Part I, II and final year students during the session 2013-2014.

3.1.7 Provide details of prioritized research area and the expertise available with the institution.

The college is running U.G. Level courses. Teachers are pursuing research work on their own. There is no specific focus area of research. Some teachers are doing research work on pollution. Following are the detail along with research areas and expertise of different faculty members.

SL No.	Subject	Specialization	Name of Faculty
1	Psychology	“Children’s Behaviour”	Dr. Trinayan Kumar
2	Geography	“Agriculture”	Dr Radhashyam Prasad
3	Geography	“Geographical analysis of Agro Industry development”	Dr. Shambhu Sharan Prasad
4	Geography	“Geographical analysis of Agro-Industry development”	Dr Ram Lagan Prasad

3.1.8 Enumerate the efforts of the institute in attracting researches of eminence to visit the campus and interact with teachers and students?

Time to time college invite persons of repute to deliver lectures and guide our teachers in the field of research.

3.1.9 What percentage of the faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Faculty of our college are encouraged to attend seminar, workshops, science congress etc.. College provides duty leave for such purposes. Our faculty also goes to other institutions as resource personnel.

3.1.10 Provide details of the initiative taken up by the institution in creating awareness/ advocating/transfer of relative finding of research of the institution and elsewhere to students and community(lab to land)

Students are given small science projects to develop research temperament among students. Teachers guide students in their study projects. Senior students are involved by teachers in their research work.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Expenditure has been made for the purchase of equipments, glassware and chemicals. In last one year equipments of Rs. 12 lakhs have been purchased for different departments. The College has not received sufficient grant from UGC for research work in the recent past.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last form years?

No, there is no provision in the institution to provide seed money to the faculty for research.

3.2.3 What are the financial provisions made available to support student research projects by students?

Students carry on research projects on their own. There are no provisions to provide fund for such purposes as we have to follow the guidelines of the affiliating university in maintaining financial disciplines.

3.2.4 How does the various department/units/staff of the institute interact in the undertaking inter-disciplinary research? Cite examples of successful endeavors and challenge faced in organizing inter disciplinary research.

Since there is no such provision in the curriculum launched by affiliating university there is no inter disciplinary research work is going in our college.

3.2.5 How does the institution ensure optimal uses of various equipment and research facilities of the institution by its staff and students?

The institute is a degree college. Our principal is trying his best to provide better library and laboratory facilities to the students by procuring essential books and basic laboratory equipments and reagents which are required for different lab experiments. Procurement of bulk equipments and other material is not possible due to inadequate storage /warehousing facilities and space constraints. In order to ensure optimal utilization of the equipment /facilities the classes of students have been subdivided into batches of appropriate size.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for research facility.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organization. Provide details of ongoing and completed projects and grants received during the last four years.

No, as mentioned in pare 3.2.6

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholar within the campus?

Our college is an undergraduate degree college. As per university curriculum no degree programme includes any research work. But in spite of that, the basic facilities are available for the faculty to carry on research activity. Internet connectivity has also been provided to different departments.

Following are the list of major equipment in the college :-

List of the Major Equipments in the Department of Physics

Ser No.	Name of the Equipment / Facility
1.	Dark Room with high resolution spectrometer
2.	Electronic circuit, like wave shopping transitory, low pass, high pass fitted oven board etc.
3.	Newton Ring Experiment.
4.	Field Effect Transistors
5.	Mercury and Neon lamps

List of the Major Equipments in the Department of Chemistry

Ser No.	Name of the Equipment / Facility
1.	Calorimeter, Weighing balance (normal as well as digital)
2.	Oven(Hot air oven)
3.	Digital pH Miter
4.	Arsenic Kit, fluoride kit
5.	Electric melting point apparatus
6.	Heating metal 1000ml
7.	Photoelectric filter calorimeter with eight filters
8.	Water & soil testing kit digital

List of the Major Equipments in the Department of Zoology

Ser No.	Name of the Equipment
---------	-----------------------

1.	Zoological Museum
2.	Light Microscope
3.	Oven
4.	Basic tool of medical lab i.e. blood cell counter, Haemometer.

List of the Major Equipments in the Department of Botany

Ser No.	Name of the Equipment /Facility
1.	Botanical Museum
2.	Autoclave
3.	Light Microscope
	Oven
	Weighing Balance
	Research Microscope

List of the Major Equipments in the Department of psychology :

Ser No.	Name of the Equipment /Facility
1.	Well adjustment in inventory Apparatus
2.	Anxiety scale apparatus
3.	Attitude scale apparatus
4.	16 P.F.
5.	Differential aptitude test apparatus.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researcher especially in the new and emerging areas of research?

In the institute for the under graduate students all basic infrastructure is available. List of equipment available in the different department are mentioned in Para 3.3.1. Besides this, on the basis of the requirement submitted by heads of different departments, development committee and purchase committee of the college decide to meet up the requirements of the concerned departments.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for

developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

Nil

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

Research scholars who are registered with teachers of our college for Ph.D. and other degree are provided all sort of facilities to do their work in college laboratories. If they need some extra requirements relating to their research work, concerned research institutes, institutions are requested to extend support to our teachers.

3.3.5 Provide details on the library/information available specifically for the researchers?

College library has large collection of books in different subjects. E- Cataloguing as well as manual cataloguing of books available in library has been done. The library contains 8426 books properly catalogued. Catalogue is available on college website. This helps students to finding the availability of a particular book in library.

3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the college. For example Laboratories, library, instrument, computers, new technology etc.

The basic infrastructure exists in the college campus that is used both for teaching as well as research.

- Laboratories
- Computers
- Library
- Instruments

3.4 Research Publications and awards

3.4.1 Highlight the major research achievements of the staff and students in terms of:-

Patents obtained and filed (process and product)

Nil

Original research contributing to product improvement

Nil

Research studies or surveys benefiting the community or improving the services

Work like excessive use of pesticides in fields affects the fauna of nearby water body as pesticides move to water body with rain water and through food chain it enters in human body. College discuss these issues with the parents of nearby villages and advise them to make others aware of this fact and are advised to use biodegradable pesticides.

3.4.2 Does the Institute publish or partner in publication of research journal(s)?

If 'yes' indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3 Give details of publications by the faculty and students.

Number of papers published by faculty in peer reviewed journals (National/international)

Sl No.	Name	Department	No of Research paper/ Articles published	Remarks
1	Dr. Shambhu Sharan Prasad	Geography	Dec 2013 (02) Sep 1996 (01) Mar 1991(01)	
2	Dr. Rama Kant Singh	History	Apr-Jun 2012 (01) Vol-III ISSN-2249-989 V	

			Apr-Jun 2012 (01) Vol-V ISSN-0975-10142	
3	Dr Shekhar Kumar Jaiswal	Philosophy	2013 = 01 ISSN 2249-989y Vol-VIII, Pat.	
4	Dr Nihora Pd yadav	Pol. Science	2012 =(01) ISSN – 0972-1436 2012 = (01) ISSZ – 0974 -2735	
5	Dr. Surendra Mohan	Sociology	268/July 2011 =01 Mata darsh	
6.	Dr Shailja Sinha	Sanskrit	July – Dec, 2011 = 01 ISSN : 0975 -2749	
7.	Dr Ram Lagan Prasad	Geography	Oct- Dec 2012 = 01 Apr-Jun 2012 = 01 Jan – Mar 2012 = 01	
8.	Dr Kunj Bihari Prasad	Philosophy	Oct- Dec 2012 = 01 ISSN – 0974-8849	

* Books Edited

Sl No	Name	Department	No of books edited
1.	Dr Surendra Mohan	Sociology	01
2.	Dr Rama Kant Sharma	History	02
3.	Dr Shekher Kumar Jaiswal	Philosophy	06
4.	Dr Nihora Pd Yadav	Pol Science	01
5.	Dr Indira Jha	Maithili	01

* Citation Index

Nil

* SNIP

Nil

* SJR

Nil

* h- index

Nil

3.4.4 Provide details (if any) of

* **Research awards received by the faculty**

Nil

* **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

1. Dr. Sanjoy Kumar, Principal is the life time member of Indian Zoological Society, Indian Hematological Society.
2. Dr Radheshyam Prasad, Associate Professor, Deptt of Geography is the life time member of :
 - (a) National Association of Geographers of India.
 - (b) Association of Geographers of Bihar and Jharkhand.
3. Dr Shambhu Sharan Prasad is the life time member of
 - (a) National Association of Geographers of India.
 - (b) AGBT
4. Dr Ram Lagan Prasad, Associate professor Deptt of Geography is the life time member of: (a) NAGI (b) AGBT
5. Dr Trinayan Kumar, Associate Professor, Deptt. of psychology is the life time member of IAAP.
6. Following Associate Professors are the life time members of India Science congress
 - Dr Jyoti Narayan Das, Deptt. of Chemistry
 - Dr Sachida Nand Sinha, Deptt. of Physics
 - Dr. Jairam Pd Singh, Deptt. of Chemistry
 - Dr. Akhileshwar Pd Singh, Deptt. of Chemistry
 - Dr Pradhan Durga Shankar, Deptt. of Physics

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute industry interface?

No

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Some faculty of our college are called as Resource personnel by other institutes to share their knowledge and experiences

3.5.3 How does the institution encourage staff to utilize their expertise and available facilities for consultancy services?

College provide all sort of facilities whenever required by teachers for different activities like participation on seminar, presentation of research paper, to visit other institutes whether for research purpose or as resource personnel. College freely extends D.L. to teachers for all these activities.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The consultancy is provided freely by the college faculty. Hence, no revenue is generated from the same.

3.5.5 What is the policy of the institution is sharing the income generated through consultancy (Staff involved: Institution) and its use for institutional and its use for institutional development?

It is already mentioned in point 3.5.4, that the constancy is provided freely by the College faculty and no revenue is created from the same.

3.6 Extension activities and institutional social responsibility (ISR)

3.6.1 How does the institution promote institution - neighbourhood-community network and student engagement contributing to good citizenship service orientation and holistic development of students?

The College has organized a team consisting of active students of different faculty. During the last three years they have done several social works through NSS/NCC. The

college has organized following social works for the benefit of the society as well as the for students activities

- Organized blood donation camp
- NCC/NSS participant involved for raising various charity activities and relief fund during natural calamities.
- NSS has organized activities such as Aids day, debate on pollution, Gandhi Jyanti, Youth Day and Tree plantation etc.
- NSS and NCC cadets actively participated in cleaning campaign around the college campus and slum area for hygiene and health.
- NCC cadets were given disaster management training by Red cross society.

3.6.2 What is the institutional mechanism to track student's involvement are various social movements/ activities which promote citizenship roles?

By ensuring consistent encouragement and motivation students are attracted to participate in various social activities. The college has motivated the student to maintain plastic free campus by banning the use of plastic in the campus. Environment Awareness campaign has been launched by Eco club from last year. Some students of our college visit nearby slum areas to educate children and to motivate their parents to send their ward to school.

3.6.3 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other national /International agencies?

The College organizes debate, poster campaign, parent teachers meet to motivate our students to participate in

social activities like NSS, NCC. Successful cadets are honoured by giving certificate and medals on 26th January and 15th August. College provides financial assistance to NSS and NCC wings of the college.

3.6.4 Give detail on social surveys, research or extension work(if any) undertaken by college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

NSS wing of the college time to time carry on special drive to visit slums and areas inhabited by the unprivileged class people. Some students regularly visit nearby slum areas to motivate people, to teach children of these areas, to develop social awareness and also help them in their cause for social justice.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other national/International agencies?

The College organizes debate, poster campaign, parent teachers meet to motivate our students to participate in social activities like NSS, NCC. Successful cadets are honoured by giving certificate and medals on 26th January and 15th August. College provides financial assistance to NSS and NCC wings of the college.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

The college has made a conscious effort to promote social justice as a value in learning process and administrative interactions. The college sincerely practices state social

affirmative schemes introduced by the government for the upliftment of deprived class and to provide education to under privileged communities. NSS wing of the college time to time carry on special drive to visit slums and areas inhabited by the unprivileged class people. Some students regularly visit nearby slum areas to motivate people, to teach children of these areas, to develop social awareness and also help them in their cause for social justice

3.6.7 Reflecting on objectives and expected out comes of the extension activities organized by the institution, comment on how they complement students academic learning experience and specify the values and skills inculcated.

Providing service to deprived section of the society inculcate a sense of responsibility among students. It helps in developing a sense of pride among them and they think themselves to be a part through which social change can take place. Their behavior, their approach towards society, their thinking develop remarkable blossom. A sense of pride and confidence develop among students.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Details on the initiatives of the institution that encourage community participation in its activities?

Deprived and unprivileged class of the society is provided all types of benefits within the framework of university rules. They are properly guided by our admission section and staffs regarding subject selection. They are extended counseling and their morals are boosted up to make them feel that they are at par with other students.

The local villagers are invited to participate in flag hosting ceremony on 26th January and 15th August and in different cultural programmes organized in college

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has good relationship with neighboring college of Patna to carry on research and other social activities.

The NSS & NCC department coordinates all its activities under the norms of the university.

3.6.10 Give details of awards received by the institution for extension activities and /contributions to the social /community development during the last four years.

Large no. of NCC Cadets has represented the state level competitions at various occasions. Cadets have won a number of state level and national level certificates. Many NSS participants have been awarded certificate for the good performance.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Our faculty always visits and uses laboratories of other institution for research purpose and vice versa. Exchange of guest lectures of different institutions is very much frequent. Equipments and other facilities available in different

institutions are easily accessible to research personnel of different institution. There is no system of sharing of research scholarship or any sort of research related found with other institution.

3.7.2 Provide details on the MoUs/collaborative arrangement (if any) with institutions of national importance /other universities /industries/corporate (Corporate entities)etc. and how they have contributed to the development of the institution.

We have not received any support from any institution of national level for the benefit of the students and society.

3.7.3 Give details (if any) on the industry – institution-community interactions that have contributed to the establishment /creation /up gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/library/new technology/placement service etc.

Interaction with other laboratories, understanding and support provide moral support and boosting to students and teachers. New technology sharing helps faculty of other institutions also and facilitate them in their research activities. We have received marginal support from any institution of national level for the benefit of the students and society.

3.7.4 Highlighting the names of eminent scientists/ participants who contributed to the events, provide details of national and international conference organized by the college during the last four years.

The following seminars were organized by the department of psychology at state level on the topic “Psychological well-

being”. Department of commerce has organized two seminars at national level with the help of UGC.

- (a) WTO and Indian economy
- (b) Women empowerment in 21st century.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated:

College is pursuing UG level teaching only. The research is not a part of the UG curriculum. We have not received any support from any institution of national level for the benefit of the students and society. Research activities are carried on by the faculty and students on their own with the help of college administration. College provides necessary infrastructure and support to carry on research activity by teachers.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Not applicable.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

POLICY FOR CREATION & ENHANCEMENT

Creation and enhancement of infrastructure facilities for improving the teaching-learning process and extending maximum possible educational amenities to its growing strength of learners is the primary objective of the institution. Any major infrastructural change is discussed both in the 'Teachers Council' and the UGC Planning Board and finally in the Governing Body, after considering the views and opinions of the concerned departments.

For this purpose, a master scheme has been set up with the following targets:

- 1. Creation of new space for laboratories and the Central Library
- 2. Organization and upgradation of the existing spaces for newly needed infrastructure for both horizontal and vertical expansion.
- 3. Renovation, upgradation and Modernization of the existing Laboratory spaces, classrooms and lecture halls with a view to facilitate improved teaching-learning process.
- 4. Generating upgraded and advanced sports facilities and building up infrastructure for Indoor games and trainings – most of which are on progress.
- 5. Creating ICT enabled classrooms and more digitalized Seminar Rooms/Halls.

The policy of the College is to provide its students and teachers rich infrastructural facilities which will lead to furtherance of the cause of higher education as well as making the learners better suited to their professional world. The college, therefore, seeks to expand its infrastructure to cope up with the horizontal and vertical academic growth by mobilizing funds from different agencies like:

- University Grants Commission
- State Govt.
- M. P. Local Area Development Fund
- M.L.A. Fund (Bidhayak Elaka Unnayan Prakaalpa)

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**
- b) **Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

a) Curricular and co-curricular activities

□□ Classrooms

17 nos. of common classrooms of different sizes for science, humanities and commerce streams; class rooms have proper lighting and ventilation, seating arrangement with proper visibility for both students and lecturers. There is facility of common room for boys and girls separately. Special arrangements for canteen for the students and the staff, provision of staff-room is also there.

□ **Technology Enabled Learning facility**

The college has ICT Classrooms where the provision of OHPs, Multimedia learning, Wi-Fi connectivity and internet access is given. The college Computer Department is situated in a separate independent block where the classes of BCA are arranged.

□□ **Seminar halls**

A large air-conditioned hall (room no. 7) is equipped with audio-visual system and fixed projection system with internet facility, available for highly specialized seminars. This hall is regularly used for conducting seminars at the college, state and national level. The students are regularly promoted for active involvement in paper presentations, group discussions.

□□ **Tutorial spaces**

No separate space as such is made for tutorials, however tutorials are regularly held in the general classrooms, in the off time.

□ **Laboratories**

The college has Six well equipped laboratories, one each in Chemistry, Physics, Zoology, Botany, Geography and Psychology department, for the conduct of practical which facilitate students to conduct regular practical during the session and in annual examinations. Similarly, the college also has two technology enabled laboratories for conducting computer practical.

.□□ Botanical garden

No botanical garden as such is present in the campus, however there are some medicinal plants and also there are some rare trees in the campus, maintained by Botany Department.

□□ Animal house

No

□ Specialized Facilities and equipments available for teaching, learning and research:

The college has a computer lab with 30 computers. The staff is given a free access to internet so that they can enrich their knowledge and then in turn the students can benefit from their experience and knowledge. College has fully computerized library. It helps the staff and the students to understand the value of research.

4.1.2 (B) For extracurricular activities:

Sports

The college has always created a niche for itself in the field of sports. College has a sports committee headed by a teacher to monitor the sports related matters. The college has since long times, been participating in various inter university, university level tournaments. In sports, our college provides indoor and outdoor games to students.

Outdoor Games

The college students have a free access to the Local Defence Colony Park, Kankarbagh, and Patliputra stadium near our college for games like cricket, football, athletics, Kabaddi, Kho-Kho etc.

Indoor Games

Facilities for the sports like Badminton, Table Tennis, Chess, carom etc, are provided to students in the college campus only.

Gymnasium

Our College has well equipped Gymnasium hall with all the modern state of art equipments for health and hygiene.

Auditorium

No

NSS

College has an NSS unit of 100 students. Various socially relevant services are provided by NSS students like blood donation camp, counter checking of pulse polio drive, adult education etc.

NCC

College has an NCC unit working under 6/29 Bihar Battalion NCC Cant., with a Permanent Commissioned Officer. The students are enrolled for B and C Certificates.

Cultural Activities

The college has carved out a special niche for itself in the field of extracurricular, extra mural activities. Intra College cultural competition is regular phenomenon; Inter college competition and participation of the college team in quiz, debate etc. Annual cultural program such as fresher's welcome, cultural festivals are regularly organized by students' union. The students have been participating with full fervor and zeal in all activities, academic, theatrical, fine arts or musical. They have proved their mettle in all the fields.

Public speaking communication skills development

Personality Development programmes are run by the college which involve various activities like public speaking and communication development etc. Besides this the college faculty keeps on enriching the students with the art of communicative skills.

Yoga

College run Yoga classes in which many students are benefitted and awarded about the importance of Yoga. At times the college also arranges for art of living camps with the help of various NGOs.

Health and Hygiene

In addition to above mentioned activities, our College has a very special concern for the health and hygiene of the college students, staff and other members. The college specially takes care of the health and hygiene of the students and staff. For this the college keeps on organizing health check up camps where local doctors, dentists, eye surgeons and skin specialists visit and check the health of the stakeholders, the students and the staff. Proper arrangement of drinking water is available in the college campus (R.O. purified cold drinking water). A first aid room is also there for the treatment of sick. The institution has a tie up with the local hospitals for emergency needs. The college NSS unit is also very much active in holding pulse polio drive. The volunteers willingly stand tall for the noble cause and help the nation to eradicate the problem of polio.

4.1.3 How does the institution plan ensure that the available infrastructure is in line with its academic growth and is

optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).

Informations regarding all this has been incorporated in 4.1.2.

In the last four years about one crore has been spent on infrastructure, facilities for students. College has further plan for the construction of G+4 science block on the estimated cost of Rs. 4.0 crores, Women's hostel of about 100 seats on the estimated cost of Rs. 1.0 crore. UGC has already approved the proposal for science block and women's hostel.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institute ensures that infrastructure facilities meet the requirement of the students with physical disabilities. For differently-abled students, it is ensured that they don't have any physical obstruction. The institution is committed to accommodate them on the ground-floor. The needs of the physically challenged students are fulfilled by the supporting staff. The students are given extra attention during the college terminal examinations as well as the final examinations. They are helped by providing the seats on the ground floor. For more facilities proposal has been sent to U.G.C. (Plan attached).

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**

- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy**
- **Constant supply of safe drinking water**
- **Security**

Our college do not have residential facility.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college has a medical room where a part time doctor and a nurse/ attendant is available. They are called to meet any unforeseen situation. Arrangements for first aid and medical care are fully available for the staff as well as the students inside the campus and in the hospital near to the college in case of any serious medical emergency.

4.1.7 Give details of the Common Facilities available on the campus spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The college has clearly marked space for the common facilities available on the campus. These facilities include IQAC (Internal Quality Assurance Cell), Grievance Redressal unit, Women's Cell, Counseling and Career Guidance cell, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, and provision of auditorium etc. the

Details of such facilities are here as under:

S.No	UNIT	Teacher Incharge
1	IQAC (Internal Quality Assurance Cell	Dr. Trinayan Kumar

2	Grievance Redressal unit	Dr. D.C.Roy
3	Women's Cell	Dr. Renu Mowar
4	Counseling and Career Guidance	Dr Radheshyam Prasad
5	Placement Unit	Dr. P.D.S. Prasad
6	Health Centre	
7	Canteen Campus	
8	Auditorium Campus	
9	Staff Room Recreation Campus	
10	Student Centre Boys' & Girls' Common Room	
11	Safe Drinking Water Facility (RO) Campus	

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Our college gives top priority to the library. The institution has a very effective and efficient Advisory Committee. The composition of the Library Advisory Committee is as under:

Dr. Kunti Kumari Yadav

Prof. Rajeshwar Singh

Sri Anil Kumar (Lib. Sorter)

Two Students

The advisory committee discusses and finalizes the infrastructural and academic requirement of the library & chalks out the strategy regarding the working of the library affairs so that the facility can be utilized to the maximum extent by the staff and the students. They also give advice to the Principal for the purchase of books and journals for students reading room. The Advisory Committee gives advice

for maintenance. The fully computerized Library has an open shelf system which facilitates free access to books and hence knowledge to the students. Newspaper and Journals stands in the library provide an access to research, news and other information to the students/readers. In the recent past, on the advice of the advisory committee lay out of the library has been changed, almirahs have got painted and computer with adequate software got installed.

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.)**
- Total seating capacity**
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

S.No		Comments (if any)
1	Total Area of the Library	30 feet x18 feet
2	Total Seating Capacity	30
3	Working Hours (Daily)	09:00 am - 05:00 pm
3A	Before Examination Days	08:00 am - 05:00 pm
3B	During Examination Days	08:00 am - 04:00 pm
3C	Vacations	09:00 am - 05:00 pm
3D	National Holidays & Holidays	CLOSED

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The principal of the college circulates a notice and requisitions for books are invited from all the head of the departments. Every department of the college is asked to submit the lists of books,

magazines and journals to be purchased with reference to new syllabi and current needs of the students. The lists are forwarded to the librarian. A purchase committee is constituted. The members of purchasing committee are sent the list submitted by heads to purchase the books, magazines and journals from different sources. Whenever any book fair is lost, the college makes necessary arrangements to purchase that books. The amount spent on procuring new books etc. during the last four years 3.0 lakhs.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC**
- **Electronic Resource Management package for e-journals**
- **Federated searching tools to search articles in multiple databases**
- **Library Website**
- **In-house/remote access to e-publications**
- **Library automation**
- **Total number of computers for public access**
- **Total numbers of printers for public access**
- **Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)**
- **Institutional Repository**
- **Content management system for e-learning**
- **Participation in Resource sharing networks/consortia (like Inflibnet)**

1 OPAC (ONLINE PUBLIC ACCESS CATALOGUE)
Y E S

2 Electronic Resource Management package for e-journals
INFLIBNET(N-LIST)

3 Federated searching tools to search articles in multiple databases **YES**

4. Library Website
YES

5 In-house/remote access to e-publications

YES

6 Library automation

YES

7 Total number of computers for public access

FOURTEEN

8 Total numbers of printers for public access

TWO

9 Internet band width/ speed √ 2mbps □ 10 mbps □ 1 gb (GB)

Broadband

10 Participation in Resource sharing networks/consortia
(like Inflibnet)

YES

4.2.5 Provide details on the following items:

Average number of walk-ins

60-70

Average number of books issued/returned

150-160

Ratio of library books to students enrolled

250

Average number of books added during last three years

300

Average number of login to opac (OPAC)

30

Average number of login to e-resources

50

Average number of e-resources downloaded/printed

10

Number of information literacy trainings organized

05

- **Details of “weeding out” of books and other materials**
About 400 to 500 books that became out of syllabus have been weeded out in last one year

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts**
10

- **Reference**
1000

- **Reprography**
20000

- **ILL (Inter Library Loan Service)**
NIL

- **Information deployment and notification (Information Deployment and Notification)**
No record

- **Download**
Avg 500 per day

- **Printing**
Avg 200 pages per day

- **Reading list/ Bibliography compilation**
YES, Available on collegewebsite

- **In-house/remote access to e-resources**
Avg 50 per day

- **User Orientation and awareness**
Yes

- **Assistance in searching Databases**
Yes, by a team of experts

- **INFLIBNET/IUC facilities**
available

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Library staffs are always helpful and accessible to help students and teachers in finding the books. They keep the library noise free so that serious studies could be carried out in the library. The staff provides the list of catalogues of various publishers to teachers so that new and relevant books can be purchased for library. The students are helped by the library staff to access the books they desire. The supporting staff is always on its toes to help the staff as well as the students in the library.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Library is situated on the ground floor to facilities of such students. The section in charge helps such students in every possible way. The physically challenged students are given top priority for issuing the books. The physically handicapped students are helped by the staff which provides them books or study material.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The library has installed suggestion Box. Every week the suggestions are deliberated by advisory committee and acted upon. Quarterly an interactive session are held by advisory committee with students to get feedback for improving the library services. In the beginning of the session the students are taken to the library by their teachers and shown

respective books regarding their subjects. Any suggestions given by new students are also sent to the advisory committee for action.

4.3 IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (provide actual number with exact configuration of each available system)

45 in nos. P4 dual core processor

Computer-student ratio

Available

Stand alone facility

Available

LAN facility

Available

Licensed softwares

MS office, JAVA, FOXPRO, LINUX, ADOBE reader

Number of nodes/ computers with Internet facility

Our college campus is Wi-Fi so all the computers of the college has internet access. We have 20 nodes of Broadband connection

Any other

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Internet service is available in the college for faculty and students. There are 45 computers with the facility of Internet in each. The college has a fully computerized library. Our accounts section and admission section is fully computerized and online.

The students and the society have a free access to the college website, www.rkdcollegepatna.com.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

College is planning to establish virtual classroom that will have access to different top institutions of the country. College is a registered member of A-VIEW .

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

In the last four years college has spent about 10 lakhs on purchase of computers, Printers, internet connectivity, software development etc.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Computers are available for specific use in some departments. The teachers liberally take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The college has adequate computer facility for its faculty. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials. Also Multimedia projectors, OHPs are available in the college for faculty use. The college also has seminar hall equipped with projectors and is available as and when requested by particular teacher.

Internet facility and Library is always available for faculty members for learning materials.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The institution has always been placing the students at the centre of the teaching learning process. The vision and the mission of the institution have always been to provide holistic knowledge to its students. Keeping the students' learning at the centre of everything, the college understands that the teachers have to be reoriented from time to time. The time has changed. So has changed the way of imparting the knowledge. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and training. Well-equipped computer Labs, LCD and OHPs are available to the faculty for computer aided teaching. The computer faculty is always available for any need based assistance in the use of ICT.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college at present is not availing the connectivity through National Knowledge Network. College is in the process of establishing virtual classroom. College is already registered with A-VIEW institute. In few months it is

expected that college when virtual classroom will become functional college will be able to participate in webinar, lectures organized at different institutions.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (Substantiate your statements by providing details of budget allocated during last four years)?

- a. Building**
- b. Furniture**
- c. Equipment**
- d. Computers**
- e. Vehicles**
- f. Any other**

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and then utilized for the maintenance. The details of the budget allocated during the last four years are as under:

Year	Building	Furniture	Equipments	Computers	Vehicle
2010-11	20 lakhs	2 lakhs	2 lakhs	2.5 lakhs	---
2011- 12	5 lakhs	.50 lakhs	1.0 Lakhs	1.0 lakhs	---
2012-13	12 lakhs	2 lakhs	2 Lakhs	5.0 Lakhs	----
2013-14	50 lakhs	2 lakhs	20 lakhs	4.0 lakhs	

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

College has a established a committee who look after the available infrastructure and facilities available in the college. Any changes, renovation, upgradation, if demanded by a particular section is brought to the notice of the development

and planning committee of the college. Committee take due steps as per the need.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Different heads, computer section in-charge, e-library in-charge, BCA in charge are always vigil about the equipment, computers and other sophisticated materials of their charge. Any fault or problem as soon as noticed is brought to the knowledge of concerned committee and the principal of the college. Immediate steps are taken; experts are called to rectify the problems.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

College has 3 phase 65 amp water supply direct from the transformer installed in college campus. Sensitive equipments are supplied power through voltage stabilizer. Each computer is provided with UPS. Even those extra precautions have been taken. Each department has been provided sine wave inverter. For ex. Our account section has been provided 1 KVA Sine wave inverter. In emergency 15 KVA silent Genset is also available to run the equipments, water purifiers, chemicals and scientific instruments. The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the scientific instruments and Chemicals. Their repair or replacement or another required upkeep is fully undertaken in their supervision. Similarly, the college electrician and the supporting staff is responsible for the

upkeep of electrical equipments and their maintenance. The institution has a tie up with the company from which the RO purifiers were brought and the institution pays AMC to the firm for the regular and routine check up and upkeep of the purifiers.

CRITERION – V : STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and support

5.1.1 Does the institution publish its updated prospectus/hand book annually ? If 'Yes' what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Our institution publish revised and updated prospectus every academic year at the time of new admission. It provides necessary information about admission process, programme structure, facilities available in the institution, fee details and the rules and regulations etc. Through this, the students can avail information about rules and regulation prevailing in the institution. Prospectus also provides information regarding the subject combination that a student can opt. It also display the distribution of marks.

5.1.2 Specify the type, number and amount of institutional scholarships/ freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The following are main scholarships disbursed among the students:

Session	Type of scholarship	Number of scholarship	Amount of scholarship (in Rs.)
2013-14	Merit	02	12000/-
2012-13	SC	49	137726/-
	Merit	02	24000/-
	OBC	65	134480/-
	Handicapped	02	92002/-
2011-12	SC	14	5400/-
2010-11	SC	62	118040/-

5.1.3 What percentage of students received financial assistance from state government , central government and other national agencies?

The College helps students in getting financial assistance from state government, central government and other agencies.

5.1.4 What are the specific support services/ facilities available for

- * **Students from SC/ST, OBC and economically weaker sections.**
- * **Students with physical disabilities**
- * **Overseas students**
- * **Students who participated in various competitions /National and International.**
- * **Medical Assistance to students: Health centre Health insurance**
- * **Organizing coaching classes for competitive exams.**
- * **Skill development (Spoken English, Computer literacy etc)**
- * **Support for “Slow learners”**
- * **Publication of college magazines**

Our institution is committed to provide students every possible help and support. The institution provides following support facilities to students:

- **Students from SC/ST, OBC and economically weaker sections:-**

The Students who belong to SC/ST, OBC and economically weaker sections are identified during the admission. The college maintains the detail record of the same. The college offers concessions in fees for those who belong to SC/ST and economically weaker sections as per the norms of state government. Besides, state sponsored fellowship, students also get central government sponsored scholarships.

- **Students with physical disabilities :**

There is reservation for physically disable category students as per UGC Norms and state government policy. The college ensures that infrastructure facilities meet the requirement for these students. The institution is committed to accommodate them on the ground floor for their classes and also provide front seating arrangement for their comfort.

- **overseas Students:-**

We have no overseas students in the campus at present.

- **Students to participate in various competitions / National and International :**

Students are assisted to participate in the cultural programme at college and university level. A Staff Coordinator has been appointed to monitor the participation of students in various cultural and fine arts competitions. College provides financial assistance for these activities.

- **Medical assistance to students: health centre, Health insurance etc.**

Our institution has special concern for the health and hygiene of the staffs and students. Proper arrangement of drinking water is available in the campus at three different locations (R.O. purified cold drinking water) A First Aid room is also available in the college. Time to time college arrange health camp for free check up of students. On personal contacts doctors are requested to provide their services in the college. In case of emergency the district hospital which is only 200 mtrs away from the college are

contacted for service to the staffs and students. Various health awareness programmes are conducted by NSS and NCC.

- **Organizing coaching classes for competitive exams:**

Our institutions provide the career guidance and placement cell and conduct various programmes which enable students to appear in different competitive examinations. Reading room of the college is stacked with large no. of magazines and books that our students use for different competitive exams preparation. College subscribes different magazines useful for competitive exams like Kurushetra, Yojana, Competition master, Competition success review. Competition useful hindi magazines are also subscribe in the reading room for those students who prepare for different competitive exams in hindi like Pratiyogita Darpan, Partiyogita kiran, Rojgar samachar etc.

- **Skill development (Spoken English, computer literacy etc)**

Our college has advance computer labs for both teacher and students. Time to time college organize computer training camp to make our teachers and students computer literate. Computer trainers also help teachers in preparation of audio-visual lectures. Students of our college are also being assisted in the preparation of their class seminar presentation. College has also established language lab for students. Students are given training of pronunciation, accent, body language etc. This helps them in presenting themselves effectively in the competitive job market. Language lab also helps them to develop communication skill.

- **Support for “slow learners”**

The students who are slow in learning or if their grasping power is not up to the mark, the faculty members identify such students in classes. Faculty members conduct extra classes. Tutorial classes are also arranged for such students. Such students are also encouraged to join remedial classes, classes for entry into services etc. Our faculties also provide counseling to such type of students.

- **Publication of students magazines**

The college publishes an annual college magazine “Pratibimb” The College magazine is printed in the supervision of college editorial board. The teachers and students of the college very enthusiastically contribute their articles in the magazine. The faculty members are always there to help the students to explore their artistic and creative skills. This annual publication provides opportunity to the students to express their creativity and ideas.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The College has a placement cell. Our placement cell encourages outgoing students to visualize better job opportunities and better enterprises to work in the focus areas and develop skills in the following fields:

1. Team building skills
2. Marketing skills
3. Leadership skills
4. Public speaking skill

5. Business development skills

5.1.6 Enumerating the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competition debates and discussions, cultural activities etc.

- * **additional academic support, flexibility in exam.**
- * **special dietary requirement, sports uniform and materials**
- * **any other.**

The College promotes the active participation of the students in various co-curricular activities. The necessary facilities are provided and adequate funds are allocated. The sports in charge and cultural committee coordinator supervise the extracurricular activities such as cricket, badminton, Gymnasium, debate, seminar, discussion, Quiz competition etc. Sports materials are supplied to the students to develop their performance in different events. Sportspersons are given all sorts of facilities including rich diet to the sportsman is borne by the college as per the university norms.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams. Give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLAT, ATE/CAT/GRE/TOFEL/GMAT/ Central/State Services; Defence, Civil service, etc.

Our college offers three years undergraduate Honours courses as per the directives of the university. Large no. of students of our college have qualified in different competitive exams like IIT, UGC, NET, SLAT, Central and state services.

Since our college impart education only up to graduation level and at Post graduation level they get enrolled somewhere else so we fail to get all the information. But definitely this no. is too large. Last year one of our student stood 2nd in Intermediate (+2) exam.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

College has a counseling cell for the welfare of students. Senior teachers of the college and some teachers of psychology department are the members of the counseling cell. Students have free access to counseling cell. They are encouraged to take the advice of counselors for their problems whether related to college, home or that of friends. This helps them to overcome the exam as well as study stress.

To discuss the problems of girls 2 female teacher of the college have also been made members of counseling cell who are suffering from mental stress and other problems.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'Yes' detail on the services provided to help students in indentifying job opportunities and prepare themselves for interviews by different employers(list the employers and the programmes).

College has a career and counseling cell that provide guidance to students regarding different career prospects. Counseling cell has its own mechanism to judge the potentialities of students and as per the competency of particular students they guide students to choose career

option. Counseling cell in collaboration with placement cell and language lab prepare students for interviews. Language lab helps students to develop communication skill, improve their pronunciation, body language while facing the interview board etc.

5.1.10 Does the institution have a student grievance redressed during the last four years.

The institution has a grievance redressal cell headed by the Dr. D. C. Roy, Associate Professor, Dept. of Botany. Grievance redressal cell is functioning in the college for the last two years. Students are free to lodge their grievances with H.O.D. and Principal also. A complain cum suggestion box is also available for the students. Student may drop their grievances of any type in this box. Besides, students may file their grievance directly to grievance redressal cell. A member of the cell take care of all types of complains. All the complains are dealt with at priority basis. Sometimes, if needed, complainant and the person against whom complain has been made are called on one table to discuss the problems and the possible remedy is found out.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

An anti-sexual Harassment cell is functioning in the college under the guidance of senior lady teachers Smt. Kamala Yadav, Associate Professor, Department of Zoology. Girl students may lodge their complains in writing or verbally and even on mobile. Such matters are dealt with sternly. Parents of the guilty students are called for. There is provision of issuing forced T.C. to such student if he does

not improve himself even after warning. We are very proud of that our students live in very cordial and friendly environment and very few matters are brought to the notice of the committee.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

An Anti-ragging cell of the college is very much vigilant in the college. Cell is headed by the Principal and senior teachers. The details of the cell are displayed on the notice Board. The cell functions regularly and till date. It is the tireless effort of the anti-ragging committee that the incident of ragging rarely occurs. Such occurrence when come to the knowledge of the committee from any source is firmly dealt with whether incident is big or small. Such stern measures have borne fruit and on today date there is no incident of any sort of ragging in college.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution is working towards ensuring social justice through the various students' welfare schemes. The programme clearly presents the welfare schemes available to the students. The following welfare schemes are made available to the students:-

- Scholarships & freeships
- Bank services
- Health services
- Counseling
- Subsidized canteen

- Grievance redressal cell
- Anti-Ragging cell
- Photocopying facility in library at subsidized rate
- Gym facility
- Career & counseling cell
- Communication skill development
- Competitive exams preparation guidance.

5.1.14 Does the institution have a registered Alumni Association? If 'yes' what are its activities and major contributions for institutional, academic and infrastructure development?

College has an alumni association named 'Sathi'. Alumni association strives to nurture a mutually beneficial relationship with the alumni and the institute. Our alumni association has been established recently. Association is collecting data of our passed out students. Committee is guided by a faculty co-ordinator. Association promote alumni meets in which alumni from all walks of life share their experiences and provide access to emerging trends in the industry through guest talks. Association promotes interest and understanding between students of the past, present and future.

5.2 Student Progression

5.2.1 Provide the percentage of students progression to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	2009-10	2010-11	2011-12	2012-13	2013-14
UG to PG	20%	18%	22%	20%	-
PG to M. Phil.	-	-	-	-	-
PG to Ph. D.	-	-	-	-	-

Employed	-	-	-	-	-
• Campus selection					
• Other than campus recruitment					

Data that have been projected is not full proof as most of the students do not submit information about their future plan after passing out the undergraduate course.

5.2.2 Provide details of the programme wise percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Year	Classes	Students appeared	Students passed	Pass percentage
2010	B A –I Hons	315	294	93.33%
	B.Sc. –I Hons	132	115	87.12%
	B.Com – I Hons	223	189	84.75%
	B A –II Hons	152	149	98.02%
	B.Sc. –II Hons	24	21	87.5%
	B.Com – II Hons	47	46	97.87%
	B A –III Hons	100	87	87%
	B.Sc. –III Hons	20	21	75%
	B.Com –III Hons	28	14	50%
2011	B A –I Hons	323	308	95.35%
	B.Sc. –I Hons	145	132	91.03%
	B.Com – I Hons	253	237	93.67%
	B A –II Hons	264	264	100%
	B.Sc. –II Hons	92	92	100%
	B.Com – II Hons	184	180	97.82%
	B A –III Hons	159	142	89.30%

	B.Sc. -III Hons	21	14	66.66%
	B.Com -III Hons	39	29	74.35%
2012	B A -I Hons	270	253	93.70%
	B.Sc. -I Hons	85	45	52.94%
	B.Com - I Hons	272	105	38.60%
	B A -II Hons	306	283	92.48%
	B.Sc. -II Hons	102	88	86.27%
	B.Com - II Hons	255	236	92.54%
	B A -III Hons	247	229	92.71%
	B.Sc. -III Hons	71	63	88.73%
	B.Com -III Hons	174	171	98.27%
2013	B A -I Hons	340	295	86.76%
	B.Sc. -I Hons	168	136	80.95%
	B.Com - I Hons	294	283	96.25%
	B A -II Hons	278	270	97.12%
	B.Sc. -II Hons	64	61	95.31%
	B.Com - II Hons	268	264	98.50%
	B A -III Hons	279	261	93.54%
	B.Sc. -III Hons	84	62	73.80%
	B.Com -III Hons	215	207	96.27%

5.2.3 How does the institution facilitate student progression to higher level of education and or towards employment?

College conducts only undergraduate courses in Arts, Science Commerce, BCA, BBM, TTM, ASP&SM. Counseling cell of the college guide students regarding the higher level of education seeing the mental abilities and financial conditions of their family.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Counseling cell of the college encourage weak students to complete their study. Special assistance to such students is provided by teachers. They are given access to all the relevant study materials available in the college. Students who come from economically weaker section of the society are provided financial assistance to some extent within the norms of affiliating university. In order to provide some financial assistance some of them are engaged in part time work in the college. Parents of economically weaker students are also motivated to boost their child to continue study. They are also provided support from the college in the form of recommendations.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

College has elaborate arrangement for sports, games, cultural and extracurricular activities. We provide all sort of sports material to students. For ex: students of the college are divided in different groups and they are provided sports kit of cricket, football, basketball etc. Since our college does not have open field for outdoor games we have made an understanding with nearby Patliputra stadium. Our students use the stadium for outdoor games. Common room of the students has been provided with activities like TV, Table tennis, Carom, Chess etc. Our college also has well equipped nine station gym, tread mill, push back, dumbbell,

weight lifting set, rotator, cycling and many more. Days are allotted alternately for boys and girls. Since we are in the way of getting approval for the construction of an auditorium, cultural programmes are organized in the classroom hall. Cultural secretary of our college is very active in organizing cultural events. College organizes extracurricular activities like debate, presentation, poster display etc.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/state/zonal/national/International, etc for the previous four years.

The college students participated in the completion organized by the university level in every academic session and college arrange but no students have been enter in the final event.

5.3.3 How do the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

We practice to get feedback from the students regarding the performance of our teachers in classrooms. Every student is given a feedback form at the end of each class to obtain feedback from students. During parent teachers meet, parents are also asked to submit feedback form so that we may assimilate these inputs to improve ourselves and make ourselves beneficial for our students and society. Similarly, grievances of the teachers and staff are also dealt with great care.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, college magazine and

other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Cataloguing of books has been done in the library. Books catalogue is available on college website also. This helps students to know about the books available in the college library and this is helpful for them in getting books from the library. College magazine 'Pratibimb' is published with the active participation of students and teachers of the college. College also publishes monthly e-newsletter.

5.3.5 Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

Student council is elected in college as per the recommendations of the Lyngdoh commission report. Affiliating university announces the date for election, date for filling the nomination, date for withdrawal of candidature, date for publication of result etc. Elections are held for following posts: President, Vice- President, Secretary, Joint Secretary, Treasurer and Class representative-one from each class and 2 university representatives.

Members of the student council are elected on the basis of secret ballot voting system. Members of student council are elected for the period of one year as per the recommendations of Lyngdoh commission report.

5.3.6 Give details of various academic and administrative bodies that have student representative in them.

Students of the college are given representation in almost all the committees that are directly or indirectly related to the welfare of students. Following committee of the college has student representation-

Development committee

Sports committee

Cultural committee

National Social Service

NCC

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

We have very intricate closely bound network that keep all the present as well as ex teachers and students in constant touch with one another. We invite our retired teachers and old students in different functions organized by the college. Different functions organized by the college provide meet together platform for them. Besides, e-mail, mobile are modern communication sources are very much helpful in keeping all of them in touch.

.

CRITERIA – VI :GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional vision and leadership

6.1.1 State the vision and mission of the institution and enumerate on how the mission statement defines the institutions distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc?

Ram Krishna Dwarika college, Lohia Nagar, Patna was established in 1964, Initially college was located in Punaichak of western Patna. Renowned social activist Late Rao Birendra singh , Former Chief Minister of Hariyana laid the foundation of this college at Punaichak. Later college shifted to its present location in Lohianagar, Kankarbagh, Patna due to auction of the land for payment of estate duty that was due to be payable from the side of the land donor Late Dwarika Mahto as the deceased had no inheritor of the said property. The vision behind the establishment of this institution of higher institution was to provide education of high quality at both intermediate & graduation level to village people and backward community residing in Ganga Diara areas and sub urban areas. During that period institution of higher educations were mostly located in Central Patna and affiliated to Patna University. Poor students and wards of village people could not afford to study in colleges mostly dominated by affluent people of the society.

The “vision graduate” converted into a ‘mission’ that we are still following. Even in the present location the college caters young boys & girls who come from rural background and villages located in and around the southern part of the

capital. All policies and place regarding the development and improvement of the institution revolve around the mission stated above. Though, admission to different classes of intermediate & bachelor level are taken as per the guideline of the State Govt. and reservation rules are in vogue, special schemes and policies are developed and implemented in favour of backward communities and students coming from the lower social strata.

6.1.2 What is the role of top management, Principal and faculty in design and implementation of its quality policy and plans?

At College level principal is at the top of management with a no. of committees that assist him in the formulation of policies, development and implementation of policies. Different committee executes the policies of the management. Periodical meetings of these bodies are held to decide and design the policies and programmes.

6.1.3 What is the involvement of the leadership in ensuring :

- **The policy statements and action plans for fulfillment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same it on the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the cultural of excellence**
- **Champion organizational change**

All matters pertaining to education, infrastructure development, student welfare and enrichment of faculties are

decided by the concerned committee /body and implemented as such under the direct supervision of the principal of the college. At the start of academic session, decisions regarding strategies and policies are finalized to be implemented during the session.

Planning committee of the college discuss all the plans going on in regard to the teaching, infrastructure development and other activities related to the improvement of the institution. We try our best to create an environment that will lead to excellence.

Different committees of the college function in co-ordinated way so that coherent all round development of students should not get hampered, different functions of the college that the institution has induced, integrated development schemes and organizational change should effectively be implemented.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate polices and plans of the institution for effective implementation and improvement from time to time?

The designated committees monitor and evaluate the progress of the action plans time to time. Meeting of different committee heads and Principal are organized time to time to discuss different issues, if needed and in the interest of the students policies and action plans are suitably modified.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The principal of the college supervises all the academic activities of the faculties. Different heads enjoy full freedom

in improving and conducting the departmental activities. Heads of respective departments constitute a departmental committee consisting of all the faculty and some students of the department. Departmental committee is mainly responsible to design the academic activities of the department under the direct control of the concerned head of the department.

6.1.6 How does the college groom leadership at various levels?

A culture has been induced in the institution to encourage and promote leadership at administrative level, day to day management of the routine affairs, academic activities, co-curricular and extracurricular functions, awards and prizes, social extrusion works, institutional disciplines and even students organization. Students of the college are encouraged to participate in different activities of the college. Moreover, students are given the responsibilities to organist different functions like cultural function like debate, quiz, fete, sports activities etc. of the college.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments /units of the institution and work towards decentralized governance system?

Heads of all the departments have full authority to manage their departments. Departmental council under the chairmanship of the head decides about the requirements needed in a department. Each department makes their own academic policy for departmental seminar, educational tours, seminar presentation etc. Each department appraises the

Principal regarding decisions taken by departmental council. Such operational autonomy exists in the non-academic departments of the college also.

6.1.8. Does the college promote a culture of participative management? If 'Yes' indicate the levels of participative management.

Stakeholders of the college their parents, different faculty of the college are free to share their views and ideas regarding the betterment and improvement of the college. During parents teachers meet parents are invited to share their opinion. Outcome of these meetings provide so many noble innovative ideas for the progress of the college.

6.2 Strategy development and Deployment

6.2.1 Does the institution have a formally stated quality policy ? How is it developed, driven, deployed and reviewed?

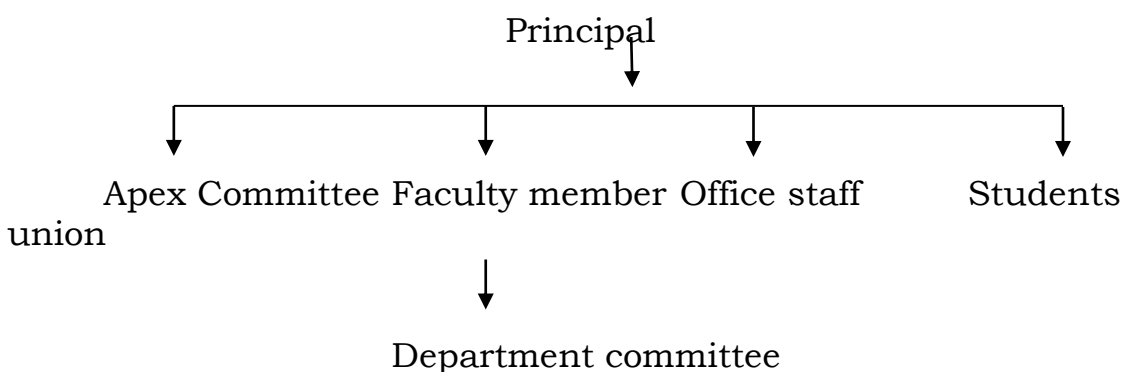
College has special emphasis on quality control. The college has a formally stated quality policy in line with the mission stated above. The institution aspires to provide clean and useful education to the students who come from the rural mass and lower strata of the society. Utmost vigilance is cared to maintain teaching standard. Any suggestion that come from any quarter is happily analyzed and if found beneficial for the students are happily implemented. In addition to providing equal opportunity to all, the institution provides remedial programmes for weak students. This approach is taken into consideration while formulating the curriculum and their execution.

6.2.2 Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

College has planned for the construction of G+4 science block building with world class amenities. Proposal for the construction of science block has been approved by the UGC. College is awaiting for the demolition order for the old dilapidated building from the affiliating university. College has sent proposal to the affiliating university for giving permission to start B.Sc. (IT) course in the college. We have future plan to get approval from AICTE to start MCA and MBA courses.

6.2.3 Describe the internal organizational structure and decision making processes.

As described earlier, the organization has the principal at the apex with a number of bodies and committees to decide upon policies and decision making.



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following :

- * **Teaching & Learning**
- * **Research & Development**
- * **Community engagement**
- * **Human resource management**

* **Industry interaction**

Following types of committees exist in the institutions

(a) Teaching & Learning:

Teachers are encouraged to use modern teaching aids to make their topics more interesting for the students. Teachers are encouraged to participate in seminars, workshops to sharpen their knowledge. Computer training programmes are arranged time to time for teachers. Computer trainers also help teachers in the preparation of their lectures.

College e-library has membership of INFLIBNET. Teachers use the books available on INFLIBNET site in collaboration with different libraries of the world.

(b) Research & Development -

Our college laboratories are well equipped for research work. Our teachers carry on research work in these laboratories using the available resources. Collaboration with other research institutes are sought to carry on those works for which facilities are not available in college. Our teachers use e-library to know the recent development in their research field. Teachers are motivated and encouraged to submit research proposals to different funding agencies like UGC, CSIR, DST.

(b) Community engagement

NCC and N.S.S units, Public extension committee, alumni association organizes camps time to time to aware the masses regarding cleanliness, health and hygiene and education. They are motivated to participate in different functions of the college so that they develop interest and get motivated to send their wards to educational institutions.

(c) Human resource management-

For the effective management of human resource of the college, HR team is working actively. HR team includes General section in charge, Prof-in-charge of the college. HR team encourages students to do different works of the college as per their interest and potentialities.

(d) Industry interaction

Our students often visit nearby industries to gain field experiences. Faculty members also accompany the team to provide on spot learning to them. Alumni who are working at different places also provide help and necessary support to the students in field study.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc) is available for the top management and the stakeholders to review the activities of the institution?

In our college there is friendly and homely environment where students, teachers guardians, social activist, media, all have easy access to Principal. The matter raised by any one is seriously taken into consideration. Feedbacks are taken from students, from guardians during parent teacher meet and during orientation programme, report from heads of different departments etc. are considered in detail. Sometime some distinguished figures of related field are also invited to give their opinion. A final decision in the interest of stakeholders is taken considering the views of all.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Matters raised by members of the teaching and non-teaching staff are given due consideration so that they feel themselves as a building block of the college. What the college has achieved today is due to the selfless and dedicated efforts of our employee. Any suggestion from any quarter is welcome and given due importance. In meeting their grievances are considered with due weightage and are solved in the interest of the institution and employee.

6.2.7 Enumerate the resolutions made by the management Council in the last year and the status of implementation of such resolutions.

Decisions and resolutions in contest of development academic programmes and other activities taken during the last academic session by the apex management committee headed by the principal are as follows:

- (a) Construction of Gymnasium.
- (b) Construction of 3rd and 4th floor of Arts block.
- (c) Construction of generator room.
- (d) Construction of shaded car parking space.
- (e) Construction of shade for students at different counters.
- (f) Establishment of e-library.
- (g) Renovation of Principal chamber, bathroom, girl's common room, boy's common room and toilet, Toilet for teachers and non-teaching staff.
- (h) Decision for the demolition and construction of science block building.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

There is no provision of autonomy in the university systems of Bihar. Each affiliated college has to function within the framework formulated by the university and governed by the Bihar State Universities Act, 1976.

6.2.9 How does the institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

College has a grievance redressal cell that function under the direct control of the Principal of the college. Students, guardians, teachers, staffs and social activists may lodge their grievances freely. Grievances are thoroughly discussed in the meeting of the grievance redressal cell. Efforts are taken to sort out the problems and grievances sometimes by table talk also. Matters related to academics of a particular department are transferred to the concerned head who discuss the matter in the meeting of department council. Thus valid grievances are suitable redressed and problems are sorted out.

6.2.10 During the last four years, had there been any instance of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

The institution has an RTI committee who look after different RTI questions. As regards the court case civil case has been filed in the court of SDO, Patna and Bihar Land Tribunal against encroachers who have grabbed significant area of land of the college. Different cases were filed against the encroachers in the past also. Due to latches of district administration high court decisions could not be implemented.

6.2.11 Does the institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Feedback from students and parents are periodically taken into consideration in the meeting of heads, meeting of development council, departmental council if the matter is related to a particular department Action plans is chalked out to implement the suggestions if practically acceptable and in the interest of the institution is gladly accepted and implemented.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

College provides all sorts of facilities to faculties to sharpen their professional efficiency. They are encouraged to participate in seminars/symposium/workshops. College provides D.L. to teachers for this purpose. Our e-library helps teachers to library. They have access to different types of journals and periodicals available on net. Library staffs are

encouraged to participate in library enhancement programmes organized by INFLIBNET time to time. In addition, our faculty members attend orientation and refresher courses organized by UGC sponsored different academic staff colleges all over the country.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivation for the roles and responsibility they perform?

Faculty members are provided computer training to develop audio-visual lectures. College provides all the necessary equipments to teachers for this purpose. Special guest lectures of eminent figures are organized time to time to motivate them. Faculties are given representation in different committee of the college that inculcates a sense of responsibility and sense of belongings in them. Teachers are encouraged to participate in seminar/symposium/workshop, lectures organized in different institutions to improve their knowledge and to update themselves.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Feedback from the students is used to evaluate the overall performance of the teachers and other employees.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Faculty members are advised to improve their teaching standards. Suggestions of stakeholders in this regard are communicated to concerned teacher. Principal of the college also personally call such teachers and discuss with them the problems and try to resolve the problems by extending free hand support to them. If required, they are allowed to get special training to improve their teaching.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Principal of the institution makes provision for advance to needy teachers from college account. P.F. Loan is also freely sanctioned to teachers to meet up their emergency expenses. College is always by the side of teachers in forwarding the application for bank loans to their emergency requirements. Advance payment of salary is another option for the management depending on the availability of fund. Roughly 10% of the employees have availed this benefit in the last four years.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Eminent teachers are invited to deliver lectures to inspire students. We cannot retain them on regular basis because college has no authority as per state government and university guidelines.

6.4 Financial management and resources Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

To optimize the utilization of available funds, the apex committee of the institution meets to discuss the liabilities and development plans and other financial needs and propose a tentative budget in the beginning of the financial year. The principal proposes the expected financial needs and the tentative budget to the register of Magadh University to sanction the budget. Thenafter funds are made available. . Thus, there are two tiers monitoring of the fund.

College development committee and purchase committee of the institution are involved in the whole operation. Grant received from the university grant commission are utilized directly as per the directions of the UGC.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Yearly internal audit is done regularly by registered chartered accountant. Time to time university also send audit team. In addition audit team is also sent by the state government.

Last audit was done 2012-13.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Major sources of receipts are tuition fee, development fee, library fee etc. received from students during admission. UGC assistance is also provided under different heads like ICT

development, purchase of books, equipments, minor repairs, remedial coaching etc. state government provide fund for salary payment of teaching and non-teaching employee. Recently state government has provided grant for renovation of laboratories.

All the funds except the UGC grant are utilized as per the budget sanctioned by the university.

Four Years expenditure and income details are as follows:-

Financial Year	Total income	Total expenditure
2009-2010	4,56,26,313.60	4,03,02,446.00
2010-2011	6,96,37,049.10	6,58,49,972.10
2011-2012	6,91,52,106.10	7,22,45,439.10
2012-2013	12,13,68,292.60	12,06,91,995.40

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same(if any).

College submit project proposal to UGC and state government to provide fund for different works, construction of new buildings, women's hostel, enrichment of laboratories and library, sports etc.

6.5 Internal Quality Assurance System (IQAC)

6.5.1 Internal Quality Assurance Cell (IQAC)

(a) Has the institution established an Internal Quality Assurance Cell (IQAC)? IF 'Yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

An internal quality assurance cell is well functional in the college, Cell monitor and sustains the academic and

administrative standards of the college as per the standard norms set by NAAC and UGC.

The cell has following members excluding chairperson:-

1. Dr. Trinayan Kumar
2. Dr. D.C. Roy
3. Dr. Radheshyam Prasad
4. Dr. Israrul Haque Khan
5. Dr. Sachchidanand Sinha
6. Dr. Awadhesh Prasad Singh
7. 2 alumni of the college

(b) Has many decisions of the IQAC have been approved by the management /authorities for implementation and how many of them were actually implemented?

Recommendations made by IQAC cell is placed in the meeting of development committee of the college and discuss at length in the interest of stakeholders. A number of facilities in our college have been introduced on the recommendations of the IQAC cell, for ex. establishment of language lab, establishment of computer lab, smart board teaching, audio-visual lecture presentation by teachers, establishment of canteen, setting of gym for students are few of the examples.

(c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

No. Only two alumni of the college may be considered as external members.

(d) How do students and alumni contribute to the effective functioning of the IQAC?

Alumni as well as students of our college are always in contact with IQAC cell. IQAC cell members have regular meeting with the students and alumni. Outcome of these discussions are summarized and placed before the development committee. Development committee accordingly takes decisions for their implementation.

(e) How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC cell of the college is a high power cell. Its order and suggestions are binding upon all the staffs of the college. Cell has been provided with a team of class 3 and class 4 employees.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If 'Yes' give details on its operationalisation.

IQAC cell follow the guidelines of NAAC in taking decisions. IQAC cell has also been given the authority to supervise that whether different functions of the college are being governed as per the requirement of NAAC or not. If variation or lacking is pointed out and accordingly rectified in the interest of the institution upliftment and for the benefits of stakeholders.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes', give details enumerating its impact.

Guidelines are provided to staff and members regarding the quality assurance cell functioning in general meeting. Initial brief formal training is imparted to its members.

6.5.4 Does the institution undertake Academic Audit or other external review of the Academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Our college is undergoing NAAC evaluation for the first time i.e. the first cycle of evaluation. College honestly assures NAAC team that IQAC will discharge its responsibility in the best interest of the college.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

Affiliating university function as external regulatory authority. We follow the guidelines and instructions of the affiliating university in our functioning.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Teaching learning process of the college is monitored through tutorial classes, extra classes and the feedback obtained from stakeholders, guardians and social activists.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

College communicates its quality assurance policies by forming advisory body, Alumni meeting, Parent teachers meet and through various committees having representation of students also.

Any other relevant information regarding Governancde leadership and Management which the college would like to include.

CRITERION – VII INNOVATION AND BEST PRACTICES

7.1 Environment consciousness

7.1.1 Does the Institute conduct a green Audit of its campus and facilities?

The Institute has small campus. In campus there are some small and 2 big plants. The Institute is eco-friendly.

7.1.2 What are the initiatives taken by the college to make the campus eco- friendly?

- (i) Energy consecration**
- (ii) Use of renewable energy**
- (iii) Water harvesting**
- (iv) Check dam construction**
- (v) Efforts for carbon neutrality**
- (vi) Plantation**
- (vii) Hazardous waste management**
- (viii) E-waste management**

The college campus is eco-friendly. The head of the institution and the whole staff of college are committed to make the campus eco-friendly. The campus of our college has been declared polythene/plastic free zone. Several other steps have been taken to make the campus eco-friendly.

(i) Energy conservation:-

The college campus is warm during summer and cold during winter. The class rooms are well ventilated and lighted. There is minimum need of artificial light. The college uses CFL bulb to light the room whenever needed. This help a lot in energy conservation. Students as well as staff of college have been adviced to switch off the fans and light when leave the classroom and office. Solar lighting is

done during night time in the passage and open space to conserve energy.

(ii) Use of renewable of energy:-

The College has a solar system (Solar plates). The solar energy is used to light the campus during night time.

(iii) Water harvesting :

The college has no space to collect the rain water and waste water. Rain water as far as possible is collected in big containers. This water is used for watering the plants.

(iv) Check dam construction :-

Our college campus has insufficient space. So such types of provisions are not possible.

(v) Efforts for carbon neutrality :

The college has taken certain preventive measures to check the emission of carbon dioxide. The college has made arrangement for the parking of vehicles of teacher and students in front of college in open space. This helps in keeping the campus clean and low carbon zone as far as possible. The dried leaves and waste papers are collected in dustbin which is taken away from college through vehicle of Municipal Corporation.

Wall posters are displayed at different places of the college with slogans to put waste matters in dustbin.

(vi) Plantation :-

The college campus is very small. In spite of that all efforts are made to keep the campus green and ecofriendly. NSS

volunteers have planted large no. of 'Ashok plants' at the entrance of the college.

(vii) Hazardous waste management / E-waste management:-

Wastes from science laboratories are collected in covered containers and are disposed of with great care in remote areas. Municipal bodies also help us in our endeavor. Wastes are collected from laboratories on weekly basis. Similarly e-waste of the college is handed over to an e-waste recycling firm.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which has created a positive impact on the functioning of the college.

College has adopted several innovative practices for the stakeholders. Our admission process is fully computerized. Efforts are there to make the account section paperless. Audio-visual teaching methods have been introduced to develop interest in students. E-library facility has been provided to the students. A no. of important books have been scanned and uploaded on college website. Our students can avail the benefits of these books anytime and from anywhere. We have introduced online application for admission. Prospectus is loaded on college website. Models, posters, chart are displayed in the classrooms to create interest and awareness among students.

Feed back mechanism:

College gets feedback from stakeholders, their guardians and social activists. This helps college administration to resolve

the problems of students. As per feedback report teachers are advised to improve their teaching standard. After every class students are given a feedback form to express their views and the level of their satisfaction in the class. During parent teachers meet feedback is also taken from the parents regarding behaviour of our staff, cleanliness and amenities available in the college, standard of teaching as reported to them by their wards.

Computerization of Administrative Block

College administrative block has been fully computerized. Efforts are in progress to make it totally paperless. Admission process, generation of FCR, DCRI, DCRII, Cash book, generation of admission register, class register CLC, character certificate, Library card, Identity card, all generate automatically by using admission software. Technical staffs have been appointed in accounts department for different computer jobs. Administrative section is also connected to Wi-Fi facility of the college.

Computerization of library

College library has been partially computerized. Records of books issued to students are recorded in computer. Cataloguing software helps teachers and students about the availability of a particular book in the library. Library also has reading facility. Students & teachers often visit library to read books and different magazines. Magazines useful for different competitive exams are subscribed in library for students. E-library facility is also available for students and teachers of the college.

Zero Balance Accounts

The College has made an agreement with leading banks of the area to provide facility to students in opening zero balance account. Bank has also been advised to give the minimum two month overdraft facility to teachers and staffs of the college without any interest for at least one month.

Academic Innovations

The college has introduced many new innovative practices to help the students. The college has introduced remedial classes for the students. This has helped them cover up their back log, if any. The teachers introduce the skills of drafting question banks. These questions are framed on the basis of the questions asked in last examinations. Audio-visuals are used by teachers to deliver their lectures in classrooms. Teachers also provide assignments to students. Classroom group discussions, quiz, classroom seminars help students to clear their doubts.

7.3 Best Practices**7.3.1 Elaborate on any two best practices as per the annexed format (see page ...) which have contributed to the achievement of the Institutional objectives and /or contributed to the Quality improvement of the core activities of the college.**

The best practices in the institution have been promoted in order to improve the functioning of the academic and administrative system. The insistence on students participating in academic and administrative matters has improved the quality of the education and administration in

the institution. The students come forward to maintain the best practices evolved through academic and administrative systems. The administration in the institution is maintained by the involvement of the staff at every level. The examinations are held quite smoothly by the active participation of the staff. The teachers have been quite supportive to the academic needs of the students by offering them reading materials and tutorials.

