



YEARLY STATUS REPORT - 2021-2022

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.	06122382712	
• Mobile No:	9334151877	
• Registered e-mail	principalrkdcollegepatna@gmail.com	
• Alternate e-mail	rkdciqac@gmail.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				
• Name of the IQAC Coordinator	Dr Rama Kant Sharma				
• Phone No.	06122382712				
• Alternate phone No.	6200347186				
• Mobile	9334151877				
• IQAC e-mail address	rkdcqiqac@gmail.com				
• Alternate e-mail address	iqacrkdcpatna@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://rkdcollegepatna.org/AOAR.aspx				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://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			30/05/2013		
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	
Nil	Nil	Nil	Nil	Nil	
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			1		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Feedback meeting from academic department/ administrative department/ finance 2. Updation of Laboratory infrastructure 3. Celebration of important days and organization of cultural events 4. Promotion of Extension activities in the college 1 12 department and all stakeholders</p>		
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	
1. Updation of Laboratory infrastructure	Infrastructure in the Laboratories of Physics, Chemistry, Zoology and Botany departments upgraded	
2. Creation of Research Facilities	Research Lab in the Chemistry Department established	
3. Promotion of Extension Activities	No of Extension activities such slum visits, book distribution etc. conducted	
4. Promotion of Cultural events in the college	Organization of cultural events	
5. Feedback from stakeholders and implementation of suggestion	Suggestions from stakeholders are being implemented	
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
2021-22	19/01/2023

15. Multidisciplinary / interdisciplinary

The college is working upon finding ways to find promote interdisciplinary and multidisciplinary teaching learning activities especially in the areas of Research, cultural events, teaching etc

16. Academic bank of credits (ABC):

Not applicable

17. Skill development:

The college is working upon exploring avenues of skill development among faculties, students and nonteaching staffs such as organising FDPs, SDPs etc.

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

The college is working upon redevelopment of Language labs, collaboration with other institutes and promotion of Indian culture through conduction of Seminars and symposiums

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

The college has limited role in curriculum development but we are working upon preparing POs, PSO, LOs and COs of the syllabus provided by the University so as to effectively implent the syllabus.

20. Distance education/online education:

The college is planning to introduce certificate courses/ add on courses through online mode

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	2555
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	1572
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1675
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	40
File Description	Documents
Data Template	View File
3.2	70

Number of Sanctioned posts during the year	
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)	73.92
4.3 Total number of computers on campus for academic purposes	50

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	Nil

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

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rkdcollegepatna.org/Downloads/DSW.17.PPU.2022.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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)	No File Uploaded

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)	No File Uploaded

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

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

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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	No File Uploaded

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

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

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

B. Feedback collected, analyzed and action has been taken

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

1297

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.

File Description	Documents
Link for additional Information	Nil
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
6830	40

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

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Most of the teachers use ICT enabled tools for effective teaching-learning process. During the COVID-19 pandemic period and during vacations and holidays 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	Nil

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

30

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

1019

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 methods is 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 understanding of 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.

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

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 deposes 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	Nil

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 programmes offered 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	Nil
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	Nil

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

1593

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	View File
Paste link for the annual report	Nil

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)

<https://rkdcollegepatna.org/>

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)	No File Uploaded

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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

0

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)	No File Uploaded

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

6

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

1

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

The college organizes and participates in various extension activities through NCC, NSS, Cultural Cell and departmental activities with a dual objective of not only sensitizing students about various social issues but also contribute to the community and strengthen community participation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

37

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)	View File

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

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)	View File

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)	No File Uploaded
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	No File Uploaded

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	Nil

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	Nil

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	Nil
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)

33.32

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	Nil

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

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

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)

12.41

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

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

55

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	Nil

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)

83.92

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

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	Nil

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

31

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

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)	No File Uploaded

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

D. 1 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 benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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	No File Uploaded
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	No File Uploaded
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	No File Uploaded

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	No File Uploaded
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.**

18

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	Nil
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

5

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 yet. However we are working upon for the formation and registration of 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 the college 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, commerce and 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	Nil
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	Nil
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	Nil
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 Accountant and sectional peon. Establishment section has two wings namely Principal Office and General Administrative office respectively managed 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	Nil
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)	No File Uploaded

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	Nil
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)	No File Uploaded

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)	No File Uploaded

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

9

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	Nil
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	Nil
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)	No File Uploaded

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	Nil
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	Nil
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 resources 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	Nil
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	Nil
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)	No File Uploaded

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 the college

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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	No File Uploaded
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 use of 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 **C. Any 2 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: **B. Any 3 of the above**

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**

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 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

E. None of the above

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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 diversities 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)	View File
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 There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

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)	View File
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

Gender equality

2. Objectives

Creating conducive and progressive environment and ecosystem promoting gender equality

3. Context

Less awareness of students towards issues related to gender equality in academic, social and professional life.

4. Practice

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. Evidence of Success

1. female faculties incorporated in almost all academic and administrative bodies
2. Emphasis on celebration of all major days related to the issues of Gender equality

Best Practice -2

Solid Waste Management

2. Objectives

Adopt practices related to the sustainable practices and opportunities in waste management

3. Context

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

4. Practice

Sustainability Education is need of the hour. Waste management is one aspect of sustainability education and development of ideas to turn waste into resource is important for realizing sustainable development goals.

5. Evidence of Success

1. Reduction of use of non-biogradable items in the college
2. Celebration and organization of events with an emphasis on waste management

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 bias, in addition to scientific temper in student, so that employability of students may be enhanced in changing global scenario. A vowed 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 provide 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 required knowledge which will make students to appear in job interviews and secure a job . Our faculty members provide an education which develops self confidenceenabling you to face any type of interview. We try to develop awareness among disadvantaged group through NSS unit of the college

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	Nil

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

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rkdcollegepatna.org/Downloads/DSW.17.PPU.2022.pdf

1.1.3 - Teachers of the Institution participate

B. Any 3 of the above

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

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)	No File Uploaded

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)	No File Uploaded

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

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

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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	No File Uploaded

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

Nil

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

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	B. Feedback collected, analyzed and action has been taken
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

1297

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.

File Description	Documents
Link for additional Information	Nil
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
6830	40

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

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

Most of the teachers use ICT enabled tools for effective teaching-learning process. During the COVID-19 pandemic period and during vacations and holidays 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	Nil

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

30

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

1019

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 methods is 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 understanding of 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.

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

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 deposes 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 marksheet 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	Nil

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 programmes offered 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	Nil
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	Nil

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

1593	
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	View File
Paste link for the annual report	Nil
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)	
https://rkdcollegepatna.org/	
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)	No File Uploaded
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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

0

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)	No File Uploaded

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

6

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

1

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

The college organizes and participates in various extension activities through NCC, NSS, Cultural Cell and departmental activities with a dual objective of not only sensitizing students about various social issues but also contribute to the community and strengthen community participation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

37

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)	View File

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

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)	View File

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)	No File Uploaded
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	No File Uploaded

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	Nil

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	Nil

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	Nil
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)

33.32

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	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

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

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)

12.41

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

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

55

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	Nil

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)

83.92

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

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	Nil

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

31

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

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

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

D. 1 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)	No File Uploaded

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	No File Uploaded
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	No File Uploaded
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	No File Uploaded
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	No File Uploaded
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.	
18	

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	Nil
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

5

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 yet. However we are working upon for the formation and registration of 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 the college 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, commerce and 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	Nil
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	Nil
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	Nil
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 Accountant and sectional peon. Establishment section has two wings namely Principal Office and General Administrative office respectively managed 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 wages 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	Nil
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)	No File Uploaded
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The Institution has various effective welfare measures for teaching and non-teaching staff, some of them are;</p> <ol style="list-style-type: none"> 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	Nil
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)	No File Uploaded

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)	No File Uploaded

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

9

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	Nil
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	Nil
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)	No File Uploaded

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	Nil
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	Nil
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 resources 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	Nil
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	Nil
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)	No File Uploaded

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 the college

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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	No File Uploaded
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 use of 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

C. Any 2 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	B. Any 3 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 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	E. None of the above
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-	C. Any 2 of the above

reading software, mechanized equipment
**5. Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies
 of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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 diversities 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)	View File
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 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

C. Any 2 of the above

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)	View File
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

Gender equality

2. Objectives

Creating conducive and progressive environment and ecosystem promoting gender equality

3. Context

Less awareness of students towards issues related to gender equality in academic, social and professional life.

4. Practice

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. Evidence of Success

1. female faculties incorporated in almost all academic and administrative bodies
2. Emphasis on celebration of all major days related to the issues of Gender equality

Best Practice -2**Solid Waste Management****2. Objectives**

Adopt practices related to the sustainable practices and opportunities in waste management

3. Context

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

4. Practice

Sustainability Education is need of the hour. Waste management is one aspect of sustainability education and development of ideas to turn waste into resource is important for realizing sustainable development goals.

5. Evidence of Success

1. Reduction of use of non-biogradable items in the college
2. Celebration and organization of events with an emphasis on waste management

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 bias, in addition to scientific temper in student, so that employability of students may be enhanced in changing global scenario. A vowed 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 provide 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 required knowledge which will make students to appear in job interviews and secure a job . Our faculty members provide an education which develops self confidenceenabling 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

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 such as classrooms, departmental staff rooms

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.

Promotion of Continuous awareness/sensitisation program on physical health as well as mental health