



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAM SAKAL SINGH SCIENCE COLLEGE SITAMARHI

RAM SAKAL SINGH SCIENCE COLLEGE, DUMARA, SITAMARHI
843301

www.rsssc.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Ram Sakal Singh Science College is located at the Dumra village of Sitamarhi district. The college was established in the year 1970. The college is a constituent unit of B.R.A. Bihar University, Muzaffarpur and recognized by UGC under section 2(f) of UGC Act 1956. The faculty of this college strives to make an honest, conscientious and sincere effort to inculcate the basic human attributes of truth, beauty and the goodness in the students. This is the co-educational institution enrolling more than 2000 students every year with multi faculty educating all the streams Arts and Science. The college is also offering vocational courses in B.C.A. and B.B.A & C.C.A-Six Month in the college. Sports activities, cultural activities, debates, seminars, extension lectures by various subject experts are conducted on regular basis by the college. To carry out the academic and administrative affairs of the institution, different committees and cells are framed every year. The college is Wi-Fi enabled with a rich library having around 15000 books meant for various subjects. The infrastructure of the college is developing at a regular pace to cater to the academic and administrative affairs. In fact, there are many construction projects under process. In addition to the spacious classrooms, there are a number of lavatory blocks, a well maintained college canteen, a huge sports ground, parking facility, well managed parks and cycle stand etc.

Vision

To provide higher education to the rural and economically backward youths so that they can also be part of the mainstream of overall development and fostering an enduring sense of discipline and dedication to work and to be professionally competent. The vision of the college is to build an organization society based on equality freedom, justice, and fraternity as enshrined in the constitution of India through various curricular, co-curricular and extra –curricular activities.

Mission

To provide qualitative higher education to the students who hail mostly from the surrounding villages. To enhance the rural youth with discipline and higher level of social and cultural values. To impart skill based education for overall development of the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- One of the means of qualitative higher education in the surrounding rural and economically backward areas.
- An excellent infrastructure spread over an area of 3.45 acres. A very active N.S.S. wing.
- Student centric and interactive teaching learning process.
- Encourages students' participation in extracurricular activities all throughout the year.
- Priority on regularity and punctuality of the students and teachers. Automated Library Smart classroom.
- The college is well-connected through public transportation.
- Hostel facilities for Boys belonging to SC category managed by Govt. of Bihar. CCTV camera in entire campus.
- Fully Wi-Fi campus.
- Green, clean & environment -friendly campus.
- Co-education.

Institutional Weakness

- Absence of P.G. courses. Lack of permanent teaching & Non-teaching staff.
- Insufficient office staff. Research works need to be strengthened.
- Lack of flexibility in the syllabus.
- Fund of research and projects are not available.
- In difference of alumni.

Institutional Opportunity

- Opening of PG courses to ensure student progression in this rural and especially or economically backward students.
- Opening of more vocational courses looking at the job market. More learning centred classroom with audio visual facility.
- Provide platform for students to develop their organizational skills.
- Students get many chances to serve the society by participating in the various social activities through the N.S.S. Unit.
- Good ambience for the students appearing in competitive examinations.

Institutional Challenge

- To develop communication skills amongst rural students.
- Bridging the gap between standards of higher studies and the poor school education, the students generally have.
- Due to shortage of faculty, running of course in the college has become a great Challenge.
- Growing demand for more application of ICT in academic transactions.
- Lack of freedom regarding Curriculum Development, Examination reform etc.
- Lack of prompt initiatives of the concerned government departments in matters related to the recruitment and promotion of faculty etc.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is a constituent unit of B.R.A. Bihar University, Muzaffarpur. It has limited flexibility in the development of the curriculum. However, each department of the institution is responsible for working out details for effective implementation of the prescribed curriculum. Academic calendar has been followed and implemented as per the guidelines of the University. The college has a defined vision and mission that is clearly spelled out to the students in college website, college magazine, and prospectus. HODs from different subjects of the college are assisting the university in designing and development of the curriculum. Workshops and seminars relevant to specific discipline are organized by the college as well as at the Department level. Meticulous planning with respect to workload, time tables and the academic calendar are integrated in the work ethos at the college. The feedback system of the college is in place and the feedback is taken on the teacher from the Students. The feedback taken is analyzed and implemented by the faculty members.

Teaching-learning and Evaluation

Since teaching, learning and evaluation is one of the main components of the institution, the college gives wide publicity to the admission process through prospectus, institutional website and advertisement. The admission process is done through centralized admission system of the university. Cut-off mark is set for selection of students for various courses. To ensure effective teaching and learning, the institution organizes extra tutorial classes for academically backward students. The guidance and the counseling cell of the college also provide services quite regularly. The differently abled students are provided extra assistance to keep them at par with other students. The institution also prepares academic calendar, annual teaching plan and schedule and formulates monitoring and feedback mechanism and all information are disseminated to the students and faculty. The college provides modern teaching aids such as: LCD projector, Overhead Projector and other audio visual aids and internet classroom transaction and reading materials. In order to raise the teaching competence, regular feedback is taken from the students. For further professional development of the teachers, the management of the college grants study leave for participation in national and international seminars. Moreover programmes are organized by the college on various academic and social issues. The institution maintains a healthy relationship with the parents of the students and regular meeting are organized to share the problems.

Research, Innovations and Extension

The college has a research committee for promotion of research consisting of teachers. The students are also encouraged to published articles and carry out research based field work. They also participate in various National and International seminars, workshops and conferences. The research committee ensures the use of Anti Plagiarism tool in order to prevent malpractices in research. Besides, the institution has promoted the participation of the students and faculty in extension activities the college has adopted two villages for extending community service. Moreover the college organized programs like health camp, eye checking camp, promote agro based cottage industry in the area and training programs and self-employment training programme etc. to cater to the needs of the target group of the society. Some innovative practices have also been taken up for quality sustenance and enhancement of the institution.

Infrastructure and Learning Resources

The college is located in a most picturesque environment. It has fair infrastructure like classrooms, seminar hall etc. The college has well equipped and well maintained facilities for sports and games. It has a small but well maintained sports field. The college has facilities for indoor and outdoor games and sports. The indoor games facilities include, Caroms and Chess and for outdoor games basket ball Court, Shuttle Badminton Court, Court for playing Kho-Kho, Volleyball Court, Kabaddi Court. The college library is well-equipped with all the prescribed, recommended and reference books as per the university norms. There are good numbers of

books in the library to satisfy the academic needs of the students. For meeting, future developments, expansion has been planned and executed. The college has fair IT facilities for strengthening the teaching and learning process. Therefore our college has tried its level best to upgrade with all the necessary IT facilities. The computer lab of BCA department is equipped with 30 computers with required software and antivirus. The college campus is under CCTV surveillance to ensure transparency as well as safety to all its members.

Student Support and Progression

The sole aim of the institution is to provide the requisite help and assistance to the students for facilitating their overall progression. In this regard, the institution stands committed by providing support to the students in terms of career counselling, guidance for competitive examinations. For the redressal of students' grievances, the institution constituted student grievances committee. The career counselling cell of the college always remain active for student welfare. The students are given enough space to address their grievances and requirements to the Principal and the Grievance and Welfare Committee. Students are encouraged to participate in various activities. The Women's Cell of the College is in place and provides counseling to women students. The Anti- Ragging Committee and Ant sexual Harassment Committee are in place and make sure that there are no issues on this account. These committees also work for spreading awareness in the society. Members of the faculty strongly encourage extracurricular and co-curricular activities.

Governance, Leadership and Management

In the form of various committees, cells and units, the College encourages a culture of participative management. All the activities of the institution are carried out in a coordinated manner under the supervision of the Principal and through a number of empowered committees. To carry out all the functions of the Institution, Heads of various Departments, Coordinator of Examination, Librarian, Section Officer and Staff work in collaboration with the Principal. To utilize the benefits of technology, the college has implemented e-

governance in all areas of operation – Planning and Development, Administration, Finance and Accounts, Student Admission and Examination. Both the teaching and Non-teaching staff of the College is benefited by several welfare measures of the institution. The College organizes different training programmes for the staff and encourages them to attend professional development courses in other institutions. The college is open to regular internal and external audits and has a well set mechanism to efficiently mobilize and monitor the resources' has effectively been involved in the overall development of Institution as a whole by assuring different quality initiatives. The College has a well set calendar for conduct of Seminars, debates and Cultural activities spread over the entire academic session.

Institutional Values and Best Practices

For the smooth functioning of life on campus, different committees have been formed. In all the academic and administrative decision making committees of the college, adequate representation is given to all faculty members by creating several committees with their participation and thus providing an opportunity to evolve their maximum potential. College has the committees of College Admission Committee, Examination Committee, Building Committee, SC, ST, Minority Committee, IQAC, Sports Committee, Library Committee, Magazine Committee, and Scholarship Committee. Apart from these committees the Career Guidance and Counseling Cell help the students deal with challenges that they face in their education as well as their personal lives. The college appreciates reforms of the affiliating University i.e. Introduction of online system of admissions and on line availability of admit cards of university annual exams, making administration transparent and student centric. Under the IQAC (Internal Quality Assessment Cell) of the college, every department undertakes an Academic Audit. The IQAC conducts regular meetings for faculty and staff. The IQAC collects and reviews the performance of the departments and faculty members of the University. Student feedback is collected and analyzed by the departments and IQAC. Teachers are encouraged to participate in orientation and refresher courses regularly. Teachers are granted duty leave per year to attend Seminars/Workshops and other academic activities. The accounts of the college are audited yearly.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAM SAKAL SINGH SCIENCE COLLEGE SITAMARHI
Address	RAM SAKAL SINGH SCIENCE COLLEGE,DUMARA,SITAMARHI
City	SITAMARHI
State	Bihar
Pin	843301
Website	www.rsssc.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	TRIVIKRAM NARAYAN SINGH	06226-250328	9835222895	-	rsss_sitamarhi@re diffmail.com
IQAC / CIQA coordinator	RATISH KUMAR	-	9835261780	-	r60kumar@gmail.c om

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Bihar	Babasaheb Bhimrao Ambedkar Bihar University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	19-01-1984	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	RAM SAKAL SINGH SCIENCE COLLEGE,DUMARA,SITAMARHI	Rural	3.45	3617

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Hindi	36	INTERMEDIATE	Hindi	294	287
UG	BA,English	36	INTERMEDIATE	English	231	57
UG	BA,Urdu	36	INTERMEDIATE	Urdu	50	3
UG	BA,Philosophy	36	INTERMEDIATE	English + Hindi	178	1
UG	BA,History	36	INTERMEDIATE	English + Hindi	372	371
UG	BA,Economics	36	INTERMEDIATE	English + Hindi	231	23
UG	BA,Political Science	36	INTERMEDIATE	English + Hindi	372	95
UG	BA,Psychology	36	INTERMEDIATE	English + Hindi,English + Tamil	294	203
UG	BSc,Mathematics	36	INTERMEDIATE	English + Hindi	231	42
UG	BSc,Chemistry	36	INTERMEDIATE	English + Hindi	116	30
UG	BSc,Physics	36	INTERMEDIATE	English + Hindi	116	21
UG	BSc,Botany	36	INTERMEDIATE	English + Hindi	116	9
UG	BSc,Zoology	36	INTERMEDIATE	English + Hindi	116	94
UG	BCA,B C A	36	INTERMEDIATE	English	50	50
UG	BBA,B B A	36	INTERMEDIATE	English	50	24

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				22			
Recruited	0	0	0	0	0	0	0	0	3	0	0	3
Yet to Recruit	0				0				19			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				38
Recruited	6	1	0	7
Yet to Recruit				31
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	0	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		8	1	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1856	0	0	0	1856
	Female	1501	0	0	0	1501
	Others	0	0	0	0	0
Certificate / Awareness	Male	11	0	0	0	11
	Female	12	0	0	0	12
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Category		Year 1	Year 2	Year 3	Year 4	
SC	Male	265	247	196	115	
	Female	146	115	94	55	
	Others	0	0	0	0	
ST	Male	36	49	33	23	
	Female	34	37	14	13	
	Others	0	0	0	0	
OBC	Male	1170	1134	935	733	
	Female	918	802	595	395	
	Others	0	0	0	0	
General	Male	385	441	395	278	
	Female	403	447	379	268	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		3357	3272	2641	1880	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college strives for a multi-disciplinary approach in its curricular as well co-eventual activities. Teachers and students are encouraged to take technological innovations in their teaching learning practices. This approach is also emphasized to enhance critical thinking through group discussion. As NEP 2020 has been implemented in 2023-2027 session only by our university. We will now focusing more on this approach as prescribed by Our University.
2. Academic bank of credits (ABC):	As NEP 2020 has been implemented in our affiliating University only from the session 2023-2027, we are in the process of developing a system for exacting ABC in the true spirit.
3. Skill development:	The College is undertakings Skill development courses as designed by our University from the session 2023-2027. Our University has designed various SECs for the students of Arts, science and Commerce like basic tools, creative writing, Advance Spreadsheet Tools and Communication in Everyday Life.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our College has adopted a bilingual approach in the transaction of curriculum. In subjects of Arts both Hindi and English are used as medium of instruction. With regard to science stream only English language is followed with random use of Hindi. Our facilities take appropriate use of Indian Knowledge System while transacting curriculum in the classrooms and also in co-curricular activities.
5. Focus on Outcome based education (OBE):	The importance and objective of a topic is well explained by our faculties before going into details of the fact topic. Our faculties take care whether learning objectives of the topic have been fulfilled or not. Application analysis synthesis technique into are being learnt by our students during transaction of a topic in the classroom.
6. Distance education/online education:	The College was well-prepared for online classes, especially during pandemic. During the first lockdown, the College developed a conduct teachers and students database to conduct the online classes through Google Meet. The College is ICT enabled With Wi-Fi facilities.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club was established on our College in 28.10.2020. Since then the meeting of the club took place on 16.01.2021 in which following points were discussed :- • The objectives of the club • Fundamentals of electoral process in India • Activities to be done by the club.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Students' coordinator and coordinating faculty members have been appointed by the college. The club remained dis functional during the year 2021 primarily due to to pandemic. Our ELC is fully representative in character and is now fully functional.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Students members of the club have registered their names using an app and online facilities. We plan to organise the following activities before 2024 Lok sabha elections :- • Participation in voters registration of students and others • Voter awareness campaigns.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Students of the Department of Political Science have been asked to do projects work on various aspects of electoral process in India.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	ELC of the College is making all efforts towards enrollment of students in the voters list, especially those students who are above 18 years.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3357	3272	2641	1880	2170

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 23

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
17	20	20	13	12

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
51	33	52	63	55

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The college is a constituent unit of B.R.A. Bihar University, Muzaffarpur, the curriculum is designed by the University. The college follows academic calendar which is prepared by our affiliating university. In the beginning of each session, departmental meetings are held to prepare a detailed framework to complete the syllabus on time. That an effective pedagogical method is used in the classes is also taken care of. Methods such as group discussion, PPT, Mock test etc., are undertaken by the faculty members. Our college is situated in a rural area, and many of our students are first generation learners. Therefore, they are not properly habituated with the ways of academic rigours. To make the students aware of the importance of education, experts are invited from various fields who deliver motivational lectures. The college library provides all the required books to the teachers to ensure effective deliverance of curriculum. All the faculty members are themselves responsible for any problem in the completion of the syllabus. A dedicated teaching plan is prepared by every teacher which includes delivery of lectures, books ,ICT tools to be used .Assessment of students is done through university examinations. Internal assessment of students has been introduced from the 2023-24 session only.

File Description	Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response:

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response:

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
26	63	76	74	74

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

To be aware of our surrounding and environment is very essential to everyone , especially to the teachers and the students , so that they can have safe and secure life style with progressive development. The College is committed for maintaining healthy environment for all its students. The curriculum is designed by the university itself does include compulsory subjects environmental studies & Human rights as General Studies paper in 3rd year at under graduate level which students have to pass before completion of their course. However curriculum of subjects like Botany, Zoology, Chemistry etc. structured mainly with environment & issues related to creating awareness amongst students. Study of environmental education creates awareness among student about climate Change, ecological degradation and various issues regarding environment The institution has provided ample space applying cross cutting issues like gender equity, environmental sustainability, Human values & professional ethics etc. positively into the curriculum. College committees such as Discipline committee, Women grievances committee, Anti- ragging committee and Environmental club play a vibrant role to ensure these aspects along with the traditional teaching learning process. Women cell organized many programs for gender equity. The College proudly states that the incidents of sexual harassment of women student or issues pertaining to ragging are almost nil due to the discipline in the campus and the precautionary measures taken by the concerned committee.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response:

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response:

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response:

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
1311	1648	1646	742	858

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2817	2767	2702	2649	2596

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response:

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
1026	1276	1200	493	631

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

2021-22	2020-21	2019-20	2018-19	2017-18
1690	1660	1621	1589	1298

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response:

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Learning is made more student-centric by involving them in classroom interaction during lecture regularly. Lecturing method is the best interactive way for the level of understanding of the students in rural area. After completing each chapter, the faculty members conduct a general discussion among the students and advise them to clarify their doubts. If the students demand, teachers conduct revision lectures for slow learners. Innovative methods like use of Power Point Presentation, Audio-Visuals, LCD and download the material from websites are used by teachers to make the subject more interesting. Faculties guide the students to prepare assignments in different subjects using various references. Expert lectures from reputed institutes are arranged for students to get better knowledge about various innovative fields. Yoga classes on all Saturdays for students are conducted to keep them mentally and physically fit and to teach them Stress Management. Learning is made more student-centric by involving them in classroom interaction during lecture regularly. Lecturing method is the best interactive way for the level of understanding of the students in rural area.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality**2.4.1****Percentage of full-time teachers against sanctioned posts during the last five years****Response:****2.4.1.1 Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
22	22	22	22	22

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response:

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	11	5	4	3

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The assessment of students is based on a continuous internal evaluation. The Examination Department of the college takes the entire responsibility for conducting all internal examinations. The time table to conduct Examinations is displayed on the notice board and the students are informed about the exams through the notices in the classrooms. Mock tests of students are also conducted before examination.. The teachers keep a track of the progress of the students through class activities, projects, assignments, regularity, punctuality etc. Attendance is also a significant component of the internal evaluation.The College adopts a transparent and robust mechanism to assess the development of students': marks secured by students in unit/class tests, internal tests, practical exams and other academic performances. The college follows the process specified by the B.R.A. Bihar University, Muzaffarpur and adheres strictly to its values of quality, secrecy, confidentiality and specified schedule. The University provides students' a provision to apply for reevaluation, re-checking and photo copies of answer books. However,

for internal assessment, the entire procedure is communicated to all students by the faculty members for their clear understanding in the beginning of the academic year. By and large, internal evaluation of the students is done on the basis of marks secured by them in class/unit tests, assignments, attendance, project work etc. Marks/grades obtained by students in internal assessment are displayed through notice board and the same are uploaded on the college website. The quality of teaching, learning, and examination related issues are monitored by the college committees and especially by Internal Quality Assurance Cell (IQAC) of the college on regular basis and in a transparent, time-bound and efficient way. Scheme of evaluation process and examination are communicated to students through the prospectus at the time of admission. However, complaints pertaining to internal as well as external examination, academic or non-academic domain, college Grievance Redressal Committee and Examination Committee are authorized to look into the complains. Specifically, grievances related to class/unit tests, practical, project work and assignments, presentation etc. are resolved by college Examination Committee in consultation with the respective faculty members. Such grievances are usually recorded by examination section of the college and submitted to the concerned committee for necessary action. These corrective actions are normally re-evaluation, re-checking, providing photocopy of answer sheet to the student etc. The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation. Equally in the external evaluation system of the B.R.A. Bihar University, Muzaffarpur students' also have this provision to apply for re-evaluation, re-checking and photo copies of answer books. Hence, the college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and annual examinations. And strives to maintain transparency, and efficiency in addressing the grievances of students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Every course is governed by certain program outcomes (POs) that represent the knowledge, skills and attitudes that teachers are expected to impart in the students at the completion of their respective program. They describe what students would be able to achieve after completion of the prescribed syllabus; prescribed by the University; of their respective programs. Course outcomes (COs) are specific to a particular course and subject. They are the knowledge skills the student obtains after the conclusion of that particular subject. They describe the rational processes that a course provides. If the POs are directed towards the professional proficiency of a student, COs are focused towards a subject specific knowledge on a deeper level. The CO attainment levels are measured on the basis of the results of the internal assessment and external examination conducted by the university. The assessment is carefully

structured and planned through assignments, tests and multiple choice questions that match with the PO/CO and thus ensure the attainment of CO and PO.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution. Attainment is achieved through an ordered structure of classroom teaching that ensures that course outcomes and program outcomes are achieved. It is done through scheduled lectures. These classroom lectures are augmented by co-curricular activities like debates, departmental tests, guest lectures and group discussions. Attainment of program outcomes, program specific outcomes and course outcomes is done through tests, quizzes, assignments, Projects, etc. Direct and Indirect assessments are conducted.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response:

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
408	489	499	610	725

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
476	578	640	786	820

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response:

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution wants to create an ecosystem for innovation including incubation center as college does not have its own financial resources to support teachers or research scholars for carrying out research activities. However, faculty members are encouraged for research activities utilizing the existing facilities. College inspires research aptitude among faculty members and students. The college encourages for Publication of papers/articles in various national and international journals. Institute organizes national seminars and recommends employees to increase number of publications. They are granted permission for paper presentation in national and international seminars/conferences, as part of their career growth. Faculty members took initiative to upgrade themselves professionally societies. The staff and students are allowed to use the library and internet connectivity for writing papers/articles/ assignments. Projects are given individually and in groups also related to recent topics. This enhances their curiosity, scientific temper and research ability, creativity to innovate new idea generation and their execution as well.

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response:

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**3.3 Research Publications and Awards****3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response:

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	6	9	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

3.3.2

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

Response:

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1**

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

To sensitize students towards social issues and holistic development and to provide social responsibility from theoretical foundation practically, various college committees act mentors for initiation. They organize, career guidance programs to create awareness about career selection courses after college; Awareness programs on environment, AIDS or health issues are imparted through rallies, group plays, poster competition etc. College maintain transparency in admissions, academic standards, examination evaluation, administration etc. Ragging free campus is achieved through efforts to sensitize students towards the issue of "ragging" and to maintain healthy friendly environment. Students are thoroughly informed about state government scholarship available to meritorious students, economically backward students etc. College recognizes the need for orientation programs for teachers hence teachers are encouraged to attend such programs. Internal Quality Assessment Committee of the college ensures Institutional and social responsibility among faculty and students. NSS wing of the organizes awareness program inside and outside college campus to contribute and encourage "Swachh Bharat Mission" of the country. Cleanliness of the premises is maintained by concerned staff as well as students.

Women cell organizes program and meeting for women empowerment and redressal of their grievances. Students are encouraged to write articles for college magazines as well. The College established Women Cell, which organizes awareness programs on women in public life, adolescence, and domestic violence, capacity-building of women. International Women's day is celebrated every year.

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

NIL

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response:

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response:

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college has good infrastructure available to facilitate teaching and learning. It has 14 classrooms, a computer lab, a spacious library, a big playground, separate parking facilities for staff and students, a ladies room, water coolers etc. Separate cabins are available for Sports and NSS. The seminar hall is under construction available which can accommodate 150 students with LCD projector and microphone facility. All classrooms have enough blackboards, dusters, benches, tables, chairs, lights, fans with proper air and sunlight facility. Cleaning habits are kept in mind for the cleanliness of the classrooms. A separate staff- room with proper seating arrangement is available which also serves as a meeting hall. Sports facilities are available for the students in the institution. Two good play grounds are there in the college to organize sports and other outdoor activities like badminton, kho-kho, cricket, track and field events, annual sports, annual cultural & prize distribution functions etc. Different cultural activities are organized through departments. There is facility of both indoor and outdoor games available in the college, like chess, carom, badminton, basketball, volleyball, cricket etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response:

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
40.85	2.44	12.72	13.31	0.06

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college library is automated with Library Automation Software. Internet & Wi-Fi facility is available in the library for the staff and students. Web OPAC (Online Public Access Catalogue) facility is made available through Library Management Software to know the bibliographical details about the collection. One separate node is made available in the Library for OPAC facility. And as it is a Web OPAC, user from any location can search the library collection. Search by giving Title, Author, and domain can be carried out.

Facilities available:

Computer:01

No of printers: 01

Bar Code Printer: 01

Bar Code Scanner: 01

Photocopy Machine: 01

Internet bandwidth: 10 Mbps

The college library has few rare books, manuscripts, special reports in collection. The College Library is enriched with good numbers of textbooks, reference books, books beyond the text, journals, magazine etc. The library has taken initiative to enrich with e-resources like e-books, e-journals, articles (both hard and soft copy-CD) related to subject and curriculum of the college which provides support to teachers and students. The library has been collecting rare books, manuscripts and special reports etc. over the years since its inception in 1970. Steps have been taken to collect more rare books, manuscripts and special reports as these books & documents are very essential for reference.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has well developed IT facilities including Wi-Fi. Adequate number of computers with printers, scanners, Bar Code Reader and high speed internet are available in office, examination section, computer room, store and library. All computers are in LAN with internet bandwidth speed of 10 mbps. There are 45 computers and various application software installed at different locations in the institution. The reading room attached to library, have computer facility with internet connection. We have a smart classroom for ICT enabled teaching learning.

- The office of the Principal has 1 computers with internet facility.
- All departments are equipped with computer and internet facility for both faculty and students
- In addition to these, the college is Wi-fi enabled.
- The speed of Internet in office and as well as departmental area is 100 mbps and in library the speed of Internet is 20 mbps.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2**Student – Computer ratio (Data for the latest completed academic year)****Response:****4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 30

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

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

2021-22	2020-21	2019-20	2018-19	2017-18
6.23	18.64	35.05	11.51	9.51

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response:

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response:

File Description	Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**Response:****5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**5.1.4**

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response:**File Description****Document**

Details of statutory/regulatory Committees (to be notified in institutional website also)

[View Document](#)**5.2 Student Progression****5.2.1**

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response:

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.2.2

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

Response:

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.3 Student Participation and Activities

5.3.1

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

Response:

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response:

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The college has an Alumni Cell. This is the important part of the College. It acts vibrantly for the development of the college. The College pursues a feedback from student's alumni association and then the feedback gets analyzed by the management. There New ideas and innovations are adopted by the College for the betterment of the College and alumni bring new proposals to the College. Most of the

parents and guardians of the students are also the members of alumni association today. Some alumni members have contributed in form of materials like-Books, Water purifier, etc. Some of them have contributed financially through Alumni Association. It advises local people to send their daughters and sons to the college for getting admission. It persuades them to attend classes regularly. It recognizes and appreciates their achievement in different college examination and recruitment related competitive examinations. It guides them to follow the rule and regulation of the college. It cooperates the college to organize student's union election smoothly. It supports college financially also.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision

To provide higher education to the rural and economically backward youths so that they can also be part of the main stream of overall development and fostering an enduring sense of discipline and dedication to work and to be professionally competent.

Mission

To provide qualitative higher education to the students who hail mostly from the surrounding villages.

To enhance the rural youth with discipline and higher level of social and cultural values. To impart skill based education for overall development of the students.

The college is a constituent unit of B.R.A. Bihar University, Muzaffarpur governed by Government of Bihar and Raj Bhawan, Patna. The leadership includes the Principal as the Head of the Institution, the members of the committees which include the faculty members of all departments. Periodical meetings of the committees and frequent interactions with the Staff members and Students' Representatives ensure the Institution's development, implementation and continuous improvement. The institution is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of the effectiveness and efficiency of the institutional process. The College's IQAC conducts regular meetings comprising principal and academic and nonacademic staff for review and improvement. The various committees meeting are

1. Building Development Committee
2. Library Advisory Committee
3. Anti ragging committee
4. Examination Committee
5. Student grievance redressal cell
6. College magazine committee
7. Women cell
8. Purchase Committee
9. Sexual Harassment Prevention Committee etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Strategy development & deployment is one of the most important weapons for achieving institutional objectives. Strategies are based on short term planning and are also evaluated. Their role is very significant in deciding the entire outcome. The institution has a formally stated layout for imparting value based education. The whole process is framed keeping in mind the quality standards so that the action plan is properly implemented. The institution has a regular practice of preparing the action plan at individual and organizational level. The entire procedure of this educational programme is evaluated and scrutinized by the committee comprising of subject experts, core group members and the head of the institution.

The College is a Constituent Unit of L. N. Mithila University, Darbhanga and hence is managed and maintained by the University.

The administrative and academic head of the College is Principal, who in turn is appointed by the University, upon the recommendation of University Selection Committee. The tenure of the Principal is of five years maximum.

Efficient and effective leadership is provided through de-centralization in the form of setting up of various policy making bodies such as the Development Committee, Building Committee, Purchase Committee, IQAC, Admission Committee, Sports & Culture Committee, Publication Committee, Discipline Committee, Anti-Ragging Committee, Placement and Career counselling Cell, Grievance Redressal Cell, etc.

These committees comprise of faculty members, who meet periodically and interact on the matters coming under their jurisdiction.

- The existence of such consultative committees and the active involvement of the faculty assist principal in carrying out the duties of head of the institution.
- The principal provides valuable guidance in planning, organizing and execution of all academic activities and administrative activities.
- He maintains a cordial relationship with the staff and all the stakeholders.

Principal is accountable for maintaining transparency in the admission of students, finance, conduct of

various committee meetings, student's welfare, discipline and all regular activities of the College. The principal is assisted by Bursar, the Controller of examination, the heads of the departments and faculty members in taking administrative and academic decisions. The decisions on the curriculum of various courses are taken care of by the Board of Studies constituted at University level, in which senior faculty members of the College are essential members. The principal plays a key role in all administrative and academic matters as he is the Chairman of Development Committee, Building Committee, Purchase Committee and IQAC.

File Description	Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response:

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The college communicates all the welfare schemes that the government has in place for its employees. These include:

1. Maternity Leave
2. Duty Leave to facilitate participation in conferences/ seminars
- 3.3. Children's Education Allowance
4. Group Insurance Scheme
5. Provident Fund/ NPS
6. Gratuity, Leave Encashment and other benefits on Retirement
7. Provision to draw an advance from the GPF/CPF
8. Children Education Allowance

In addition, the college has a well maintained staff room with a computer installed for the use of the faculty members. The computer in the staff room is connected to the internet. The college has the canteen facility. The college provides automated salary transfer to its employees. Ward quota in admission is available as per university norms. The Prevention of Sexual Harassment Cell provides a platform for any gender-based harassment in the work place. The institution ensures the professional development of the staff by encouraging faculty members for participating in international and national conferences, seminars and workshops, encouraging the faculty to publish research papers in reputed international and national journals and encouraging the faculty to take up membership of various national, state and local level research. Training in computer and software management is provided to the non-teaching staff members as per requirement. The institution has Performance Appraisal System which is mandatory for promotion of teaching faculty, as per the UGC Career Advancement Scheme guidelines for the maintenance of Standards in Higher Education. The Principal deals with the performance assessment of the non-teaching staff remarked by the head clerk. They are promoted in their respective fields after a period of service not less than 10 years. The promotion of non-teaching staff by the university promotion committee constituted by the Vice- Chancellor.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

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

Response:

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response:

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Internal Audit is conducted by local Chartered Accountant engaged by the Principal. The college carries

out a continuous examination of accounting, financial and other activities of the college in accordance with the financial regulations. Internal Audit makes a thorough check and verification of all bills and vouchers of transactions that are carried out during every financial year. It also conducts special investigations with regard to efficiency and economy and examines the systems across the college which control all forms of contract and capital expenditure, administration and operational expenditure. As per systems in vogue, the external audit is supposed to be conducted by B.R.A. Bihar University, Muzaffarpur and Government of Bihar. The discrepancies pointed out by the External Audit and inspection teams are complained replied Para- wise and item-wise within the stipulated time. The college sends proposals for grants to the University Grants Commission (UGC), State Government and other funding agencies in order to meet expenses for infrastructure development and renovation of the college. The utilization of the grant is supervised by the Principal, Bursar, Finance Committee, Purchase Committee, Building Committee and the college Office As per the requirement various faculty members working with funded projects take prior permission from the principal After getting funds utilization of each and every expenditure is submitted to Principal. All the expenditure at the end of March is audited by the authorized Chartered Accountant For effective and efficient use of available financial resources there is a college development cum finance committee

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

We have an active IQAC in place for the last three years. Keeping in mind the development of the college, the IQAC has consistently been engaged in planning and providing direction to the various aspects of development in the college. The IQAC has been relentlessly engaged in creating an environment that eggs the college on, closer to its objectives in keeping with the vision and mission of the college. It has been a constant effort on the part of the IQAC to bring the latest technology to the college in order to modernize its functioning. The participation of the students in enhancing quality is ensured by including student representatives in academic and administrative bodies and in cultural and extension activities.

The IQAC plays its assigned part in quality enhancement by:

Disseminating information on the various quality parameters of higher education to the faculty and the students.

Providing suggestions for introducing new programmes for enhancement of quality in all aspects of the curriculum.

Promoting the use of technology for enhanced teaching-learning.

The IQAC has streamlined methods to keep track of the progress of students through a well planned Mentor-Mentee report which includes personal details such as the health profile, academic progress, extracurricular activities, and placement particulars. The reports are updated year after year and handed over to the class teacher to serve as a guide of tracking student progression and academic growth. The IQAC takes varied steps to ensure that the college implements the quality parameters. Ever since the establishment of IQAC in the college, it took several initiatives for the enhancement of quality in higher education. It collects feedback from various committees and departments and effectively implements them for improvement. Regular Faculty meetings are held to support and motivate every aspect of academic enhancement. Staff evaluation was periodically conducted by the students and student council to assess the quality of academic and non-academic activities. The evaluative reports of all the departments, the reports of the student council .

During last five years, college administration and IQAC have taken many quality enhancement initiatives in the college. College has constructed Class rooms, Library, Boundary, Gate, Cycle Stand, Canteen, Garden fencing etc. IQAC has organized orientation Programme NAAC, documentation for NAAC, getting feedback, academic improvement organizing Parent-Teacher meeting, Computer Literacy Programme, Smart Class and Power-Point-Presentation, Library enrichment, College Beautification, Installing CCTV, IQAC has taken all those initiatives and it aims at making teaching-Learning better and more qualitative. IQAC has taken following initiatives since it was formed in the college: As for example, the IQAC of the college after its establishment, after conducting meetings at regular intervals, made several proposals, like-up gradation of library, laboratory, staffroom, grievance redressal cell, anti-ragging cell, Anti sexual harassment cell, for proper functioning of RTI act. Initiation of hygienic canteen for students and staff members, cycle shade, rain harvesting, proper waste management system, plantation of medicinal plants, prepared the detailed DPR and submitted before the Principal for implementation.

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response:

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

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

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

Response:The institution has a safe and secure campus in which CCTV cameras are installed for monitoring the activities of the students. The teaching faculty is divided into squads to check ragging and other offences in the campus. A sick room is provided in the campus for the students in case they need medical attention and a Girls common room is also available to them. The campus is made secure by locking the gate so that no vehicles can enter without permission. The college has a Women Cell that counsels and sensitizes the students from time to time regarding various issues related to girls like health and hygiene maintenance, safety of girls in the college. It also provides awareness about their rights and laws for their protection and well-being. The members of the Women Cell also perform their duties as counsellors on fixed days and their availability is notified through the college notice board. Various functions are organized by the Women cell and N.S.S. Awareness about gender equity is promoted through various competitions. The Girls Common Room is a space, exclusively meant for girls, so that they may unwind and interact comfortably between classes. The spacious and colourful room is the most suitable place. The room has sufficient seating arrangement, along with appropriate dressing space. The walls of the room are adorned with portraits of women who have, for decades inspired women from all spheres of life. The Common Room allows the girl students space for camaraderie, self-discovery and contemplation.

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response:

File Description	Document
Geo-tagged photographs/videos of the facilities.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response:

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

- 1.In pursuit of its vision and mission, R.S.S. Science College recognizes values and takes into account the differences in people's backgrounds, experiences, knowledge, needs and skills to create a cohesive community and effective workforce. Diversity includes keeping an open mind to differences among cultures, regions, languages and socio-economic environment.
- 2.R.S.S. Science College follows the B.R.A University rules and regulations related to socio-economic categories for appointment of outsource staff and admission of students.
- 3.Classroom lectures are bilingual, as and when required, and study materials are provided both in English and Hindi.
- 4.Linguistic diversity is brought into pedagogy, especially in the Department of Hindi, through the study of texts translated from many Indian Languages.
- 5.Fee concession to poor students is provided after careful scrutiny.
- 6.The Bihar Government Scholarships are also provided on need-cum-merit basis.
- 7.Individual faculty put in practice various methods to identify slow and advanced learners in each class and cater to their differential needs and skills. Under the Mentor-Mentee programme of the College, each student is formally attached with a mentor teacher of the Department. The student can approach the mentor for any academic or personal issues. These efforts help in not only reducing learning gaps but also promotes tolerance and harmony.
- 8.A compulsory personality development course encourages holistic development and assists in confidence building of students.
- 9.SC Cell of the College oversees the effective implementation of policies and programmes for

- disadvantaged groups, and provides guidance and counselling with respect to academic, financial, social and other matters to enhance the diversity within the campus.
10. The College inculcates tolerance, communal harmony and inclusivity among the students and staff by celebrating national and international commemorative days, events and festivals.
 11. We observe Constitution Day every year on 26th November for translating into action the values, rights, duties and responsibilities of citizens as enshrined in the Constitution of India.
 12. In-built within the academic and administrative practices of the College, is a sense of responsibility and duty, which is reflected in practices involving teaching, research, examination, evaluation admission and Cocurricular activities.
 13. The Anti-ragging Committee, the Internal Complaints Committee, the Discipline Committee, SC Committee and Grievance Committee function to create a duty conscious community.
 14. A variety of activities, involving a large number of students, are conducted to celebrate Voter's Day, Ambedkar Jayanti, Good Governance Day, Constitution Day, Women's Day and Human Rights Day.
 15. The NSS Unit of the College works towards reaching out to the larger community and engaging in social work.
 16. College believes that the creation of a good citizen is possible when there is a conducive workplace for the fulfilment of an individual's aspirations and potential.

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

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

Best practice-I

Title of the practice: Use of ICT enabled Teaching-learning Process

Objectives of the Practice:

ICT is seen as opening a thousand windows to the world. It provides us with an opportunity to connect and intergradation of knowledge capital by enhancing faculty competencies with the use of ICT for effective teaching learning enabled global teaching- learning process with our faculty as resource persons. Taking the teaching-learning process making it an anytime and anywhere exercise at learners' speed and convenience.

The Context: The use of ICT in the teaching-learning process I aimed at upgrading the teaching pedagogy in the institution more exciting, but also enhance the teaching capabilities of the faculty and students for learning.

The Practice: The college authority has requested the teachers to adopt the use of audio-visual aids, slides, presentations. The use of these aids has helped making the teaching- learning process a two-way traffic. The shift to the use of ICT tools and make teaching-learning a more exciting and profitable exercise.

Evidence: The use of ICT enriches the teachers and students for presenting papers in seminar, conferences, publications, workshop etc and contact with different types of social Medias. It also helps the teachers for their research works.

Problems: In order to carry out the training of ICT as teaching and learning some problems come up. There is a lack of interest and grouping of teachers and students as because of the regular class routine.

BEST PRACTICE – II

Title of the Practice: Personality Development through Communication Skill

Goal: Developing effective communication skills (spoken and written). Developing effective presentation skills.

Conducting effective academic discourse and dialogue. Boosting one's confidence.

Development of all-round personalities with mature outlook to function effectively in different circumstances.

Development of certain hobbies or skills, learning fine etiquettes and manners, adding style and grace to the way of living overall imbining oneself with positivity, liveliness and peace.

The Context: The college is rooted firmly in the belief that every individual in our society has his own character and personality. It is a reflection of his/her emotions, perceiving things and looking at the world. This individual difference in characteristic patterns of behavior is called 'personality'. Though, environmental factors, family background, financial conditions, genetic factors etc. contribute to shape-up an individual's personality but it largely depends on the social surroundings of an individual. What an individual sees in his/her growing days forms his/her personality.

Fully aware with the fact that Personality development helps an individual to inculcate positive qualities like self-confidence, willingness to learn, friendly nature, eagerness to help others and so on,

R.S.S. Science College has created an ideal environment for its young talents to make them well exposed to the world. In this institution of higher studies the institution strongly believe that the communication skill, both in Hindi and English, is essential for everyone, especially to the students coming from rural and suburban area, to their career growth. Knowledge is the key to success.

times, communication skill is playing an essential role in shaping everyone's personality, the college has launched a Personality Development Program under the banner of "Abdul Klam Center for Personality Development" at facilitating the students from surrounding areas to experience the advanced pedagogy of English language development and helps our young students to develop an impressive personality in them, as well as make them express their thoughts and feelings in the most desired way.

Benefits: Personality development plays an essential role not only in an individual's professional but also in his personal life. It makes an individual disciplined, punctual and an asset for his/her organization. An individual can only survive in the long run. Personality development teaches our young generation to respect not only their teachers but also members, friends, neighbors, relatives and so on. It teaches them to never make fun of anyone inside the campus.

The Practice: As part of our mission, interaction of young students with their course mates is the first step in developing communication skills. They learn to identify which types of situations make them uncomfortable and then modify their behavior. During this exercise we focus on their non-verbal communication because it is equally as important as the verbal communication. Language is extremely important in their interactions with other people. In order to learn how to improve communication, learners to become a great listener. They must fight the urge to respond immediately and really listen to what the other person is communicating. Developing excellent listening skills, learning to resolve problems and conflicts, understanding personal responsibility for every one's own negative behavior, is the main characteristic of our personality development program.

Problems Encountered and Resources Required- The main problem is encountered in bringing girls out from their non-supportive families governed by a patriarchal mind-set. But efforts made by us have given very promising results for girls than boys in many ways.

Resources Required- Human Resources / Professionals to impart training Professionals for Counselling

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

College has continuous improvement every year in its performance distinctive to its vision priority & thrust. For getting continuous this improvement institute has taken number of steps/initiative like organizing activities which address local advantages & disadvantages. Inspiring the young generation for bringing the social & economic change. Now college working distinctive to its vision, priority and thrust has becoming true for making the vision and mission college come true principal of college monitors each and every process of college. Making education quality full and motivating the youth of society for bringing the social and economic change is the motive missions and vision of the college.

The vision of R.S.S. Science College is 'to create a centre of academic excellence for students in the field of higher education proficient to stand in a globalised world'. To cultivate competence and efficiency along with character and integrity amongst the youth in the rural area, the institution makes sincere efforts for the creation of a society that is not only progressive but also inclusive since 1970. The habitat, floral and faunal density and diversity, to the infrastructure, Ambedkar Boys Hostel of students coming from disadvantaged section of society for needy and poor boys –all these contribute to the sustenance of the institution in higher education.

The college's vision and mission centre on uplifting and enhancing the capacities of rural Students and, by extension of the rural population. So, educating rural pupils with high-quality content contributes significantly to the development of young people in rural areas. As a result, the institution has worked tirelessly from its inception to ensure that as many people as possible in the institution's home region have access to higher education. According to student enrolment statistics, 55% of graduate students are female out of which 90% come from economically disadvantaged backgrounds. As a result, the institution caters to the educational needs of those from disadvantaged backgrounds. There is also a facility for providing clean drinking water. Since there are so many power outages, the college will have shortly a big generator of 24 KVA to help with backup power.

The college offers a certificate course in "Certificate in Computer Application" to rural residents, who are dependent on agriculture. As the students pursue UG degree, they gain more practical expertise in soft skills, which helps them to address the employability issue. In rural areas.

The college has an Internal Complaint Committee (ICC) that empowers girl students and ensures their safety while attending the college. Additionally, the ICC offers legal training to students on a wide range of relevant legislation that they may encounter in the course of their daily lives.

The library has a good range of books for academic subjects as well as competitive exams. The library also has 4 daily newspapers in different languages. Teachers and students can read different sections of the book. The library is open almost 8 hours to visitors. There are approx 15000 books, including encyclopaedias, religious texts, in the library. In addition, the college will be shortly a member of the INFLIBNET centre which gives our students and teachers access to an unlimited number of electronic resources.

Out of the 17 teachers, 10 hold Ph. D., while 3 are currently enrolled in doctoral programmes. Each department is supplied with an internet connection. ICT-enabled classroom serve as a foundation for the teaching-learning process.

5. CONCLUSION

Additional Information :

- To introduce skill oriented vocational courses. To introduce PG teaching.
- Introduction of B.Com Hons. Course
- Introduction of new courses as per NEP.
- To introduce B.Ed. education.

Concluding Remarks :

Our College has a tradition of quality teaching. The main objective of our college is to instill knowledge and develop skills of the students which can enhance their ability to cope with the emerging challenges of the times.. The socio-economic Condition of most of our students is very poor. A minimum infrastructure is not available to them. As a result the dropout rate is comparatively high. We make best efforts to inspire such student to come to College and continue their studies. To encourage them, free studentship and the required facilities are offered. Individual department takes responsibility to care for drop out students. Due to consecutive waves of pandemic in 2020 and 2021 and also in the beginning of 2022, we could not organise seminars and workshop and other college events. However since mid-2022 we have organized 12 seminars and 1 workshop. NSS wing of our college had organized 7-days camp of NSS volunteers from 24.03.2023 to 30.3.2023. Our students also won medals in university level athletic event. Regardless of various types of constraints, depending on the commitment, perseverance, enthusiasm and sincerity of the teachers and the staff, we are approaching towards becoming a center of excellence. The efforts of the college have to be understood and assessed in the context of higher education in Bihar. Bihar boasts of its golden part. But over the last 30 years, the standard of education is not in good shape. However, with the introduction of CBCS framework from 2023-27 session, a new era has begun in the educational firmament of Bihar. Against this background, our college is making sincere efforts to cater to the educational needs of students, particularly from rural areas.