YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	**RAM KRISHNA DWARIKA COLLEGE**
• Name of the Head of the institution	**Prof. (Dr.) Indrajit Prasad Roy**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**8083860424**
• Mobile No:	**9431659034**
• Registered e-mail	**principalrkdcollegepatna@gmail.com**
• Alternate e-mail	**drindrajitprasadroy@yahoo.com**
• Address	**P.O. LohiaNagar, Kankarbag, Patna -20**
• City/Town	**Patna**
• State/UT	**Bihar**
• Pin Code	**800020**

2.Institutional status

• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**

- Name of the Affiliating University   **Patliputra University Patna**

- Name of the IQAC Coordinator   **IKRAM ALI RASHID**

- Phone No.   **06122382712**

- Alternate phone No.   **9431039192**

- Mobile   **9431659034**

- IQAC e-mail address   **iqacrkdcpatna@gmail.com**

- Alternate e-mail address   **drindrajitprasadroy@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://rkdcollegepatna.org/Downloads/6243cd6878dad_aqar_report.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://rkdcollegepatna.org/Downloads/DSW.17.PPU.2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.71**	**2015**	**30/03/2015**	**30/04/2020**

6.Date of Establishment of IQAC   **31/05/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Creation of Swayam Cell to promote hybrid learning 2. Promote Gender equality in the corporate structure and functioning in the college 3. Safety training related to COVID-19 for teaching and non-teaching staffs

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Incorporate ideas and actions to achieve Gender equality in the institution	Ensured maximum participation of all female faculty members in different bodies of the college. Installation Sanitary pad vending machine in the Girls common room,
Incorporate newly appointed teachers especially in the academic committees to invite fresh ideas	Ensured maximum participation of newly appointed teachers especially in the academic committees
Updation of ICT infrastructure and tools	Constitution of Swayam Cell to promote e-learning
Detailed Feedback of stakeholders	Feedback collected and analysed and presented before the principal for further action
Safety training related to COVID-19 for teaching and non-teaching staffs	Awareness created regarding COVID-19 safety protocols

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**3**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

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13.Whether the AQAR was placed before statutory body?	No	

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	23/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **25**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **6229**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1887**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **1624**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **41**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **70**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**25**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**6229**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1887**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**1624**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**41**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**70**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**20**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**193.24573 LAKHS**
4.3 Total number of computers on campus for academic purposes	**68**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College follows affiliating university curriculum. At the beginning of every session, there is a general meeting held with all departmental Heads and time table committee about curriculum delivery and documentation. Each Head of the academic department is assigned to make a plan of action to complete the curriculum within a time frame. Time table committee finalizes the year plan of theoretical, practical and other academic activities. Classes' runs according to time table, any modification in time table is prior informed to all concerned stakeholders. Well-framed documentation is done after every class. Reports of completion of syllabus submitted to academic committee well before the internal examination. On review of reports, remedial classes are arranged by the faculty members.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NA

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

College follows affiliating University Academic Calendar. In general, to ensure learning outcomes of each subject continuous evaluation is carried out, sometimes in a formal way, sometime in an informal way but during the academic year 2020-21, due to challenges posed by COVID-19 pandemic the CIE was conducted in an informal way only

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	NA

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In the undergraduate courses B.A. (H) Geography addresses contemporary issues like rapid degradation of environment, sustainability, food security, deforestation, over population etc. and makes students aware of these issues by organizing or motivating students to take part in activities related to these issues. B.A.(H)Sociology deals with gender related issues like types of family, family disintegration, status of women in Muslim religion and divorce under Muslim marriage chapter, status of women in Indian society and factors of change, feminist methodology, female feticide under social diseases, Issues related to women's rights in tribal life and changes due to contact with civilized society, sex ratio under demography, maternal mortality etc. have been discussed through which the students will be able to do a comparative study of both the sexes, will be aware of the exploitation and discrimination towards the particular gender and by knowing the data, through analytical study, will lay the basis of gender-free society.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

53

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://rkdcollegepatna.org/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3144

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1887

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1. **The teachers assess students while taking classes, personal interactions, feedback,individual and group presentations, group discussions, various academic activities, etc. and accordingly take action through encouragement and motivation.**
2. **Students are motivated by the teachers to participate in various personality enrichment activities for example quiz, extempore, group discussion, creative writing competition, anchoring, various talks by experts, movie screening followed by discussion etc so that their talent can be utilized and at the same time they can be provided with proper exposure and opportunity. Congenial environment is created so that students come out from their inhibition and take part in each and every activity that eventually broadens their sphere of thinking academically as well as related to extracurricular activities.**
3. **Teachers orient students in informal ways and help them channelize their energies in the right direction. Above all some of the teachers of the college are engaged to help students deal with their psychological issues.**

But due to unfortunate extraordinary situations arising from Covid -19 pandemic such activities were not carried in the academic year 2020-21. We have resumed these activities in the present academic session.

File Description	Documents
Link for additional Information	NA
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
6229	41

File Description	Documents
Any additional information	No File Uploaded

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

In general, the institution follows the following methods to enhance learning experience of the students

Students are encouraged by the teachers to participate actively in discussions, idea presentations etc. so as to stimulate richness in the academic experience and add diversity to it. The aim is to impart up to date knowledge, aware them about the current socio-economic and technological situations and empower them in application of skills to develop innovative ideas towards solving present day challenges.

The college has well equipped laboratories in the departments of Physics, Chemistry, Zoology, Botany, BCA, Geography and Psychology. Students are taught about the waste management and its importance towards sustainable development, control of pollution, energy usage minimization, collection and preservation of samples, taking care of fossils, Psychological analysis etc.

Students are encouraged to join summer internships in various organizations.

Through assignment of academic works like project, assignment, presentation, group discussions etc. teachers try to stimulate critical analysis and develop understanding of syllabus in a broader context.

But due to unfortunate extraordinary situations arising from Covid -19 pandemic such activities were not carried in the academic year 2020-21. We have resumed these activities in the present academic session.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[NA](NA)

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During the COVID-19 pandemic period all teachers used various platforms such as Whatsapp, Google classroom, google meet, zoom etc. for online teaching and delivered their lectures through powerpoint presentations etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[NA](NA)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

00

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

28

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1013

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In general, internal assessment is carried out as follows:

1. Internal assessment methodsis not uniform and it varies from teacher to teacher as well as subject to subject. Both conventional methods and innovative methods are incorporated towards assessment by the respective faculty members depending upon the students' needs and abilities.

Conduction of class tests comprising both subjective and objective questions. After the tests answers are discussed so as to help students gain better understandingof the topic and also improve their writing skills. Usually tests and assignments are small and covers the currently taught topics. The basic idea behind this is that pressure of the test or assignment is not there on students and they can focus on the concepts and understanding of the topic.But due to unfortunate extraordinary situations arising from Covid -19 pandemic internal assessment methods were not carried out efficiently. However, with the resumptions of classes we have resumed these activities in the present academic session

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The Examination process of the college viz. examination schedule, question papers, conduct of examinations, evaluation of scripts and declaration of result is governed by Patliputra University, Patna. Colleges act as examination centers for its students and distribute admit cards.

The college deputes two office assistants in supervision of examination controller to redress the student grievances well before the start of examination. Student grievances during the conduct of the examinations (non-availability of question papers in time, delay in getting the question papers etc) are handled by the college in cooperation with Patliputra University Examination Branch. Such grievances are handled at the level of the Principal (who acts as Superintendent of Examinations) supported by a team. Students need to apply to the University for correction in marks and reevaluation. The process is

governed by Patliputra University, Patna Ordinances. The administrative office of the college guides the students about the process. For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies. Also, the University has a dedicated Student Grievance Cell where students can approach to redress their issues.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	NA

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme outcomes, and course outcomes of the programmesoffered are evaluated at the university level. At the college level syllabus are discussed and teachers make aware about the syllabus to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	NA
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated by the university

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	NA

2.6.3 - Pass percentage of Students during the year

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

1481

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

NA

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	NA

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities were limited because of restrictions imposed due to COVID -19. World Aids Day, Human rights day, National Youth Day etc. were celebrated with decent participation of students and teachers.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

627

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	*View File*
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	*View File*

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a well planned, well developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities.

For all academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops

demands are placed by the departmental heads or the teachers of the departments concerned in writing to the Principal. Matter placed in the committee and any decision taken in the committee headed by Principal after discussion unanimously.

Maintenance of Physical Support Facilities i.e. water, electricity, cleaning, security, CCTV, Internet facility, Solar system etc maintained by various committee headed by Principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NA

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has an auditorium to conduct cultural activities such as plays, drama, dance, seminars, quiz, debates etc.. In addition to these, we have a very active Cultural Wing, NCC and NSS department which regularly participates in various social events. There is also a yoga room, gym and sports room. Unfortunately the college does not a ground so outdoor game activities are limited.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NA

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NA](NA)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

193.24573

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is not automated

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	[NA](NA)

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-	**E. None of the above**

resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

253580

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>NA</u>

4.3.2 - Number of Computers

68

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

193.24573

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a well planned, well developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities.

For all academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops demands are placed by the departmental heads or the teachers of the departments concerned in writing to the Principal. Matter placed in the committee and any decision taken in the committee headed by Principal after discussion unanimously.

Maintenance of Physical Support Facilities i.e. water, electricity, cleaning, security, CCTV, Internet facility, Solar system etc maintained by various committee headed by Principal.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

485

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0	

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0	

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0	

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

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 year

5.3.1.1 - 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 year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students' representation on various bodies as per established processes and norms of the University). We have representation of students in the IQAC Cell and through cultural wing, NSS and NCC student participation in co-curricular and extracurricular activities is encouraged.

File Description	Documents
Paste link for additional information	[NA](#)
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

There is no registered Alumni Association

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission of thecollege is to develop versatile human beings who can shoulder the responsibilities of the society and the nation. With a wide variety of departments in Science, commerceand Humanities and Social Science, we equip our students with all the qualities needed to build a good character required to attain emotional stability, social maturity and economic

independence.

The college administration through its various committees formulates the guidelines to be followed both at department and administrative level through various rounds of discussion with Principal and other stakeholders. The college is committed to providing a liberal, participative work environment for its faculty and inclusive quality education leveraging every possible opportunity for personal growth of its students.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institutions believe in the practices of decentralisation and participative management. The Institutions enhance the quality at various levels - College Development Committee, Principal, In-charge Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non teaching Staff, NCC, NSS, all the stakeholders involve in the decentralisation and participative management. All are working together for efficient functioning of the Institutions. The respective committees participate in taking the decision for the academic and the infrastructural development of college.

The Principal: - The Principal is the executive head of the institution. He is authorized to take decisions regarding academic, administrative and financial matters in accordance with the policy decision decided by various committee of the college.

Head of the Departments: - Head of the faculty from Arts, Commerce and Science and Heads of the various departments look after the regular administration, teaching and research, issues of the students and staffs of the department.

The Internal Quality Assurance Cell:- The IQAC is headed by the Principal and the Coordinator who is selected from the faculty members look after its activities. A representative of the University Representative, faculty members, non-teaching staff

member, Social activist, Alumni and student are the members . IQAC works for development and application of quality parameters for the various academic and administrative activities of the College leading to quality improvement.

The Principal and members of various committees interact with periodically. All academic and operational policies are based on the unanimous decision of the academic and administrative committees

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Principal and members of various committees interact with periodically. All academic and operational policies are based on the unanimous decision of the following committees :-

- College Development Committee
- Purchasing and sales Committee
- Building Committee
- Admission Committee
- Examination Committee
- Library Committee
- College Annual Magazine Committee
- Sports Committee
- Time Table Committe

While the IQAC along with development Committee of the college is mandated to ensure implementation, to direct and manage every aspect of these policies and plans, the Principal is the chief executive head at the college level. In turn, the faculty members are delegated responsibilities through various committees.and they return to the Principal with their experiences, learning and challenges, hence informing the college of implementation details and improvement possibilities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal is the executive head of the college, The academic section comprises various departments of the college. HOD's of the respective departments head the departments. Professors, Associate Professors and Assistant Professors help their HOD's in the academic activities in the department. Support staff in the departments who assist in the day to day activities of the department are Lab-in-charge, demonstrators, store keepers and departmental peon. Non academic section has two wings namely administrative wing and Library. Under administrative wing there is establishment section and accounts, Bursar of the college heads the Accounts section who is assisted in the work by Accountant, Assistant Accontant and sectional peon. Establishment section has two wings namely Principal Office and General Administrative office respectively manged by their respective Head Assistants, assisted by various Assistants and sectional peons. Library -in-charge is responsible for library related services assisted by Assistant Librarian, routine clerk and sectional peons. There are various daily wagers for performing mundane activities in the college such as sweeping, guarding etc. who report to the Head assistant Principal office.

Service rules, procedures, recruitment, promotional policies are governed as per the rules and regulations of Patliputra University and Government of Bihar

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	http://rkdcollegepatna.org/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

The Institution has various effective welfare measures for teaching and non-teaching staff, some of them are;

1.Group life insurance for Teaching and Non-teaching staff: Employees are covered under this insurance scheme by paying a meagre amount.

2.Ex-gratia for Non-teaching staff: A sum of Rs. 10000 is given as lumpsum amount to the families of deceased staff (Non-teaching) for performing his/her last rites.

3.Medical leave: There is provision of 10 days medical leave with full pay or 20 days is allowed with half pay per annum.

4.Conveyance charges: Conveyance charges incurred for official work are reimbursed as per

entitlement.

5.Study Leave: Study Leave for pursuing higher education for a maximum period of six months is granted to Teachers with salary excluding conveyance allowance.

6.Duty leave: Duty Leave is granted to teacher for conducting examinations, attend Conference/Seminar/Symposia and official

meetings.

7.Maternity Leave: There is provision for maternity leave with full pay for six months up to a maximum of two children.

8.Paternity Leave:There is provision for maternity leave with full pay for 15 days up to a maximum of two children.

File Description	Documents
Paste link for additional information	[NA](#)
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Being a constituent unit of Patliputra University, Patna, The College follows the guidelines of UGC, Bihar State Universities Act (BSUA) and parent university with regard to performance

appraisal system for teaching staff and BSUA and parent university rules and regulations for non-teaching staff

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a mechanism for both internal and external audit. Competent Auditor is appointed by the Principal for internal audit. The external/statutory audit is carried out by a Govt. auditor appointed by the University/the Department of Higher education, Government of Bihar.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The income of college is mainly from the amount of money collected from students as annual fee, UGC funds, self financing courses, funds received from the parent university. The income is used to meet the expenditure towards upkeep of laboratories, stationary requirement, expenditure towards co-curricular activities and others.The college ensures proper utilization of resources through combined efforts of Development Committee, Accountant, Principal, Bursar, and several Staff Council Committees.The departments submit their requirements to the Infrastructure Committee which assesses and submits the major infrastructure requirements to the office of the Principal who in turn presents the same before the Development Committee for approval. The Library Committee looks after the matters related to purchase of books, journals, periodicals etc. The funds are released against the original bills after scrutinizing them thoroughly by the Accountant and the Bursar. The college observes checks and makes scrutiny at all levels. Internal as well as external auditing ensures smoothness and transparency in the financial matters.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

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

Two practices institutionalized as a result of IQAC initiatives

1. **Collection and analysis of Feedbacks from stake holders**
2. **Promotion of Gender Equality in the corporate structure and functioning of the college**

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college cannot make changes in the curriculum which comes to us by our Parent University but we constantly review the situation of teaching and learning environment through the formal and informal meeting of college staffs and other stakeholders. This year, in the times, we felt that the regular chalk and talk method of teaching and learning is not sufficient and therefore we have started a new cell "Swayam Cell" to promote hybrid learning using online resoources in teaching. In addition to this we are starting to focus on experiential learning and find ways to incorporate in as many courses as possible.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute has initiated several programs and has emphasized gender equity in the corporate structure. The institute is ensuring women representation in all academic and administrative bodies. Celebration of important days like International Women's Day, Global Women's Breakfast etc. is prioritized. Girl students are encouraged to participate in all cultural events, debates, quizzes etc. During the academic session 2020-21 we could not work as planned because of COVID-19 restrictions but this academic year we are moving ahead as per our plan of action.

Institution shows gender sensitivity in providing facilities such as:

1.Safety and Security:(i) The Internal Complaints Committee (ICC) has been constituted in the college and meets on the need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. (ii) Anti-ragging cell: This cell ensures that there is no instance of ragging in the college.

2.Counselling : Through interaction during orientation programs, classroom sessions etc. awareness is being spread on issues related to women safety, equal opportunities, security etc. Counselling is done as and when need arises by our faculty members to the students.

3.Common Room activities. There is a Girls common room in

college.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NA

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: We discourage useof single use plastics in the college and have adopted several methods such as use of "kulhad cups" for serving beverages in the college campus. Segregation of waste is prioritized in the campus and we have installed several dustbins specially labeled and color coded for biodegradable waste, paper waste and non-biodegradable waste.

E-waste management: Printer Cartridges are generally refilled and not disposed. Wherever refilling is not possible, the cartridge is returned to the vendor. UPS batteries are exchanged for a nominal cost (buy back offers) with the vendor of the new batteries.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

E. None of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In general, we celebrate all important days which promotes tolerance and harmony towards cultural, regional, communal socioeconomic and other diversites such as national unity day, republic day etc. through organization of events like poster making, essay writing, slogan writing etc. But due to restrictions because of COVID-19 this year celebrations were not as vivid as planned.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In general, we celebrate all important days which Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

such as Human rights day, Constitution day, republic day etc. through organization of events like poster making, essay writing, slogan writing etc. But due to restrictions because of COVID-19 this year celebrations were not as vivid as planned.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website	**C. Any 2 of the above**

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Yes, the College in general, actively celebrates birth anniversaries, the national festivals and memorials of great Indian personalities like Mahatma Gandhi, Sardar Vallabhbhai Patel, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan…… Independence Day, Republic Day, Gandhi Jayanti, National Science day, World environment day, International Yoga, NCC Day, Flag Day and Human Rights Day day

However limited celebrations were held due to COVID-19 restrictions during 2020-21. We have resumed these activities in the current academic session.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices
7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice -1

1. Title of the Practice

Gender equality:EQUALITY AND EMPOWERMENT OF ALL WOMEN AND GIRLS

2. Objectives ofthePractice

Creating conducive and progressive environment and ecosystem for overall development of women faculties and girl students

3. TheContext

1. Under representation of women faculties in various bodies of the institute.
2. Less awareness of students towards issues related to gender equality in academic, social and professional life.

4. ThePractice

In India women in managerial positions are only 190 in 1000; in leadership it is just 8.46 percent and female workforce ratio is 0.33. Thus addressing issues of gender inequality through participation and incorporation in teaching and learning at this stage will help the country to achieve the sustainable goal targets.

5. EvidenceofSuccess

1. Incorporation of female faculties in almost all academic and administrative bodies with leadership roles in many bodies.
2. Special emphasis on celebration of all major days related to the issues of Gender equality in the vision of IQAC

6. ProblemsEncounteredandResourcesRequired

Due to Covid -19 pandemic we were not able to carry out the events as planned.

Best Practice -2

1. Title of the Practice

Solid Waste Management

2. Objectives ofthePractice

1.Minimize use of nonbiodegradable material in college campus

2. Create awareness about the sustainable practices and opportunities in waste management

3. TheContext

1. To minimize the use of "single use plastic items" in the campus

2.Very less awareness of students towards opportunities in solid waste management and conversion of waste into resource.

4. ThePractice

Education is a crucial component of sustainable development and it is important to integrate the practices adopted for sustainable development into aspects of education and learning. Waste management is one such aspect and development of ideas to turn waste into resource is important for realizing sustainable development goals.

5. EvidenceofSuccess

1. Reducing the use of single use plastic items and ban on use of paper/plastic/stryofoam cups for serving beverages in campus
2. Celebration of events with an emphasis on waste management
3. Special emphasis on organization of programs, events, workshops etc. related to management of waste in the vision of IQAC

6. ProblemsEncounteredandResourcesRequired

Due to Covid -19 pandemic we were not able to carry out the

events as planned.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The mission of the college is to impart quality education, with a stress on inculcating moral and cultural values without any gender bais, in addition to scientific temper in student, so that employability of students may be enhanced in changing global scenario.

Avowed goal of the college can be enumerated as follows:

• To provide value based quality education to develop citizenship behavior in students. • Provide updated knowledge in the subjects.

• To ensure access of higher education by all sections of society. • To protect, preserve and promote the cultural values/heritage.

• To sensitize students towards social concerns like Human Rights, Right to Information, gender equality and also toward environmental issues.

• to prtvide quality based education to all-especially the disadvantaged groups of the society

•to provide equal opportunity to both the genders and to all communities

• to develop skills in students for better employment prospects etc

We provide good opportunity in securing a good job. Today, Education has unfolded innumerable job opportunities which inspired us to make available different job oriented courses; we provide entire knowledge which will make perfect. Our faculty members provide an education which develops self confidence

enabling you to face any type of interview.

We try to develop awareness among disadvantaged group through NSS unit of the college

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **Up-gradation of existing laboratories and purchase of ICT materials equipment.**
- **Up-gradation of existing library**
- **Up-gradation of infrastructure i.e. Lift facility installation specially for Divyangjan**
- **Promote research activities**
- **To organize regular seminar/ webinar/ workshop for knowledge up-gradation**
- **Promoting Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff members.**
- **Continuous awareness/sensitisation program on physical health as well as mental health**